



Board of Trustees - Minutes
January 23, 2024
Moscow Library, 4:30 PM

In attendance:

Board: Saba Baig, Annette Pimentel, Wayne Schmidt, Rochelle Smith. Excused: Marci Miller.

Staff: Andrew Morris, Melissa Snyder, Chris Sokol

Treasurer: Donna Beggs

1. *Call to order* – Smith called the meeting to order at 4:34 PM
2. *Changes or additions to the agenda* – None.
3. *Public comment* –None.
4. *Approval of minutes* – Pimentel moved to approve the minutes of the December 19, 2023 meeting, Baig seconded. Motion carried.
5. *Treasurer’s report – Accept December 2023 financial report and expenditures* – Beggs reported the LCLD is 25% into the budget year and has spent about 22% of the approved budget. Baig moved to approve the December 2023 financial report and expenditures, Pimentel seconded. Motion carried.
6. *Staff report – Technology Manager – Andrew Morris* was hired in December, 2022. A large part of the job has been developing the position as full-time. Morris is now able to perform computer maintenance remotely using GoTo Resolve. Future projects include purchasing two new servers, replacing the outdated phone system, connecting to fiber to improve internet speed and accessibility, and acquiring additional touch screen monitors for circulation PCs.

[Morris exited 4:55 PM]

7. *Director’s report* –Youth Services Manager Katie Bouchard started some new teen programs and the January “Teen Sip ‘n Paint” was very popular. Schmidt plans to attend the meeting as well. The Moscow Library building lease expires in October 2024. Sokol will reach out to the City to begin discussing a new lease. Planning has begun for painting and re-carpeting the Moscow Library main level.
8. *Committee reports* –
 - a. Planning committee – The Planning committee continues to investigate several options for the Juliaetta library. The Planning committee will have further conversations with Innovia Foundation. Demolition costs are typically \$3-\$5 per square foot.

Board of Trustees - Minutes
January 23, 2024
Moscow Library, 4:30 PM

- b. Personnel Committee
 - i. Director job posting – Schmidt and Smith spoke with Omnia HR regarding the job posting. Sokol will send all trustees the Director job description and Smith will send out preliminary interview questions. Trustees will send input to Smith. Schmidt and Smith will submit the final drafts of the job description and questions to Omnia HR for posting.
- 9. *Unfinished business* –
 - a. Omnia HR update – The contract has been signed and Omnia will assist in the job search for a new LCLD Director.
- 10. *New business* –
 - a. Annual review of trustee roles, responsibilities, laws, library operations – Postponed.
 - b. Idaho library legislation update – The library bill is still in committee.
 - c. COLA increase of 1.8% for staff including Director – Pimentel moved to approve the Director receiving a 1.8% COLA increase along with all other staff and substitutes; Baig seconded. Motion carried.
 - d. Set potential dates for joint retreat with Latah Library Foundation – The retreat will take place during the last week of March or the first week of April. Sokol will send a Doodle poll to the Foundation and Trustees.
- 11. *Items for next month's agenda* – Trustee orientation, annual audit, Business Manager report, Planning Committee update, Personnel Committee update.
- 12. *Public comment* – None.
- 13. *Adjourn* – Smith adjourned the meeting at 6:48 PM.

APPROVED 2/27/24
mjs/cs