



**Board of Trustees - Minutes**  
**February 27, 2024 - Moscow Library, 4:30 PM**

In attendance:

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

Staff: Matt Casberg, Melissa Snyder, Chris Sokol

Treasurer: Donna Beggs

Guest: Bailee Schnider, auditor

Public: Jake Garringer, North Idaho Field Representative

1. *Call to order* – Smith called the meeting to order at 4:30 PM
2. *Changes or additions to the agenda* – none
3. *Public comment* – none
4. *Approval of minutes* – Miller moved to approve the minutes of the January 23, 2024 meeting, Schmidt seconded. Motion carried.
5. *Treasurer's report – Accept January 2023 financial report and expenditures* – Beggs reported the LCLD is 33% into the budget year and has spent just under 30% of the approved budget. Pimentel moved to approve the January 2023 financial report and expenditures, Schmidt seconded. Motion carried.
6. *Accept Auditor's report* – Bailee Schnider of Hayden Ross explained the results of the audit and reported the LCLD received a clean opinion on financial statements. The financial statements present fairly and internal controls are in place. The Government Finance Officers Association (GFOA) recommends, as minimum, a fund balance equal to two months of expenditures or revenues. The LCLD revenues continue to exceed expenditures.

[Schnider exited 4:55]

7. *Director's report* – Sokol provided the trustees with her report on LCLD updates and activities for January 2024. The LCLD recently received an anonymous, unrestricted donation of \$25,000. The Moscow Chamber of Commerce will host a Coffee with the Legislators this Friday at 9:30 a.m. Baig will reach out to Sage Francetich to request an invoice for the realtor services he provided the LCLD. Sokol reported the Idaho Senate Bill 1289 failed by one vote. The Moscow building lease will expire in October 2024 and the City of Moscow may want to change the terms of the lease. Sokol requested a copy of the 1912 Center lease from the City and will forward it to the trustees.
8. *Staff report – Business Manager*– Casberg completed his first full year as Business Manager. The recent audit went smoothly and has been completed. The upcoming carpet replacement project for the

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Moscow Library upper floor is still in the planning stage. The Moscow stairwell has been painted, including the concrete floor. Casberg plans to look at the facilities needs for each of the Branches.

[Casberg exited 5:25]

9. *Committee reports –*

- a. Planning committee – Juliaetta update – The current owners of the Colter’s Creek building are still on the fence regarding donating the building. Further discussion is needed between the owners and Innovia before they involve the LCLD. Jack Curtin is not interested in selling his Juliaetta building. Schmidt is willing to contact Glen Lackey about the property adjacent to the current Juliaetta library. The Planning committee will meet during the week of March 18 to discuss the USDA grant.
- b. Personnel Committee – Director Search Update – Omnia posted the job and three applications have been received. Sokol will submit her letter of resignation with April 30 as her last day. The board will hold a special meeting on Tuesday, March 19 at 4:30 to create the transition team and search committee.

10. *Unfinished business –*

- a. Finalize decision to hold joint retreat with Latah Library Foundation – Sokol will reserve a room in the 1912 Center for March 27. A mediator is still needed and Miller offered a suggestion. She will reach out and report the results to Sokol.

11. *New business –*

- a. Annual review of trustee roles, responsibilities, laws, library operations – Prior to the meeting, the Trustees watched the Open Meeting webinar. They discussed topics presented such as open meetings and serial meetings.

12. *Items for next month’s agenda –* Approve invoice from Sage Francetich for realtor services, facilities update, Personnel Committee update on the Director search. Pimentel will be unable to attend the March meeting.

13. *Public comment –* Jake Garringer, North Idaho Field Director for the Governor’s Office, introduced himself.

14. *Adjourn –* Smith adjourned the meeting at 6:42 PM.

APPROVED 3/26/24

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