



Board of Trustees - Minutes
March 26, 2024
Moscow Library, 4:30 PM

In attendance:

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

Staff: Lisa Egan, Melissa Snyder, Chris Sokol

Treasurer: Donna Beggs

Guests: Aaron McMurray and Kristi Rietze, Innovia Foundation

1. *Call to order* – Smith called the meeting to order at 4:30 PM.
2. *Changes or additions to the agenda* – Baig moved to move agenda item 10a to follow the approval of the minutes. Schmidt seconded, motion carried.
3. *Public comment* – None.
4. *Approval of minutes* – Miller moved to approve the minutes of the February 27, 2024 meeting, Baig seconded. Motion carried. Schmidt moved to approve the minutes of the March 19, 2024 special meeting, Baig seconded. Motion carried.
5. New business (formerly agenda item 10a)
 - a. Zoom meeting with Innovia Foundation representatives regarding property at 308 Main Street in Juliaetta – Innovia updated the trustees on the Juliaetta property. The current owners are in discussion with their CPA regarding various options. The LCLD board will create a subcommittee to meet in-person with Innovia and the owners.

[McMurray and Rietze exited 4:47 PM]

6. *Treasurer's report – Accept February 2024 financial report and expenditures* – Beggs reported the LCLD is five months into the budget year and has spent about 37% of the approved budget. The LCLD recently received an anonymous unrestricted donation of \$25,000. Baig moved to approve the February 2024 financial report and expenditures, Miller seconded. Motion carried.
7. *Director's report* – Sokol stated that the Potlatch heat pump has been replaced. All library staff will participate in scenario-based de-escalation training with Rick Jenkins of Safer Libraries on Friday, March 29. Genesee city maintenance staff volunteered to assemble the new picture book shelves selected by Connie Sobczyk and purchased by the LCLD. Sobczyk will retire on June 27, 2024. Brittany Griffin will attend the Bovill City Council meeting on April 1 to finalize plans for the new Bovill Library sign. Clay Ritter, ICfL Public Library Consultant, is a potential facilitator for the future Trustee/Foundation retreat and can also be invited to conduct an annual review of trustee

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responsibilities. Baig will reach out to Sage McCetich [note: his former surname was Francetich] again to request an invoice for the real estate agent services he provided the LCLD. The Moscow building lease will expire in October 2024 and the City of Moscow may want to change the terms of the lease. Sokol has reached out to David Schott for additional information. Security cameras have been installed at both entrances at the Moscow library. Sokol suggested some names as potential Foundation board members.

8. *Staff report – Access Services Manager*– Egan shared highlights from the past year. The Pacific Northwest Library Association conference was held in Moscow this year and several LCLD staff attended and some were presenters at the conference. The Circulation Department, Adult Services Librarian, and Technical Services Department are updating DVD spine labels to include genre. The Homebound service is running smoothly.
9. *Committee reports –*
 - a. Planning Committee – The Planning Committee presented current information on the different options for the Juliaetta library.
 - b. Personnel Committee – Director Search Update – The Personnel Committee reported that nine applications have been received and reviewed. The hiring committee will move forward with four of the applicants. Zoom interviews have been set up over the next two weeks. After the Zoom interviews, the hiring committee will invite selected applicants to come to Moscow for a final interview.
10. *Unfinished business – None.*
11. *New business –*
 - a. [Zoom meeting with Innovia Foundation]: Moved to agenda item 5.
 - b. Consider pending Idaho library legislation – Sokol updated the board with information she has gathered. LCLD attorney Geoff Schroeder is willing to meet with library staff and the trustees for further discussion if the legislation becomes law.
 - c. Review building lease renewal for Potlatch Library – LCLD attorney Geoff Schroeder advised that a new lease may not need to be written and the LCLD could draft a Memorandum of Understanding between the City of Potlatch and the LCLD, indicating that the LCLD wishes to

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retain ownership of the building. The board would like additional time to prepare and discuss the lease and decided to postpone this item until the April meeting.

- d. Approve Director search committee interview questions for Zoom meetings – The Personnel Committee provided the proposed questions for discussion.
- e. Approve prompt given to Director candidates for in-person presentation – The board will discuss the prompt following the Zoom interviews.

[Beggs, Egan, and Snyder exited 6:13]

- f. Motion to enter into executive session pursuant to Idaho Code §74-206 (1)(c), To acquire an interest in real property not owned by a public agency – Baig moved that the board, pursuant to I.C. §74-206 (1)(c), convene in executive session to consider acquiring an interest in real property not owned by a public agency; Miller seconded. By roll call vote: Baig, yes; Miller, yes; Schmidt, yes; Smith, yes. Executive session convened at 6:14 PM. Regular meeting resumed at 6:40 PM.
 - g. Motion to enter into executive session pursuant to Idaho Code §74-206(1)(a), to consider personnel matters – Baig moved that the board, pursuant to I.C. §74-206(1)(a), convene in executive session to consider personnel matters. Miller seconded. By roll call vote: Baig, yes; Miller, yes; Schmidt, yes; Smith, yes. Executive session convened at 6:41 PM. Regular meeting resumed at 6:55 PM.
 - h. Approve interim transition team for Director responsibilities – It was moved and seconded to appoint Katie Bouchard, Lisa Egan and Rebecca Rivapalacio to the temporary transition team until a new director is in place. Motion carried.
12. *Items for next month's agenda* – Potlatch lease, presentation prompt for the on-site director candidate interviews, temporary pay addition for transition team members.
13. *Public comment* – None.
14. *Adjourn* – Schmidt moved and Baig seconded to adjourn. Motion carried.

APPROVED with amendments 4/23/24

mjs/cs