

**Latah County Library District
Board of Trustees - Minutes
September 28, 2021
Troy Library, 4:30 PM**

In attendance:

Board: Jennifer Henrichs, Annette Pimentel, Michael Riley, Jen Root, Rochelle Smith

Staff: Bailey Gillreath-Brown, Melissa Snyder, Chris Sokol, Michelle Sturdy

1. *Call to order* – Smith called the meeting to order at 4:41 PM
2. *Changes or additions to the agenda* – none
3. *Public comment* – none
4. *Approval of minutes* – Riley moved to approve the minutes of the August 24, 2021 meeting, Root seconded. Motion carried.
5. *Treasurer's report – Accept August 2021 financial reports and expenditures* – Sales tax income was slightly higher than anticipated during the 2020-2021 budget year. LCLD has received the first invoice from K&G Construction. Henrichs moved to approve the August treasurer's report and to accept the August expenditures, Riley seconded. Motion carried.
6. *Director's report and COVID-19 update* – Sheralyn Bassett, Tech Services Manager, has taken a job at the University of Idaho starting on October 1. The LCLD Foundation is applying to be part of the 2021 Alternative Giving Market, raising money to purchase new furniture for the youth rooms at the Moscow Library. Sokol has been working with the CHAS clinic to arrange mobile vaccine clinics at LCLD locations. She applied for a grant to Stepping Stones to request funding to replace an automatic door opener and purchase a digital magnifier. LCLD will look into holding a library card sign-up at the University of Idaho library. Masks are again required for all staff, volunteers, and patrons in the LCLD buildings as of September 25. Smith called a Special Meeting for Wednesday, September 29 at 8:00 PM to clarify the authority to impose COVID-related safety measures.
7. *Facilities report* – The Moscow remodel is underway. The workroom and office are framed in and work on the Carnegie restrooms has begun. Some problems have arisen such as old lead pipes and insulation issues. K&G is working with CKA to address and assess the project.
8. *Adult Services Manager's report* – Gillreath-Brown focused on digital and online programming during the past 18 months. Passive programs were successful in reaching a patron demographic that historically has been harder to attract. This year, LCLD had an all-ages Summer Reading Program with 250 adults registering and participating at Moscow alone.

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9. *Troy Branch Manager's report* – Sturdy provided passive programming to patrons during this past year. She received a STEM grant for take-home kits and also provided to-go Funactivities activities. Troy distributed 25-30 kits per week and always ran out. During the school year, Sturdy provides a monthly STEAM activity for patrons. The Troy Historical Society researched the Troy library and put together a booklet about the history of the land and of the building.
10. *Committee reports* – The Facilities Committee (Eichner, Pimentel, Sokol) met to review a draft Facilities Plan that will be will be connected to the Strategic Plan. The Facilities plan will include short-term and long-term needs for each LCLD location.
11. *Unfinished business*
 - a. Election of Officers – Riley moved to elect the following officers, Henrichs seconded. Motion carried.
 - i. Chair – Rochelle Smith
 - ii. Vice-chair– Jen Root
 - iii. Treasurer– Annette Pimentel
 - b. Committee appointments – Riley moved to accept the following committee assignments, Root seconded. Motion carried.
 - i. Finance Committee and chair – Eichner, Pimentel (chair), Sokol
 - ii. Personnel Committee and chair – Riley, Smith (chair), Sokol
 - iii. Planning Committee and chair – Henrichs, Root (chair), Sokol
 - iv. Policy Committee and chair – Eichner, Smith (chair), Sokol
 - v. LCLD Foundation liaison – Henrichs
12. *New business*
 - a. Strategic Plan revision – The ICfL Strategic Planning training has been postponed until Spring, 2022 due to COVID-19. Sokol will send examples and some revisions to the Planning Committee and Root will set up a meeting.
13. *Items for next month's agenda* – Trustee orientation refresher, Genesee Branch Manager annual report.
14. *Public comment* – none
15. *Adjourn* – Smith adjourned the meeting at 6:11 PM.

Next meeting - October 26, 2021 at the Genesee Library, 4:30 pm