

**Latah County Library District
Board of Trustees - Minutes
February 23, 2021
Zoom meeting, 4:30 PM**

In attendance:

Board: Ivar Nelson, Annette Pimentel, Michael Riley, Rochelle Smith. Excused: Jen Root

Staff: Mellissa Eichner, Hannah Kroese, Melissa Snyder, Chris Sokol

Guests: Kevin Smith; Greg Castellaw; Brent Beaudoin

1. *Call to order* – Smith called the meeting to order at 4:32 PM
2. *Changes or additions to the agenda* – Agenda item 6 should read:
Accept December 2020 and January 2021 financial reports and expenditures.
3. *Public comment* – none
4. *Approval of minutes* – Riley moved to approve the minutes of both the January 26, 2021 regular meeting and the February 12, 2021 Board Retreat meeting, Pimentel seconded.
Motion carried.
5. *Treasurer's report* – Pimentel reported that revenues and expenditures are on track. The library recently received the January property tax check. Eichner made some cost-saving changes to the employee insurance policy and kept the same coverage. These changes went into effect in January, 2021.
6. *Accept December 2020 and January 2021 financial reports and expenditures* – Nelson moved to approve the December treasurer's report and to accept the December expenditures, Riley seconded. Motion carried. Nelson moved to approve the January treasurer's report and to accept the January expenditures, Riley seconded. Motion carried.
7. *Audit report for FY 2019-20* – Kevin Smith from Hayden Ross explained the results of the audit and reported that everything is operating as intended. There are no issues with financial controls and processes. Even during the pandemic, revenues continue to exceed expenditures. Smith attributed this success to management decisions made by LCLD Director Chris Sokol and the oversight of the Board of Trustees.
[Beaudoin and Castellaw arrived 5:00 PM]
[Smith exited 5:03 PM]
8. *Facilities report*
 - a. *Castellaw Kom update on Moscow main floor remodel* – Greg Castellaw, Brent Beaudoin – The plans for the four areas of remodel are almost ready to be submitted to the city for plan review and to contractors for bids. Construction costs continue to rise. The four areas of remodel include the circulation area with an office for the

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Access Services Manager; changing the existing bathrooms near the circulation desk into single occupancy, non-gendered restrooms; updating the Carnegie restrooms and making them more ADA-compliant; and improving the lighting in the youth areas. The architects anticipate construction work being done during the summer of 2021. The Board is looking at applying for grants to cover construction costs of two additional projects. These projects are a cyber- counter and a meeting room.

[Kroese arrived 6:00 PM]

[Beaudoin and Castellaw exited 6:08 PM]

9. *Director's report* – LCLD Attorney Geoff Schroeder will participate in the March 23, 2021 Board meeting to discuss bonds and levies with the Trustees. Terms end for Trustees Ivar Nelson and Jen Root in May, 2021.
10. *Committee reports* – none
11. *Unfinished business* – none
12. *New business*
 - a. COVID-19 update – Sokol reported the Idaho COVID-19 Vaccine Advisory Committee's prioritization recommendations to the Governor made at their recent meeting did not include public library workers.
 - b. Draft Memorandum of Understanding with LCLD Friends groups – postponed until the March 2021 board meeting.
 - c. New LCLD logo options – Hannah Kroese, LCLD Marketing Specialist, presented three draft versions of an updated LCLD logo for the Board to consider. Discussion will continue at the March 23, 2021 board meeting.

[Kroese exited 6:35 PM]

13. *Items for next month's agenda* – LCLD Attorney Geoff Schroeder will discuss bonds and levies, Memorandum of Understanding with LCLD Friends groups, LCLD logo.
14. *Public comment* – none
15. *Adjourn* – Smith adjourned the meeting at 6:37 PM.

Next meeting - March 23, 2021 via Zoom (Moscow Library), 4:30 pm

APPROVED 3/23/21
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