

**Latah County Library District
Board of Trustees - Minutes
April 27, 2021
Zoom meeting, 4:30 PM**

In attendance:

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

Staff: Mellissa Eichner, Lana Lusco, Melissa Snyder, Chris Sokol

Guest: Jennifer Henrichs

1. *Call to order* – Board chair Smith sent prior notification that she would be late, so vice-chair Root called the meeting to order at 4:33 PM.
2. *Changes or additions to the agenda* – None.
3. *Public comment* – None.
4. *Approval of minutes* – Nelson moved to approve the minutes of the March 23, 2021 meeting, Pimentel seconded. Motion carried.
5. *Treasurer's report – Accept March 2021 financial reports and expenditures* – Pimentel reported that some expenditures are higher than budgeted for. However, the percent of year elapsed is greater than percent of budget spent and LCLD financials look fine overall. Riley moved to approve the March treasurer's report and to accept the March expenditures, Root seconded. Motion carried.
6. *Facilities report* – Echanove, Egan, Eichner, and Sokol have met with Castellaw Kom Architects and furnishings consultant Ruth Baleiko several times. Baleiko is providing her services pro bono to LCLD. Sokol is drafting an application for a Laura Moore Cunningham Foundation grant and will send to Smith, Root and Pimentel before submitting to LCMF. The grant will request funding for a service desk for the Circulation area, improved lighting in the Youth area, a laptop counter, and remodel of the Carnegie restrooms.
7. *Director's report* – There will be a Trustee Connections virtual workshop on June 18 with a focus on strategic planning. About 80% of LCLD staff have received the COVID-19 vaccine. LCLD has reduced the quarantine period on materials to 48 hours.
[Smith arrived 4:45 PM]
8. *Potlatch Branch Manager's report* – Lana Lusco took over as Potlatch Branch Manager in late December 2020. She has been working to create a comfortable environment for her patrons. She has brought in two betta fish and is looking forward to starting an outdoor gardening program for her patrons.
9. *Business Manager's annual report* – Eichner is beginning her third year as the LCLD Business Manager. Eichner worked with the insurance broker to improve insurance benefits for LCLD

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employees. She made some cost-saving changes to the employee insurance policy while keeping the same coverage. First Step Internet currently holds the E-rate contract with LCLD. The new contract includes increased bandwidth at all LCLD locations at no additional cost.

10. *Committee reports* – None.

11. *Unfinished business*

- a. Approve Memorandum of Understanding with Friends groups – The Board discussed the MOU and added this bullet point: *The Friends agree to establish by-laws for their organization.* Root moved to approve sending the MOU with this addition to all of the LCLD Friends groups. Pimentel seconded, Motion carried.

[Lusco excused 5:30 PM]

12. *New business*

- a. Declare Jen Root and Jennifer Henrichs elected as trustees (per I.C. 33-2717) – Nelson moved to declare Jen Root and Jennifer Henrichs elected as trustees, Riley seconded. Motion carried.
- b. New LCLD logo discussion and vote – Riley moved to adopt logo option A1 as the new LCLD logo, Pimentel seconded. Motion carried.
- c. Form an ad hoc facilities improvement committee – Sokol proposed the creation of an ad hoc facilities improvement committee with a focus on financial aspects of building improvements. This includes construction timelines and election deadlines. The committee will include Eichner, Pimentel, and Sokol. Root moved to establish an ad hoc facilities improvement committee, Pimentel seconded. Motion carried.
- d. Determine special meeting date in May for Director’s evaluation – Sokol will send a doodle poll for trustees to indicate their availability May 10-21. The evaluation will be held via Zoom.

13. *Items for next month’s agenda* – Juliaetta Branch Manager’s annual report.

14. *Public comment* – none

15. *Adjourn* – Smith adjourned the meeting at 6:18 PM.

Next meeting - May 25, 2021 at the Juliaetta Library or via Zoom, 4:30 pm

APPROVED 5/25/21
mjs/cs