

**Pend Oreille County Library District  
Board of Trustees  
Minutes of Regular Meeting  
August 18, 2009 at Calispel Valley Library Meeting Room**

**1. CALL TO ORDER:**

The meeting was called to order by Chairman Mark Cauchy at 5:05 pm.

**Members Present:** Chairman Mark Cauchy, Trustee Nancy Svoboda, and Trustee Sandi Snow

**Members Absent:** Secretary David Livingston, Trustee Jim Brewster

**Library Staff Present:** Library Director Matt Becvarov

**Recording Secretary:** Vickie Bushée

**2. APPROVAL OF AGENDA:**

**ACTION:** Svoboda moved to approve the agenda. Snow seconded, all in favor, so ordered.

**3. APPROVAL OF MINUTES:**

**ACTION:** Snow moved to approve the minutes of the July meeting. Svoboda seconded, all in favor, so ordered. In the absence of Livingston, Vice-Chair Snow signed the minutes in his stead.

**4. PUBLIC PRESENTATIONS: None**

**5. FINANCIAL AND STATISTICAL REPORTS:**

Reports were presented to the Board and are attached. At Chair Cauchy's request, Director Becvarov will include the credit card bill for review in the Board packet.

**6. APPROVAL OF BILLS:**

- Current vouchers for July 2009: Numbers 15741 to 15774 in the amount of \$12,018.54;
- Vouchers for August 2009: Petty Cash (Numbers 15775 to 15776), Benefits (Number 15777) and Payroll (Number 15778);
- Prior Vouchers for July: Petty Cash, (Numbers 15736 to 15737) in the amount of \$407.35; (voucher 15738 voided) July benefits (Number 15739) in the amount of \$5,040.38;
- July Payroll (Number 15740) in the amount of \$19,865.79.

**ACTION:** Svoboda moved to approve the bills. Snow seconded, all in favor, so ordered.

**7. REPORT OF THE DIRECTOR:**

The Director will continue to seek out a network specialist to provide IT services. Snow offered to assist in assessing structural IT needs at the Ione and Metaline Falls branches. The need for insurance to cover contractors was discussed. Becvarov will get more information from the District's insurance provider about coverage options and recommendations. The insurance clause can be added or amended to any agreement for outsourced services at a later date, if needed.

**8. UNFINISHED BUSINESS:**

**8.1 Revision of Job Descriptions: Director, Branch Coordinators**

Draft job descriptions were reviewed and discussed. This topic will be included in the Unfinished Business agenda at the next meeting.

**8.2 Ione Library Facility Utilities**

Prior agreements with the Town of Ione were reviewed. Becvarov will collect more information, and more discussion will be included under Unfinished Business at the next meeting.

**9. NEW BUSINESS**

**9.1 Interim Reassignments for Board Duties**

Svoboda reported that Livingston is recovering from his recent illness, but that it might be two or more months before he would be able to resume his duties as Board Secretary. In his absence, the Recording Secretary will submit the minutes of the monthly meeting to the Board members.

Cauchy will contact the Commissioners about the protocol for a temporary appointment of a Trustee, if that becomes necessary. Topic to be included in Unfinished Business at the September meeting.

**10. REPORTS OF COMMITTEES**

**10.1 Technology Committee Report**

Snow presented charts of throughput activity for the last month, and possible causative factors.

**10.2 Finance Committee Report**

Becvarov reported that the preliminary budget will be ready by the next meeting.

**10.3 Employee Liaison Report**

No report.

**10.4 Long-Term Planning Committee Report**

Svoboda will assume leadership for this committee. Discussion of the upcoming Strategic Planning meeting in Ione on September 19<sup>th</sup> ensued.

**11. COMMUNICATIONS : NONE**

**12. RECAP AND FUTURE AGENDA ITEMS**

Agenda items include: Ione library facility, Job Description Revisions, Interim Reassignments for Board Duties, 2010 preliminary budget, and vendor outsourcing.

**13. ADJOURNMENT: Meeting was adjourned at 7:22 pm.**

**NEXT MEETING DATE: September 22, 2009 at Calispel Valley Library**

Respectfully submitted by Vickie Bushée, acting for



David Livingston, Secretary



Chairman, Mark Cauchy