

**Pend Oreille County Library District
Board of Trustees
Minutes of Regular Meeting
March 23, 2010 at Calispel Valley Library Meeting Room**

1. CALL TO ORDER:

Meeting was called to order at 5:05 p.m. by Vice-Chair Sandi Snow.

Members Present: Trustee Mark Cauchy, Trustee Nancy Svoboda, Trustee Jim Brewster , Trustee Sandi Snow

Library Staff Present: none

Recording Secretary: Vickie Bushée

Guests: Wendy Allegretto

2. APPROVAL OF AGENDA:

The agenda for New Business was amended to include a presentation by Colleen Auble and a discussion of temporary staffing at the Newport branch. Due to the recent resignation of David Livingston from the Board, election of a new chair was also added after Public Presentations.

ACTION: Brewster moved to approve the agenda. Cauchy seconded, all in favor, so ordered.

3. APPROVAL OF MINUTES:

3.1 ACTION: Cauchy moved to approve the minutes of the February 23 meeting. Brewster seconded, all in favor, so ordered.

3.2 ACTION: Cauchy moved to approve the minutes of the March 10 special meeting. Brewster seconded, all in favor, so ordered.

4. PUBLIC PRESENTATIONS: None. The guest was welcomed.

5. ELECTION OF BOARD CHAIR

ACTION: Brewster moved to elect Mark Cauchy as Chair; Snow seconded, all in favor, so ordered. Chair Cauchy assumed leadership for the remainder of the meeting.

6. FINANCIAL AND STATISTICAL REPORTS:

Reports were presented to the Board and are attached. There were some questions as to some terms used, so Auble and Cauchy will meet with the bookkeeper to gain a better understanding of the reports. Auble will also meet with the Treasurer's office to discuss procedures for draws. She will inform the other Branch Coordinators of any topics affecting all branches and field questions for presentation to the Board.

7. APPROVAL OF BILLS:

- Current vouchers for February 2010 numbered 16008 to 16059 in the amount of \$17, 180.04
 - February Benefits (no. 16019) in the amount of \$3,276.75
 - February Payroll (no. 16020) in the amount of \$14,370.27
- for a monthly expenditure total of: \$34,827.06

ACTION: Brewster moved to approve the bills as submitted. Snow seconded, all in favor, so ordered.

8. REPORT OF THE DIRECTOR:

Due to the absence of the Interim Director, there was no report. Branch reports were included in the Board packet of information.

9. UNFINISHED BUSINESS

9.1 Revision of Job Descriptions for Library Assistant, Bookkeeper/Assistant

The Trustees agreed to table this discussion until after a new Director is hired.

9.2 Meeting Room Policy Review

Svoboda reported that she had reviewed the existing policy and felt that no changes were needed. However, she emphasized that the use of meeting rooms must be on a non-discriminatory basis and that legal depositions were not to be allowed (due to their closed and private nature). There is no meeting room at Newport, and the District Office is not to be used as one.

10. NEW BUSINESS

10.1 Colleen Auble has accepted the responsibilities of Interim Branch Manager for Newport Public at the request of the Board . She presented materials outlining the current staffing, the gaps which need to be filled, and resumes from recent applicants. Since there is an immediate need to provide adequate coverage for the front desk and other daily operations, the Board considered the hiring of a temporary Library Assistant.

ACTION: Pending the review of references, Snow moved to approve this hire for a 15 hour/week temporary position; Brewster seconded, all in favor, so ordered.

11. REPORTS OF COMMITTEES

11.1 Technology Committee Report: Snow reported on the Erate submission, usage reports, and letters of support for the Broadband Grant

11.2 Finance Committee Report—no report

11.2 Employee Liaison Report: Brewster and Cauchy will meet with Newport Staff on 3-24 to discuss staffing arrangements and branch operations.

11. REPORTS OF COMMITTEES (cont.)

11.3 Ione Facility Agreement : Cauchy and Snow are still working on a draft agreement.

12. COMMUNICATIONS: None.

13. Executive Session was called to discuss personnel and staffing issues at 6:15 pm and regular session resumed at 6:45 pm.

14. RECAP AND FUTURE AGENDA ITEMS: Ione Facility Agreement Committee report, placement of ads for the Director's position

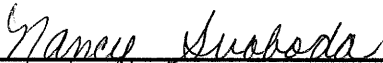
14. ADJOURNMENT AND NEXT MEETING DATE

The meeting was adjourned at 7:05 p.m.; the next meeting will be held on Tuesday, April 27, 2010, at the Calispel Valley Library

Respectfully submitted by Vickie Bushée, acting for



Mark Cauchy, Chair



Nancy Svoboda, Secretary