

**Pend Oreille County Library District
Board of Trustees
Minutes of Regular Meeting
May 25, 2010 at Calispel Valley Library Meeting Room**

1. CALL TO ORDER:

Meeting was called to order at 5:05 p.m. by Chair Mark Cauchy.

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

Library Staff Present: Colleen Auble, Lynn Barnes

Recording Secretary: Vickie Bushée

2. APPROVAL OF AGENDA:

The agenda was amended to change the date and place of the next meeting to Friday, May 28, 2010 at the PUD conference room in Newport. **ACTION:** Brewster moved to make this change; Snow seconded, all in favor, so ordered.

3. APPROVAL OF MINUTES:

3.1 ACTION: Snow moved to approve the minutes of the April 27, 2010 meeting. Brewster seconded, all in favor, so ordered.

4. PUBLIC PRESENTATIONS: None.

5. FINANCIAL AND STATISTICAL REPORTS:

Reports were presented to the Board and are attached. Visa bills for April will be presented for review at the next meeting.

6. APPROVAL OF BILLS:

- Current vouchers for April 2010 numbered 16103 to 16135 in the amount of \$14,507.69;
 - April Benefits (no. 16117) in the amount of \$4,608.69;
 - April Payroll (no. 16118) in the amount of \$21,417.61
- for a monthly expenditure total of: \$40,533.99

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

7. REPORT OF THE INTERIM DIRECTOR:

Interim Director Colleen Auble requested approval to clean carpets at the Newport branch as needed. She also informed the Board that due to the reduction of staff hours, if the District were to have a booth at the County Fair, it would not be manned. Auble will ask the Friends if they would be interested in assisting with operating the booth.

Branch Coordinator Lynn Barnes requested permission to use copyright verbage on the web site to protect the photos posted for the 100th anniversary project. (The Rural Heritage grant is preparing the photos.) **ACTION:** Snow moved to approve the verbage; Brewster seconded, all in favor, so ordered

8. **UNFINISHED BUSINESS**

8.1 Temporary Position for lone Branch: Barnes submitted Paula Dunbar's resignation as Library Assistant. Coverage of Paula's duties has been arranged until the position is filled. A job description for the position was submitted for approval. Cauchy reported that the position has been posted in the newspaper; Bushée will post the job description on the POCLD web site. Barnes and Auble will arrange for interviews with applicants after the Board has reviewed the submitted resumes. **ACTION:** Snow moved to approve the job description as submitted; Svoboda seconded, all in favor, so ordered.

Paula's involvement in the Rural Heritage grant will continue because she is able to work long-distance and her position with the grant is funded under a separate agreement from that of Library Assistant.

8.2 Update on Search for Director: A special meeting will be held on Friday, May 28, 2010, at the PUD conference room in Newport at 11 a.m. to interview one of the applicants for the Director's position.

9. **NEW BUSINESS:** none

10. **REPORTS OF COMMITTEES**

10.1 Technology Committee Report: Snow reported that she now has remote access to all workstations, in case of emergency. She is replacing the staff computer at the Calispel branch, and will be donating one of her own computers to replace the one not in service. She is working with the Unemployment Security Dept. to download software to the public workstations at Metaline Falls to allow patrons to access online classes.

10.2 Employee Liaison Report: No report

10.3 lone Facility Report: Snow and Cauchy have prepared a draft agreement which will be submitted for approval at the next meeting in June.

11. **COMMUNICATIONS:** Svoboda brought up the County's 100th Anniversary next year, and recommended that the District begin to think of ways to be involved.

12. **Executive Session was called at 6:00 to discuss personnel and staffing issues; regular session resumed at 6:25 pm. ACTION:** Brewster moved to approve hiring a temporary professional employee to provide IT and acquisition services; Snow seconded, all in favor, so ordered.

13. **RECAP AND FUTURE AGENDA ITEMS:** Recruiting a New Board Member, lone Facility Agreement, Search for Director; Search for lone Library Assistant

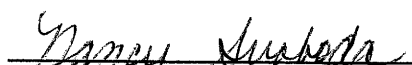
14. **ADJOURNMENT AND NEXT MEETING DATE**

The meeting was adjourned at 7:00 p.m.; the next special meeting will be held on Friday, May 28, 2010, at the PUD conference room in Newport at 11 a.m.

Respectfully submitted by Vickie Bushée, acting for



Mark Cauchy, Chair



Nancy Svoboda, Secretary