

**Pend Oreille County Library District
Board of Trustees
Minutes of Regular Meeting
December 15, 2009 at Calispel Valley Library Meeting Room**

1. CALL TO ORDER:

The meeting was called to order by Chairman Mark Cauchy at 5:13 pm.

Members Present: Chairman Mark Cauchy, Trustee Nancy Svoboda, and Secretary David Livingston

Members Absent: Trustee Jim Brewster, Trustee Sandi Snow

Library Staff Present: Library Director Matt Becvarov

Recording Secretary: Vickie Bushée

Guest: Jessica Livingston

2. APPROVAL OF AGENDA:

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

3. APPROVAL OF MINUTES:

ACTION: Svoboda moved to approve the minutes. Livingston seconded, all in favor, so ordered.

4. PUBLIC PRESENTATIONS: None

5. FINANCIAL AND STATISTICAL REPORTS:

Reports were presented to the Board and are attached. Director Becvarov presented the credit card bills for review.

6. APPROVAL OF BILLS:

- Current vouchers for November 2009 numbered 15890-15941 in the amount of \$23,362.24

- November Payroll (no. 15849) in the amount of \$14,589.43

- Payroll Benefits (no. 15888) in the amount of \$3,240.23

for a monthly expenditure total of: \$41,191.90

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

7. REPORT OF THE DIRECTOR:

The Director presented statistics showing a circulation increase of 35% over last year, as well as other improvements in services and materials.

2. UNFINISHED BUSINESS:

8.1 Ione Facility Agreement

A letter from the Mayor of Ione was reviewed. The Board will prepare a position statement and schedule a meeting with the City Council.

9. NEW BUSINESS

9.1 Personnel Action: Library Assistant Position

ACTION: Svoboda moved to approve the hiring of a full-time Library Assistant as recommended by the Director. Livingston seconded, all in favor, so ordered.

9.2 Revision of Job Descriptions for Library Assistant, Bookkeeper/Assistant and Page

The Board will review draft descriptions at the next few meetings.

9.3 Staffing Targets for FY2010

The Director outlined the need for establishing more consistent standards of operating procedure and service, as well as collection management and development.

9.3 Year End Review of District Business

Highlights of the year include:

- Drastically reduced income
- 35% increase in circulation and 25% increase in patron count
- Revised personnel policies

Chair Cauchy recommended doing a seasonal ad and press release to thank the community for its support and to show some of the District's accomplishments in 2009.

10. REPORTS OF COMMITTEES

10.1 Technology Committee Report

No report.

10.2 Finance Committee Report

A letter to the County Treasurer is needed to specify persons authorized to invest surplus funds. Livingston moved to approve a resolution stating that all Board members and/or the District Director had such authority. Svoboda seconded, all in favor, so ordered.

10.3 Employee Liaison Report

No report.

11. COMMUNICATIONS :

A letter from a concerned citizen was read. Since there was no contact information provided, no action was taken. The Board commended Director Becvarov on his work and reiterated its support and approval of the direction the District is taking.

12. RECAP AND FUTURE AGENDA ITEMS

Position Statement Regarding Ione Facility Agreement
Locations of monthly meetings
Job Description Revisions

13. ADJOURNMENT: Meeting was adjourned at 6:45 pm.

NEXT MEETING DATE: January 19, 2010 at Calispel Valley Library

Respectfully submitted by Vickie Bushée, acting for

Nancy Svoboda
David Livingston, Secretary
Nancy Svoboda

Livingston
Chair, Mark Cauchy
Dave Livingston