

**Pend Oreille County Library District  
Board of Trustees Minutes of Regular Meeting  
June 23, 2011 at Calispel Valley Library Meeting Room**

**1. CALL TO ORDER:**

The Regular Meeting was called to order at 5:00 p.m. by Chair Sandy Loskill.

**Members Present:** Trustee Sandi Snow, Vice-Chair Nancy Svoboda, Trustee Mark Cauchy

**Members Absent:** Trustee Jim Brewster

**Library Staff Present:** Colleen Auble

**Recording Secretary:** Vickie Bushée

**2. APPROVAL OF AGENDA:**

Since Cauchy had to leave the meeting at 6:00, Loskill requested that Executive Session be held prior to Unfinished Business. **ACTION:** Cauchy moved to approve the agenda as amended; Snow seconded, all in favor, so ordered.

**3. APPROVAL OF MINUTES:**

Svoboda requested that a grammatical error be corrected in Administrator's Report section of the minutes. **ACTION:** Cauchy moved to approve the minutes as amended. Snow seconded, all in favor, so ordered.

**4. PUBLIC PRESENTATIONS:** Mark Cauchy of PUD No. 1 gave an update of the river level and flooding potential in regards to the Kalispel library branch. The river level is not threatening to the library at this time, and is not expected to be so.

**5. FINANCIAL AND STATISTICAL REPORTS:**

Reports were presented to the Board and are attached.

**6. APPROVAL OF BILLS:**

- Current vouchers for May 2011 numbered 16633 to 16686 in the amount of \$13,188.26;
- May Benefits voucher No. 16668 in the amount of \$4,531.90;
- May 15 payroll voucher No. 16652 in the amount of \$8,550.14 and May 31 payroll voucher No. 16667 in the amount of \$9,161.10 for a total of \$17,711.24  
**for a monthly expenditure total of: \$35,431.40**

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

**7. REPORT OF THE ADMINISTRATIVE OFFICER:**

- The District's van has been repaired and will be used for business travel;
- Auble will review the use policy and bring a revised draft to the next meeting;
- School visits and the summer reading program are underway;
- A storyteller will have a program at NPL
- Interviews were conducted at Lone and Newport for open positions.

**8. UNFINISHED BUSINESS:**

- 8.1 **Discuss CIN Migration:** Costs are estimated to be less than expected.

**9. NEW BUSINESS**

**9.1 (After Executive Session) Discuss Personnel Changes:** Board members discussed proper procedure for hiring and firing, and will review existing policies at next meeting. Auble presented recommendations for new part-time hires for lone and Newport, and for terminating employment of one full-time employee from Newport. **ACTION:** Cauchy moved to approve the recommendations. Snow seconded, all in favor, so ordered.

**9.2 Discuss Meals and Breaks Policy:** This policy needs to be clarified so that it may be easily understood and consistently applied. Auble will present a draft revision of this policy at next meeting.

**10. REPORTS OF COMMITTEES**

**10.1 Technology Committee Report:** Snow reported that she is looking into setting up a new domain system for patron notices.

**10.2 Finance Committee Report:** No report

**10.3 Employee Liaison Report:** No report..

**11. COMMUNICATIONS: None**

**12. EXECUTIVE SESSION** to discuss personnel issues was convened at 5:23 for approximately 15 minutes and regular session reconvened at 5:38 (prior to Unfinished Business). No action was taken during Executive Session.

**13. RECAP AND FUTURE AGENDA ITEMS**

Personnel Policy Revisions (Meals & Breaks; Hiring Procedures)

**14. ADJOURNMENT AND NEXT MEETING DATE**

The meeting was adjourned at 6:38 p.m.; the next regular meeting will be held on Thursday, July 28, 2011, at the Calispel Branch Library at 5:00 p.m

Respectfully submitted by Vickie Bushée, acting for

Sandra Loskill  
Sandra Loskill, Chair

Nancy Struboda for Sandi Snow  
Sandi Snow, Secretary