

**Pend Oreille County Library District
Board of Trustees Minutes of Regular Meeting
May 26, 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, Trustee Jim Brewster, Vice-Chair Nancy Svoboda, Trustee Mark Cauchy

Library Staff Present: Colleen Auble, Mary Fouts

Recording Secretary: Vickie Bushée

2. APPROVAL OF AGENDA:

Chair Loskill requested to add "Update on River Level" to agenda under Public Presentations. **ACTION:** Brewster moved to approve the agenda as amended; Snow seconded, all in favor, so ordered.

3. APPROVAL OF MINUTES:

Section 3 of last month's minutes should be amended to read "approve the minutes".

ACTION: Cauchy moved to approve the minutes of the April 2011 meeting as amended. Brewster seconded, all in favor, so ordered.

4. PUBLIC PRESENTATIONS: Mark Cauchy of PUD No. 1 gave a summary of the river level and flooding potential in regards to the Kalispel library branch. Pam Thompson reported on the flood in 1997 when the library contents had to be moved, and on her interview with Q6 television reporters earlier that day. Cauchy will keep Pam apprised if the river level appears dangerous to the library.

5. FINANCIAL AND STATISTICAL REPORTS:

Reports were presented to the Board and are attached.

6. APPROVAL OF BILLS:

- Current vouchers for April 2011 numbered 16598 to 16632 in the amount of \$10,003.08;
 - April Benefits in the amount of \$4,177.56;
 - April Payroll (No. 16616) in the amount of \$7,992.37 and No. 16618 in the amount of \$7,190.64 for a total of \$15,183.01;
- for a monthly expenditure total of: \$30,373.75.**

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

7. REPORT OF THE ADMINISTRATIVE OFFICER:

- The library branches will host a 25th anniversary party the week of April 11th, which was also National Library Week.
- Other events included an Easter egg hunt and an all-staff party (held to welcome Mary Fouts, and to celebrate anniversaries for other staff members).

8. UNFINISHED BUSINESS:

- 8.1 **Operations Manager Mary Fouts** introduced herself and gave a report of how her transition into the new position is going. The Board welcomed her to the staff.
- 8.2 **Discuss Ebooks:** Auble and Fouts informed the Board about the new, upcoming Ebook program, and displayed the web site using the Overdrive system. The Consortium will be deploying the new system this year.

9. NEW BUSINESS

- 9.1 **Benefits for Personnel Policy Revision:** Auble explained that the current policies need to be updated to match current practices of the County. She will prepare a draft for review by the Board.
- 9.2 **Discuss Personnel Changes:** Since one of the NPL staff will be leaving this summer, a half-time position will be advertised. There will also be changes at the Lone and Metaline Falls branches in November.

10. REPORTS OF COMMITTEES

10.1 Technology Committee Report: Snow reported:

- a) She is looking at connectivity options for the Outreach branch in Lone.
- b) There is an opportunity to purchase Adobe Creative Suite for a greatly discounted price.
- c) A Help Desk email account has been set up for staff members to use to report technical problems.
- d) She is doing a network map and standardizing access to make troubleshooting technical problems easier.

10.2 Finance Committee Report: No report

10.3 Employee Liaison Report: Brewster said he is getting favorable reports from patrons about service at NPL.

11. COMMUNICATIONS: None

12. RECAP AND FUTURE AGENDA ITEMS

Personnel Policy Revision, Personnel Changes

14. ADJOURNMENT AND NEXT MEETING DATE

The meeting was adjourned at 6:44 p.m.; the next regular meeting will be held on Thursday, June 23, 2011, at the Calispel Branch Library at 5:00 p.m

Respectfully submitted by Vickie Bushée, acting for



Sandra Loskill, Chair



Sandi Snow, Secretary