

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

1. CALL TO ORDER:

The meeting was called to order by Chairman Mark Cauchy at 5:00 pm.

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

Members Absent: Trustee Jim Brewster

Library Staff Present: Library Director Matt Becvarov

Recording Secretary: Vickie Bushée

Guest: Jessica Livingston

2. APPROVAL OF AGENDA:

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

3. APPROVAL OF MINUTES:

ACTION: Svoboda moved to approve the minutes of the August meeting. Snow 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 August 2009: Numbers 15779 to 15812 in the amount of \$13,209.72;
- Vouchers for September 2009: Petty Cash (Numbers 15813 to 15814), Benefits (Number 15815) and Payroll (Number 15816);
- and Prior Vouchers for August: Petty Cash, (Numbers 15775 to 15776) in the amount of \$247.35; August benefits (Number 15777) in the amount of \$4,095.85;
- and August Payroll (Number 15778) in the amount of \$19,035.70.

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

7. REPORT OF THE DIRECTOR:

The Director will meet with a network specialist this week to discuss IT services needed to complete the system changes. Circulation statistics were reviewed. Becvarov reported that the required audit in Fall 2010 will cost about \$4,000 and could be taken out of the reserve account.

8. UNFINISHED BUSINESS:

8.1 Revision of Job Descriptions: District Director, Branch Coordinator

ACTION: Snow moved to approve the revision of the District Director's job description. Svoboda seconded, all in favor, so ordered. : Svoboda moved to approve the revision of the Branch Coordinator job description. Snow seconded, all in favor, so ordered

8.2 Ione Library Facility Utilities

After discussion, it was concluded that a new rental agreement with the Town of Ione is needed. Becvarov will draft a letter to the Ione Town Council for the Board's review, as a first step in this process. Discussion to be continued under Unfinished Business at the next meeting.

8.3 Calispel Valley Library Improvement Project

Recent improvements at the Calispel branch were observed; proposed improvement options were reviewed by the Board.

ACTION: Livingston moved to approve the improvements as presented; Snow seconded, all in favor, so ordered.

9. NEW BUSINESS

9.1 Preliminary Budget

Although the budget will be an item of discussion at the upcoming Strategic Planning meeting, the basis of his proposed resource allocation was explained by Director Becvarov. Board members concurred with the Director's approach.

9.2 Temporary Board Replacement

With the unexpected but very welcomed return of Dave Livingston to his Board activity, there was no need to discuss a temporary replacement.

10. REPORTS OF COMMITTEES

10.1 Technology Committee Report

Snow presented charts of throughput activity for the last month, and explained the impact of the video phone usage in Ione. The need for and cost of additional bandwidth was discussed. Updates continue to be made to the web site.

10.2 Finance Committee Report

The 2010 budget will continue to be discussed.

10.3 Employee Liaison Report

No report.

10.4 Long-Term Planning Committee Report

The Strategic Planning meeting will be held at the Ione Library on October 10th.

11. COMMUNICATIONS: Snow presented two comments from patrons.

12. RECAP AND FUTURE AGENDA ITEMS

Agenda items include: Ione library facility, 2010 preliminary budget, and vendor outsourcing.

13. ADJOURNMENT: Meeting was adjourned at 7:13 pm.

NEXT MEETING DATE: October 20, 2009 at Calispel Valley Library

Respectfully submitted by Vickie Bushée, acting for

David Livingston, Secretary

Chairman, Mark Cauchy