

**Pend Oreille County Library District
Board of Trustees Minutes of Regular Meeting
September 7, 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

Members Absent: Trustee Jim Brewster Trustee Mark Cauchy

Library Staff Present: Colleen Auble

Recording Secretary: Vickie Bushée

2. APPROVAL OF AGENDA:

Auble requested that the Library Assistant Job Description Revision be added as Section 9.7. **ACTION:** Snow moved to approve the agenda as revised; Svoboda seconded, all in favor, so ordered.

3. APPROVAL OF MINUTES:

Svoboda requested that the day of the next meeting be corrected to correspond with the appropriate date. **ACTION:** Svoboda moved to approve the minutes of the July 2011 meeting as corrected. 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.

6. APPROVAL OF BILLS:

- Current vouchers for July 31, 2011 numbered 16741 to 16797 in the amount of \$ 15,195.08;
- July Benefits voucher no. 16785 in the amount of \$4,566.17
- July 15 Payroll voucher no. 16762 in the amount of \$8,309.86; July 31 Payroll voucher no. 16784 in the amount of \$8,824.35; Total June Payroll in the amount of \$17,134.21

for a monthly expenditure total of \$36,895.46

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

7. REPORT OF THE ADMINISTRATIVE OFFICER

Auble requested 5 days of vacation in September. **ACTION:** Snow moved to approve the vacation as requested; Svoboda seconded, all in favor, so ordered.

Auble reported that she had met with County officials to glean information about the budget process and income sources, and found it very helpful. She completed performance evaluations for all staff members except the new hires. Another policy change regarding overdue fees will be changed to comply with other CIN members' policies and signs will be posted in branch libraries and on the web site.

8. UNFINISHED BUSINESS: None

9. NEW BUSINESS

- 9.1 **Administrative Officer Job Description Revision:** A yearly performance evaluation for the Administrative Officer and a 6-month review for the Operations Manager will be done at the October meeting in Executive Session. The Trustees reviewed the draft revision of the AO Job Description under the Personnel Supervision section to include the responsibility of the Administrative Officer for the hiring and termination of employees (other than the Operations Manager) **ACTION:** Snow moved to approve the changes; Svoboda seconded, all in favor, so ordered.
- 9.2 **Branch Coordinator Job Description Revision:** Auble presented changes to the job descriptions of the two Branch Coordinators. **ACTION:** Snow moved to approve the changes for the Lone/Metaline Falls Branch Coordinator as presented; Svoboda seconded, all in favor, so ordered. **ACTION:** Snow moved to approve the changes for the Calispel Branch Coordinator as presented; Svoboda seconded, all in favor, so ordered.
- 9.3 **Strategic Planning Meeting:** Pending probable attendance by either Cauchy or Brewster, the annual Strategic Planning Meeting is set to be held on Thursday, September 29, 2011, at 6:00 p.m. at the Calispel Valley Library Meeting Room, with the regular meeting to be held prior at 4:45 p.m. The public is welcome to attend.
- 9.4 **Conferences:** Auble requested input from the Trustees on an appropriate amount to budget for conferences in 2012. An amount of approximately \$1,000 was suggested.
- 9.5 **Receipt Printers:** Auble presented the proposal to purchase receipt printers for the branches. Since the cost is under \$2,000, no Board approval is required.
- 9.6 **New Copier for Lone:** Auble presented a proposal to purchase a new copier for the Lone branch. At the Board's request, she will investigate the cost of leasing a copier before making a decision.
- 9.7 **Library Assistant Job Description Revision:** Auble requested that the Library Assistant job description be altered to clarify the non-supervisory capacity of that position. **ACTION:** Svoboda moved to approve the changes. Snow seconded, all in favor, so ordered.

10. REPORTS OF COMMITTEES

- 10.1 **Technology Committee Report:** Snow has been busy with various IT projects:
 - a. Replacing back-up machines, changing IP addresses, troubleshooting
 - b. Due to some issues with Yahoo Mail being blocked by the operating system firewall, she asked the Board and AO to consider what responsibility POCLD has to provide patron access to all Internet sites which are not purposefully blocked.
 - c. There is also an issue with limited wireless capacity, and slow response when too many people (whether patrons or not) are using it. The IT policy needs to be changed to limit usage of the wireless access.
 - d. Auble requested Snow to give her a list of IT needs to include in the 2012 budget.

10.2 Finance Committee Report: Loskill reported on the proposed remodelling of the District Office. Bids for closed offices for the AO and OM are pending. The City has approved a modular unit being added to the property, but not a mobile home. Loskill recommended putting \$30,000 into the 2012 budget for renovation expenses.

10.3 Employee Liaison Report: No report.

11. COMMUNICATIONS: None

12. RECAP AND FUTURE AGENDA ITEMS

lone copier, performance evaluation for AO and OM

14. ADJOURNMENT AND NEXT MEETING DATE

The meeting was adjourned at 6:45 p.m.; the next regular meeting will be held on Thursday, September 29, 2011, at the Calispel Branch Library at 4:45 p.m, with the Strategic Planning Meeting to follow at 6:00 p.m.

Respectfully submitted by Vickie Bushée, acting for

Nancy Shropoda Vice-Ch.
Sandra Loskill, Chair

Sandi Snow
Sandi Snow, Secretary