

**Pend Oreille County Library District  
Board of Trustees Minutes of Regular Meeting and Strategic Planning Meeting  
September 29, 2011 at Calispel Valley Library Meeting Room**

**1. CALL TO ORDER:**

The Regular Meeting was called to order at 4:50 p.m. by Vice-Chair Nancy Svoboda.

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

**Members Absent:** Trustee Jim Brewster, Chair Sandy Loskill

**Library Staff Present:** Colleen Auble, Mary Fouts

**Recording Secretary:** Vickie Bushée

**2. APPROVAL OF AGENDA:**

Cauchy requested two changes to the agenda: 1) Addition of notice that the Strategic Planning Meeting will immediately follow the regular meeting, 2) the time of the regular meeting be changed to 4:45 p.m. to be consistent with what was published in the newspaper. **ACTION:** Snow moved to approve the agenda as revised; Cauchy seconded, all in favor, so ordered.

**3. APPROVAL OF MINUTES:**

**ACTION:** Snow moved to approve the minutes of the September 7, 2011 meeting as submitted. Cauchy seconded, all in favor, so ordered.

**4. PUBLIC PRESENTATIONS: NONE**

**5. FINANCIAL AND STATISTICAL REPORTS:**

Reports were presented to the Board and are attached. Svoboda questioned the potential shortfall in the Communications section of the budget; Snow explained that the increased cost of fiber optic lines was responsible for the overage. Auble reassured the Board that the shortfall could be covered by excesses in other line items.

**6. APPROVAL OF BILLS:**

- Current vouchers for August 31, 2011 numbered 16798 to 16831 in the amount of \$10,176.13
- August Benefits voucher no. 16833 in the amount of \$4,561.25
- August 15 Payroll voucher no. 16808 in the amount of \$8,360.51
- August 31 Payroll voucher no. 16832 in the amount of \$8,957.85
- Total August Payroll in the amount of \$17,318.36
- **for a monthly expenditure total of \$32,055.74**

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

**7. REPORT OF THE ADMINISTRATIVE OFFICER AND OPERATIONS MANAGER**

Auble reported that the District's fair booth won a blue ribbon. Staff training for the Overdrive (e-books and audio book system) will begin on Monday, with the system to be available to patrons in a few weeks. A press release will be done to announce the

new services. Fouts reported that the migration to the KOHA system and withdrawal from WIN is moving ahead.

**8. UNFINISHED BUSINESS:**

**8.1 Discuss lone Copier and Free Microfilm Reader Printer:** The Orcas Island Library has a microfiche reader/printer that the District can have if arrangements to pick it up can be made. Auble will call to make arrangements. With regards to the lone copier, the Board would like more information about the life of a copier and a cost estimate for a black-and-white machine. A discussion about whether to lease or buy a machine was held; buying is preferred to leasing.

**9. NEW BUSINESS: none**

**10. REPORTS OF COMMITTEES**

**10.1 Technology Committee Report:** Snow explained that new desktop management software is needed unless patrons are not allowed to save files to the desktops of patron workstations and don't use Firefox as a browser. Discussion about whether patrons could use CD-RW or flash drives followed. Snow also noted that there are still issues with slow services due to overloaded wireless access at some branches. The wireless use policy needs clarification.

**10.2 Finance Committee Report:** No report.

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

**11. COMMUNICATIONS: None**

**12. RECAP AND FUTURE AGENDA ITEMS**

lone copier, performance evaluation for AO and OM, desktop management, updating the wireless use policy, preliminary 2012 budget, Strategic Plan approval

**14. ADJOURNMENT AND NEXT MEETING DATE**

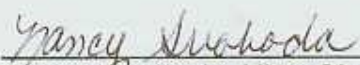
The regular meeting was adjourned at 6:00 p.m.

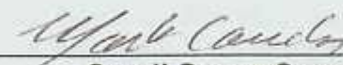
The Strategic Planning Meeting followed and was adjourned at 6:50 p.m. No members of the public were present. Approval of the 2012-2014 Strategic Plan is on the agenda for the next regular meeting.

The next regular meeting will be held on Thursday, October 27, 2011 at the Calispel Valley library branch at 5:00 p.m.

The Budget Hearing and regular meeting for November will be held on Wednesday, November 30, due to the Thanksgiving holiday.

Respectfully submitted by Vickie Bushée, acting for

  
Nancy Svoboda, Vice-Chair

  
Sandi Snow, Secretary  
MARK C. MURPHY, SECRETARY