

DRAFT
Pend Oreille County Library District
Board of Trustees Minutes of Regular Meeting
March 26, 2015 at POCLD District Office, Newport

REGULAR MEETING

1. **CALL TO ORDER:** The meeting was called to order at 4:00 p.m. by Chair Katherine Schutte
Members Present: Trustee Karen Brickett, Trustee Jane Miller Floyd, Trustee Sandra Loskill
Staff Present: Lori Slover (Director), Denise Pontius (Financial Manager)
Recording Secretary: Vickie Bushée
2. **APPROVAL OF AGENDA:**
ACTION: Floyd moved to approve the agenda as submitted; Loskill seconded; all in favor; so ordered.
3. **APPROVAL OF MINUTES:**
ACTION: Floyd moved to approve the minutes of the February 26, 2015 meeting as presented; Brickett seconded; all in favor; so ordered.
4. **PUBLIC PRESENTATIONS:** None
5. **FINANCIAL REPORTS/BILLS APPROVAL:** (Reports were presented to the Board and are attached)
 - 5.1 **Summary, Revenue, Expenditure Reports**
 1. Pontius submitted VISA bills to Floyd for review; all is acceptable.
 2. Names and salaries will only be published in detailed financial reports.
 - 5.2 **Voucher List (Transmittal)**
ACTION: Brickett moved to approve the Expenditure Report and Payroll Warrants as presented for February 2015 in the amount of \$39,119.77; Floyd seconded; all in favor; so ordered.
6. **DIRECTOR'S REPORT** (Report was presented to the Board and is attached.)
 - A new hire for janitorial services will start on April 1;
 - The Kettle Falls Public Library Director will tour the lone branch soon;
 - Bids have been received for E-Rate; a decision will be made by April 16, and report to follow. New routers and other technology could be funded;
 - After 6 months on the job, Director Slover is proud in the foundation being laid in improved technology and infrastructure. She has many more on-going projects, such as expanding the Summer Reading program. She hopes to collaborate with the schools and other social services to provide programming during times when there are no programs offered. Several options for collaboration were discussed.

7. UNFINISHED BUSINESS

- 7.1 Alarms and Security:** lone now has an upgraded alarm system.
- 7.2 Priest Lake Contract:** There has been no response from CIN regarding the Priest Lake contract, but they are working on it.
- 7.3 Phone System:** Slover recommended upgrading to a VOIP system. More details to come.
- 7.4 Facilities:**
 - 7.4.1 Storage:** Pontius cleaned out some of the items in the storage unit. Once she better identifies the contents, a clean-up day can be scheduled.
 - 7.4.2 Keyless Entry:** Options were discussed. Slover will select a system, and report.
 - 7.4.3 Video Security System:** The purpose of such a system needs to be clarified before an appropriate choice and/or decision can be made.
- 7.5 Board Retreat Follow-up**
 - 7.5.1 Aspirations:** A summary was presented which outlined identified aspirations as being: To be engaged, inclusive, and to seek opportunities for improvement.
 - 7.5.2 Assignments:** Schutte expressed her gratitude and appreciation that the Trustees were so willing to take on assignments and tasks.
 - 7.5.2.1 Vision:** Brickett asked the Trustees to prepare a draft vision statement for next meeting.
 - 7.5.2.2 Policies:** Loskill and Floyd described the difference between policies and procedures. Floyd will work on developing a draft Table of Contents for the Policies Manual. She will review the County's manual for guidance.

8. NEW BUSINESS

- 8.1 Director's Vacation Request:** Slover requested vacation days from March 30 through April 3. **ACTION:** Floyd moved to approve the vacation request; Brickett seconded; all in favor; so ordered.
- 8.2 Website:** Slover reported that the District's web site needs to be re-built, and hopes to do so by 2016. She would also like to establish a 'branding' logo and/or theme.

9. RECAP AND FUTURE AGENDA ITEMS

Priest Lake Contract, Phone System, Retreat Assignments, Storage Unit, Video Security System and Keyless Entry Pad, E-Rate

- 10. EXECUTIVE SESSION** was held from 6:10 p.m. to 6:50 p.m. to discuss personnel issues. No action was taken.

11. ADJOURNMENT AND NEXT MEETING DATE

The regular meeting adjourned at 6:55 p.m. The next regular meeting will be held on Thursday, April 23, 2015 at 4:00 p.m. at the Metaline's Community Library, Metaline Falls.

Respectfully submitted by Vickie Bushée, acting for

Chair Katherine Schutte

Secretary Sandra Loskill