

PEND OREILLE COUNTY LIBRARY DISTRICT

District Office: 116 S Washington Street, Newport, WA 99156

800-366-3654 WWW.POCLD.ORG

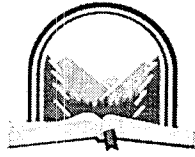
Board of Trustees Minutes of Regular Meeting

Thursday, July 26, 2017 * District Office in Newport

3:45 Executive Session to discuss Director's Review

4:00 General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:08 p.m. by Chair Katherine Schutte
Other Board Members Present: Trustee Lea' Porter, Trustee Jane Miller Floyd
Board Members Absent: Trustee Diane Stone, Trustee Steve Dawson
Staff Present: Mandy Walters (Director), Denise Pontius (Finance Manager)
Recording Secretary: Steve Dawson
Public Present: None
2. **CONSENT AGENDA:** Adopted with no Changes.
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: June 22, 2017, General Meeting**
 - 2.3. **Approval of Voucher No. 19789 through No. 19818, dated June 1 through June 30, 2017, in the amount of \$40,684.56**
 - 2.4. **Policies**
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCIAL & FACILITIES MANAGER REPORT:** No questions were asked about June reports. Floyd reviewed VISA billing and reported it to be acceptable. The Finance Committee met prior to the Board Meeting and discussed the 2018 Budget and the need for future planning. The Committee will meet again on August 23.
5. **DIRECTOR'S REPORT**
 - 5.1. **Collections Update:** As a result of letters sent to patrons with outstanding fines and/or items checked out, a number of long overdue items were returned. There was also an increase in fines income for the month of June. After much research, we would like to go with Valley Empire Collection to try and collect outstanding patron debt.
 - 5.2. **Survey Update:** The potential branch hours survey has had a very good response. If the District follows the wishes of the majority, it would mean a net gain of four open hours across all branches.
 - 5.3. **Leave Policy:** After much discussion, several minor changes were made to the new Leave Policy. The Continuing Education Policy was also discussed, but no changes were made. A motion was made by Floyd to approve the new policies; seconded by Porter; all in favor; motion carried.
 - 5.4. **Mets Maintenance:** This has been moved to late August in order for Cutter staff to coordinate other projects with the library maintenance.



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- 5.5. Newport HVAC System:** The City of Newport awarded the bid to Divco and replacement of the system is currently scheduled for August 7. The Newport branch hours have been changed to 8:30 – 3:30 so that everyone is out of the library before it gets too warm. Patrons have been very accepting of this arrangement.
- 5.6. Other:** A simplified version of the POCLD logo was presented to the Board. Schutte felt it was too much of a change and took away from the original. She will work on creating something that will work.

The Cusick School District has been approved to switch to a four-day school week starting in September. The District may want to think about changing the Calispel Valley Branch hours somewhat to accommodate students who are now off on Fridays.

Walters & Pontius looked into several properties in Newport but found that they were too expensive and required too much renovation to fit into the budget.

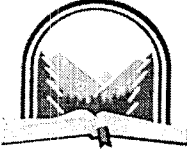
6. UNFINISHED BUSINESS

- 6.1. Policies Progress Plan:** Walters plans to work on the Volunteer Policy.
- 6.2. Rodeo Parade:** Schutte reported that the parade was very successful and gave good exposure to the library. Board members and Walters also participated in the July 4th parade, which had a very good turnout. It was mentioned that it would be good to get more Friends involvement in these types of activities.
- 6.3. Pend Oreille County Fair Library Booth:** Three Board members painted the booth, but no discussion of library business was held. They also installed new carpeting. Various ideas were discussed of ways to decorate the booth.
- 6.4. Down River Days & Affair on Main Street:** The District plans to have an entry in the Down River Days parade. Schutte will be in charge of this. The possibility of being involved in the Affair on Main Street was discussed.

7. NEW BUSINESS

- 7.1. Director's 6 Month Review:** The Board felt that Walters was doing a very good job and should keep up the communication with Board members as things come up. It was mentioned that all information for Board meetings should be posted on Google Drive one week before the meeting.

Walters discussed the Staff Days in August. Each branch will be closed one day and all branches will be closed on Thursday for staff training, branch manager meeting and all staff meeting. Types of training include de-escalation (presented by the Sheriff's Dept.), customer service, technology and finance.



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8. **RECAP AND FUTURE AGENDA ITEMS:** Down River Days (Schutte), Finance Meeting (Walters, Pontius, Schutte & Floyd), Budget Updates (Walters & Pontius), Logo Simplification (Schutte), Miner Notice of Meeting Changes (Walters)

9. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:**

The meeting adjourned at 5:25 p.m. The next regular meeting will be Thursday, August 24 at 5:00 p.m. at the District Office in Newport. This is starting an hour later than was previously published.

Respectfully submitted by Denise Pontius,

Chair Katherine Schutte



Secretary Stephen F. Dawson III