



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, September 28, 2017 * District Office in Newport

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:02 p.m. by Chair Katherine Schutte
Other Board Members Present: Trustee Diane Stone, Trustee Steve Dawson
Board Members Absent: Trustee Jane Miller Floyd, Trustee Lea Porter
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: August 24, 2017, General Meeting**
 - 2.3. **Approval of Voucher No. 19846 through No. 19872, dated August 1 through August 31, 2017, in the amount of \$43,627.52**
 - 2.4. **Acceptance of New Hires and Volunteers**
 - 2.5. **New and Revised Policies: Volunteer, Probationary Period, Appointment Policies**
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCIAL & FACILITIES MANAGER REPORT:** No questions were asked about August reports. Stone reviewed VISA billing and reported it to be acceptable. The Finance Committee met September 25 and discussed the 2018 Budget and the need for future planning. Pontius reported that the WFOA Conference was very educational and some good contacts were made.
5. **DIRECTOR'S REPORT**
 - 5.1. **Collections Update:** Contract is set up with Valley Empire Collection. Information will be sent to them next week.
 - 5.2. **Strategic Planning Process:** Discussion was held about levy or special bond potential.
 - 5.3. **Bolan & Associates Proposal:** Discussion was held and it was determined that the proposal was too expensive for right now. Walters will look into other options.
 - 5.4. **Policies:** Volunteer, Probationary Period, Appointment Policies were reviewed.
 - 5.5. **Mets Maintenance:** This should be completed by the end of October.
 - 5.6. **Friends of the Library:** The Newport Friends had a very successful book sale, raising over \$800.
 - 5.7. **Summer Reading Program:** The program went very well and had excellent attendance.



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- 5.8. **Other:** Phones at north branches still not working properly. Options were discussed, including installing land lines that would automatically direct calls when incoming/outgoing calls hit a bottleneck with the local land line provider.

Walters reported a large number of patrons in the KOHA system with expired cards. This costs the District money. It was determined that accounts expired in 2010 or earlier would be deleted regardless of any fines owed. Accounts expired in 2011-2014 would be deleted if \$25 or less was owed, unless patron still had district items checked out. Accounts with balances over \$25 will be sent a letter requesting payment.

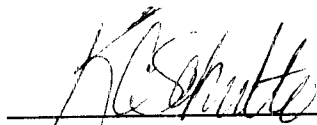
6. UNFINISHED BUSINESS

- 6.1. **Policies Progress Plan:** The next policy to be addressed is to be determined.
- 6.2. **Affair on Main Street:** The library did not have a very good turnout at this event. Having a tent outside will be reconsidered for next year.

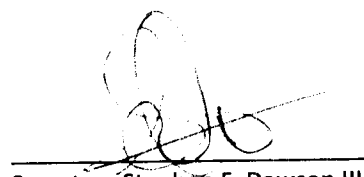
7. NEW BUSINESS

- 7.1. **Finance Group Budget Progress:** The preliminary budget was discussed. This will be presented to the public at the October meeting.
- 7.2. **Hi Test Sands Refinery:** Possible impact both financially and with increased strain on library space and resources was discussed.
- 7.3. **Housing Commission Possible Library Impacts:** Walters will attend a meeting on October 10.
- 7.4. **Holiday Events:** A possible staff potluck was discussed.
- 7.5. **Washington Library Association Conference:** Schutte will attend one day of this conference.
- 7.6. **Other:** River City Electric looked at the lights in the Newport Library and determined that it would not be cost effective to switch over to LED bulbs.
8. **RECAP AND FUTURE AGENDA ITEMS:** The preliminary budget hearing will take place October 26 at 9:00 a.m. Pontius will write an article for the Miner newspaper.
9. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:**
The meeting adjourned at 5:58 p.m. The next regular meeting will be Thursday, October 26 at 9:00 a.m. at the District Office in Newport, commencing with the Public Budget Hearing.

Respectfully submitted by Steve Dawson,



Chair Katherine Schutte



Secretary Stephen F. Dawson III