



# 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

Wednesday, March 21, 2018 \* District Office in Newport

4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:04 p.m. by Chair Lea Porter  
**Other Board Members Present:** Trustee Steve Dawson, Trustee Katherine Schutte, Trustee Beverly Sarles, Trustee Diane Stone  
**Board Members Absent:** None  
**Staff Present:** Mandy Walters (Director), Denise Pontius (Finance Manager)  
**Recording Secretary:** Steve Dawson  
**Public Present:** Robert Rosencrantz
2. **CONSENT AGENDA** – Adopted with no changes.
  - 2.1. **Approval of Agenda**
  - 2.2. **Approval of Minutes: February 22, 2018 General Meeting**
  - 2.3. **Approval of Voucher No. 20030 through No. 20055, dated February 1 through February 28, 2018, in the amount of \$39,956.65**
  - 2.4. **Acceptance of New Hires/Volunteers**
  - 2.5. **Acceptance of Policy Changes, New/Revised Policies - None**
3. **FINANCIAL & FACILITIES MANAGER REPORT:**
  - 3.1 **Monthly Reports:** Reports were presented and no questions were asked.
  - 3.2 **Credit Card Expenses:** Stone reviewed the credit card expenses and reported that all was in order.
  - 3.3 **Bulk Mail Permit:** Pontius reported that it would cost \$450 just to set up a permit. Other options will be investigated.
  - 3.4 **Other:** None
4. **DIRECTOR'S REPORT**
  - 4.1. **Strategic Planning:** Community meetings are scheduled in April & May. Levy Lid Lift options were discussed, as well as polling voters before running a levy lid lift. Mr. Rosencrantz recommended the district get input from the public about any potential new building.
  - 4.2. **Architects Without Borders:** Assigned architect will focus on big picture for now.
  - 4.3. **Mass Mailing:** Walters met with Newport Hospital Board to get input on communicating with people. Walt's Mailing Service was recommended for mailing information out. Stone questioned the reason for a mass mailing. Walters stated that it is to raise awareness of the Library District. Mr. Rosencrantz shared his experience working on past library campaigns. He felt direct contact by phone or e-mail was an efficient method of communication.



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4.4. **Other:** None

## 5. UNFINISHED BUSINESS

5.1. **Cutter Theatre Contract:** All repairs are completed. The Cutter will provide quarterly reports of expenses.

5.2. **Other:** lone contract will be edited in the next revision to better define what is included in cleaning services.

The Wi-Fi problem in lone was discussed. The Board feels it should be on at all times as it is the only public Wi-Fi in the area.

## 6. NEW BUSINESS

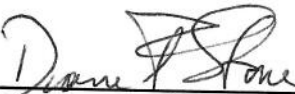
6.1. **Other:** Discussion was held about Summer Reading. Plans are being made as a District with coordination between branches. Several grants have been applied for.

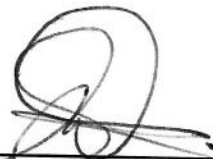
7. **RECAP AND FUTURE AGENDA ITEMS:** Newport Rodeo Parade

## 8. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 5:18 p.m. The next regular meeting will be Thursday, April 26 at 4:00 p.m. at the Calispel Valley Library in Cusick.

Respectfully submitted by Steve Dawson,

  
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Vice Chair ~~Lea Porter~~ Diane Stone

  
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Secretary Stephen F. Dawson III