

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, August 22, 2019 * District Office in Newport

4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:18 p.m. by Chair Lea Porter
Other Board Members Present: Trustee Robert Rosencrantz, Trustee Katherine Schutte
Board Member Absent: Trustee Beverly Sarles, Trustee Steve Dawson
Staff Present: Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)
Recording Secretary: Denise Pontius
Public Present: None

2. **CONSENT AGENDA** – Adopted with the exception of 3D Printing Policy
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: July 25, 2019 General Meeting**
 - 2.3. **Approval of Voucher No. 20553 through No. 20592, dated July 1 through July 31, 2019, in the amount of \$57,619.30**
 - 2.4. **Policy Changes: Demotion, Public Records, 3D Printing (new)**
 - 2.5. **New Employees / Volunteers: None**

3. **PUBLIC PRESENTATIONS:** None

4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:** There was \$4,051 in property tax revenue, \$1,763 in investment interest, \$276 in donations (\$250 from Newport Friends and \$26 misc.) and \$395 for fines and lost items.

Significant expenses: Levy brochure design - \$1,170 , Postage for levy brochures - \$1,266 , Levy advertising - \$620, Summer Reading postage - \$730, Summer Reading advertising - \$1,085, Newport Library lights replacement & wall art hangers - \$699

As of July 31, we have received 62.3% of budgeted income (2018 – 63.2%) and spent 48.3% of budgeted expenses (2018 – 50.4%)
 - 4.2. **Credit Card Expenses:** Credit card expenses were reviewed by Rosencrantz and all was found acceptable.
 - 4.3. **2020 Preliminary Budget:** Discussion was held about the preliminary budget, specifically the following items:
 - Staffing - increased hours due to branches being open more hours
 - Bookmobile costs – robust discussion & alternate outreach ideas
 - One-Time Costs – bookmobile purchase, Calispel branch remodel, new patron computers, website redesign
 - Calispel Library Remodel – would require a long-term lease with the Town of Cusick, located on a flood plain, architect bid
 - New Patron Computers – also need a second printer for the Newport Library
 - Website Redesign – professionally done, ADA accessible



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4.4. **Other:** The levy is officially certified and passed with 64.07%.

5. DIRECTOR REPORT:

5.1. **Salary Study:** Estimated cost of \$7,500 is included in the 2020 Budget. Three firms were approached, but only one was interested and available. Study would take approximately four months and includes job description review and staff interviews.

5.2. **Library Card Sign-Up Month:** September is Library Card Sign-Up Month and several events are planned.

5.3. **Fine Free 2020:** With the passing of the levy, this is something Walters would like to open up for discussion. Almost of the libraries in the CIN consortium have now gone fine-free. In addition, the Spokane library districts are also no longer charging fines for overdue items. We would continue to charge for lost or damaged items, and when a patron has an overdue item, their account is blocked. Overdue fine revenue is currently less than 1% of our income. More discussion will follow at the September meeting.

5.4. **IT Services:** Currently we have 10 hours per week with an independent contractor. Options were discussed on ways to increase services. More research is needed.

5.5. **Other:** Schutte noted that the 3D Printer Policy had some vague language and suggested that we create an appeal form for denied projects.

6. UNFINISHED BUSINESS

6.1. **Other:** None

7. NEW BUSINESS

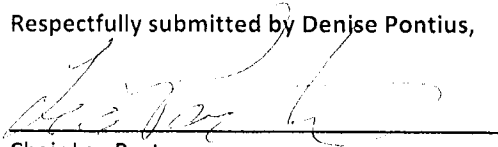
7.1. **Other:** None

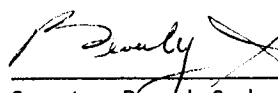
8. **RECAP AND FUTURE AGENDA ITEMS:** POCLD Board field trip to South County, South County needs Assessment Committee, 2020 Budget (specifically bookmobile, Calispel remodel, new patron computers, salary study, website redesign), Elimination of Overdue Fines, IT Options, 3D Printer Policy

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 5:40 p.m. The next regular meeting will be Thursday, September 26 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Denise Pontius,


Chair Lea Porter


Secretary Beverly Sarles