



## 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

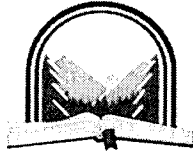
Thursday, October 24, 2019 \* District Office in Newport

4:00 p.m. Executive Session \* 4:30 General Meeting

**Executive Session to discuss Director's Evaluation commenced at 4:00 and ended at 4:30.**

**No action was taken.**

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:31 p.m. by Trustee Steve Dawson  
**Other Board Members Present:** Trustee Robert Rosencrantz, Trustee Katherine Schutte, Trustee Beverly Sarles  
**Board Member Absent:** Chair Lea Porter  
**Staff Present:** Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)  
**Recording Secretary:** Beverly Sarles  
**Public Present:**
2. **CONSENT AGENDA:** Approved with the exception of Library Card Terms & Conditions
  - 2.1. **Approval of Agenda**
  - 2.2. **Approval of Minutes: September 25, 2019 General Meeting**
  - 2.3. **Approval of Voucher No. 20622 through No. 20654, dated September 1 through September 30, 2019, in the amount of \$57,194.80**
  - 2.4. **Policy Changes: Library Card Terms & Conditions, Leave, Confidentiality of Library Records, and Patron Files**
  - 2.5. **New Employees / Volunteers: None**
3. **2020 BUDGET HEARING:** Discussion was held about the 2020 Budget, specifically the Tech Services and Courier expenses. These are both being increased in 2020. The Board plans to hold another Executive Session to continue discussing the Director's Evaluation and 2020 salary & benefits.
4. **PUBLIC PRESENTATIONS:** None
5. **FINANCE & FACILITIES MANAGER REPORT:**
  - 5.1. **Monthly Reports:** There was \$9,767 in property tax revenue, \$4,318 in timber excise tax, \$1,510 in investment interest, \$609 in donations (\$600 Newport Friends) and \$588 for fines and lost items.  
  
Significant expenses: Microfilm digitizing - \$1,065, Enduris Insurance - \$5,557, Self-Check Software & Licensing - \$4,700, Training & Conference expenses - \$696 (ARSL - Thompson)  
  
As of September 30, we have received 67.9% of budgeted income (2018 – 67.7%) and spent 63.5% of budgeted expenses (2018 – 64.2%)  
  
Discussion was held about potential ways to digitize the Newport Miner back issues, which are currently on microfilm. Walters will look into available grants.  
  
The Newport Library had major issues with a toilet in the men's bathroom and it had to be replaced.



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- 5.2. **Credit Card Expenses:** Credit card expenses were reviewed by Dawson and all was found acceptable.
- 5.3. **2019 Projected Revenue & Expenses:**
  - It is projected that we will have approximately \$15,000 more in revenue than budgeted.
  - It is projected that expenses will be approximately \$67,000 less than budgeted.
- 5.4. **Other:** We have now received an invoice from the County for the Levy Election. The amount was just under \$20,000 and will be paid next week.

The on-site portion of the SAO Audit has been completed and the information is now being reviewed by the State Auditor's Office. Details should be available by the November board meeting.

The Newport Friends group plans to contribute \$250 per month for programs/events to the Newport Library in 2020. This is reflected in the Budget.

### 6. DIRECTOR REPORT:

- 6.1. **City Contracts:** A contract with the City of Newport was presented for Board approval. There were some changes that needed to be made so this will be presented again at the November meeting. The Town of Cusick is agreeable to a 15 year term, but the Board requested an initial five year term with two five year options. The contract is currently under review by the District's lawyer.
- 6.2. **Fines:** The District will no longer be charging fines on overdue materials as of January 1, 2020. Fines accrued prior to this date will be written off on accounts that have no overdue and/or lost/damaged items.
- 6.3. **December Staff Training Day:** This is scheduled for Friday, December 13 at the Calispel Library. All branches will be closed this day.
- 6.4. **New Branch Hours:** Discussion was held about the new proposed hours and the possibility of having the Newport Branch open on Sundays.
- 6.5. **Other:** Walters will look into getting a new sign for the Newport Library.

### 7. UNFINISHED BUSINESS

- 7.1. **Other:** None



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### 8. NEW BUSINESS

- 8.1. **Director's Evaluation:** This will be continued at the next Executive Session, to be held prior to the November general meeting.
- 8.2. **2020 Meeting Calendar:** Discussion was held about possibly changing the time of the meetings. It was decided to keep the times the same. A schedule of meetings will be decided on at the November meeting.
- 8.3. **Other:** Library Card Terms and Conditions was discussed to clarify the language. It will be added to the November Consent Agenda.

There are currently two medical plans available to staff. In the past Premera required a 75% of the lowest cost plan be paid by the employer while Kaiser only required a 50% contribution. Walters would like the District to contribute the 75% amount for either plan. For 2020 this amount would be \$451.50 per month. **ACTION:** Rosencrantz moved to have the District contribute \$451.50 per month for any eligible employee on a County medical plan; Schutte seconded; all in favor; so moved.

Walters would like to increase the 2020 VEBA contribution amounts by \$75.00 per month for eligible employees who choose not to enroll in a County medical plan. **ACTION:** Rosencrantz moved to accept the \$75.00 monthly VEBA increase; Dawson seconded; all in favor; so moved.

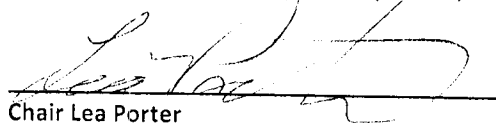
Discussion was held about increasing staff wages in 2020 according to the revised pay scale step chart. Minimum wage employees would automatically receive an increase due to the State of Washington requirements. **ACTION:** Schutte moved to increase staff wages according to the revised step chart; Rosencrantz seconded; all in favor; so moved.

9. **RECAP AND FUTURE AGENDA ITEMS:** Fine Free Details, Building Contracts, Audit Results, Budget, Tech Services Options, Website Redesign, Branch Hours, 2020 Board Meeting Calendar

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

The meeting adjourned at 5:47 p.m. The next regular meeting will be Thursday, November 21 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by, Beverly Sarles,

  
Chair Lea Porter

  
Secretary Beverly Sarles