



# 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, January 18, 2018 \* District Office in Newport

1. **CALL TO ORDER:** The Board Meeting was called to order at 10:00 a.m. by Chair Lea Porter  
**Other Board Members Present:** Trustee Diane Stone, Trustee Steve Dawson, Trustee Katherine Schutte, Trustee Beverly Sarles  
**Board Members Absent:** None  
**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: November 16, 2017 General Meeting**
  - 2.3. **Approval of Voucher No. 19935 through No. 19965, dated November 1 through November 30, 2017, in the amount of \$43,558.72**
  - 2.4. **Approval of Voucher No. 19966 through No. 20000, dated December 1 through December 31, 2017, in the amount of \$49,846.71**
  - 2.5. **Acceptance of New Hires/Volunteers – None**
  - 2.6. **Acceptance of Policy Changes, New/Revised Policies – None**
  
3. **FINANCIAL & FACILITIES MANAGER REPORT:**
  - 3.1 **2018 Budget:** Possible transfer of funds to investment account was discussed.
  - 3.2 **2017 Budget vs. Actuals:** Discussion about significant differences was held. Income was over amount projected and expenses were under budget.
  - 3.3 **Other:** Stone reviewed the VISA bills for November and December and found everything in order. There were no questions on the November or December financial reports.
  
4. **DIRECTOR'S REPORT**
  - 4.1. **Policies:** Nothing to review at this time.
  - 4.2. **Parking:** A concern about library patrons using the parking lot of a neighboring business was discussed. Walters will send a letter to the concerned individuals inviting them to the next Board meeting if they have any further concerns.
  - 4.3. **lone Cleaning:** Problems with the janitorial situation in lone were discussed. Walters will meet with the City of lone to present the Library District's concerns. Changes are planned for the new contract when the current one expires in two years.



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- 4.4. **I-tiva:** This is a program that will allow automatic texts and/or phone calls to be made from the library. It is estimated that the cost to call all patrons when hold items arrive is about \$3,000 per year. I-tiva would initially cost more but would start saving the District money in the second year. It is not currently budgeted. **ACTION:** Stone moved to approve the purchase of I-tiva; Dawson seconded; all in favor; so ordered.

- 4.5. **Patron Concerns:** The patron at lone that was causing problems has been trespassed. The Sheriff's Office is aware of the problem. This will also be discussed with the City of lone.

There were several other concerns that were discussed. Walters will follow up and advise the Board if any action needs to be taken.

- 4.6. **Friends of the Library:** The Newport Friends group has a book sale scheduled for Feb. 10. They will be encouraged to use the old Calispel book drop for donations.

- 4.7. **Holiday Events:** Discussion was held about the events, which had a large number of people in attendance.

- 4.8. **Other:** Discussion was held about starting a District newsletter. Patrons would automatically receive this unless they select to opt-out.

CIN is considering not charging fines for Juvenile accounts.

Repairs are finally being completed at the Mets Library. The ceiling is looking much better.

The new coin collectors on the copiers at Newport and lone are working well and the income from copies has increased.

The billboard on Highway 2 was discussed. It will stay up until someone else purchases the space.

Hoopla is now up and running. The system will be available for patrons in the near future.

### 5. UNFINISHED BUSINESS

- 5.1. **Policies Progress Plan:** A new policy dealing with Social Media will be presented at the next meeting.

- 5.2. **Board Retreat:** The retreat has been scheduled for Feb. 23, from 9:00 to noon. Various locations were discussed.



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- 5.3. **Other:** Walters requested vacation time for the end of March. A pilot program for "Books by Mail" is about to begin and seven patrons have expressed an interest.

### 6. NEW BUSINESS

- 6.1. **Director's Annual Review:** Walters provided Porter with a list of her accomplishments and goals. The Board will conduct the annual review in executive session before the February meeting.

- 6.2. **Other:** None

7. **RECAP AND FUTURE AGENDA ITEMS:** Director Review at 3:45 on Feb. 22.

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

The meeting adjourned at 11:30 a.m. The next regular meeting will be Thursday, February 22 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Steve Dawson,

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Chair Lea Porter

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Secretary Stephen F. Dawson III