

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, January 22, 2020 * District Office in Newport

4:00 General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:02 p.m. by Chair Lea Porter
Other Board Members Present: Trustee Robert Rosencrantz, Trustee Beverly Sarles, Trustee Steve Dawson
Board Member Absent:
Staff Present: Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)
Recording Secretary: Steve Dawson
Public Present: Alex Stanton (Exbabylon IT Solutions)

2. **CONSENT AGENDA:**
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: November 21, 2019 General Meeting**
 - 2.3. **Approval of Voucher No. 20691 through No. 20714, dated November 1 through November 30, 2019, in the amount of \$45,085.38**
 - 2.4. **Approval of Voucher No. 20715 through No. 20748, dated December 1 through December 31, 2019, in the amount of \$59,794.06**
 - 2.5. **Policy Changes: None**
 - 2.6. **New Employees / Volunteers: Schuh, Evans, Taylor, Wood, Butler**

3. **PUBLIC PRESENTATIONS:** Alex Stanton & Elijah from Exbabylon IT Solutions gave a report on what it would take to set up a managed IT plan for the District. Some preliminary costs were discussed and questions were answered.

4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

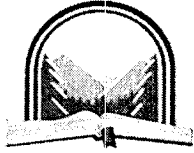
November Income: There was \$46,893 in property tax revenue, \$1,232 in investment interest, and \$3,000 in travel reimbursements from Washington State Library

November Significant Expenses: Audit Expenses \$5,273, Training & Conference Expenses \$826 (WFOA, Space Planning Workshop, Futures Symposium, WCIF meeting)

December Income: There was \$4,170 in property tax revenue, \$14,403 in timber tax, \$1,032 in investment interest, and \$1,230 in donations (including \$1,000 from STCU and \$200 from Diamond Lake Book Club)

December Significant Expenses: Training & Conference Expenses \$2,524 (Space Planning Workshop, Future Ready, PLA 2020 registration & airfare), Facilities Cleaning Services \$1,157 (carpet cleaning – Calispel, Lone & Newport), Branch Renovation \$4,724 (Newport computer chairs \$869 and lone patron computer stations remodel \$3,855), Capital Equipment - \$921 (lone television \$272, Calispel & Lone Nintendo Switch systems \$649)

As of December 31, we have received 105.1% of budgeted income (2018 – 107.9%) and spent 89.7% of budgeted expenses (2018 – 93.6%)



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- 4.2. **Credit Card Expenses:** Credit card expenses were reviewed by Rosencrantz and all was found acceptable.
- 4.3. **2019 Budget vs. Actual:** Discussion was held about the differences between budgeted and actual numbers. Income was 5.1% over budget and Expenses were 10.3% below budget.
- 4.4. **Other:** Discussion was held about the information presented by Exbabylon.
ACTION: Rosencrantz made a motion to continue pursuing the Exbabylon proposal; Porter seconded; all in favor; so ordered.

5. DIRECTOR REPORT:

- 5.1. **Facilities Updates:** Several vendors have been contacted for sidewalk snow removal at the library and office in Newport. Only one was available and provided a quote. It was determined that it would be more efficient to continue having staff take care of the sidewalks.

As part of the requirements for the USDA Snack Program, all branches need to have a Certificate of Occupancy. We are currently waiting for these.

- 5.2. **Wireless Printing:** The 30 day trial with Princh went well and the contract was available for board members to review. The annual cost would be approximately \$1,000.
- 5.3. **Website Vendor:** Proposals that have been received to date were available for board members to review.
- 5.4. **Cusick Contract:** We are still waiting for the town to review and return the contract.
- 5.5. **Salary Study:** This is underway and should be completed by mid-March.
- 5.6. **Annual Report:** Door count, program attendance and digital circulation numbers were all up, and physical circulation numbers were down.
- 5.7. **Vacation:** Walters will be taking three days off and had requested prior approval from Porter since there was no December meeting.
- 5.8. **Other:** The new staff evaluation form was available for board members to review.



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6. UNFINISHED BUSINESS

6.1. **Board Member Contact List:** The list was reviewed by all board members and any necessary changes were made.

6.2. **Other:** None

7. NEW BUSINESS

7.1. **Other:** None

8. **RECAP AND FUTURE AGENDA ITEMS:** Exbabylon Contract, Salary Study, New Board Member

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 5:43 p.m. The next regular meeting will be Thursday, February 20, 2020 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Steve Dawson,

Lea Porter, Vice-Chair,
on behalf of

Chair Lea Porter

Secretary Steve Dawson