

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 24, 2019 * District Office in Newport

4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:05 p.m. by Chair Lea Porter
Other Board Members Present: Trustee Steve Dawson, Trustee Beverly Sarles, Trustee Robert Rosencrantz
Board Member Absent: Trustee Katherine Schutte
Staff Present: Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)
Recording Secretary: Beverly Sarles
Public Present: None

2. **CONSENT AGENDA** – Adopted with no changes
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: November 15, 2018 General Meeting**
 - 2.3. **Approval of Voucher No. 20307 through No. 20338, dated November 1 through November 30, 2018, in the amount of \$57,310.52**
 - 2.4. **Approval of Voucher No. 20339 through No. 20375, dated December 1 through December 31, 2018, in the amount of \$61,562.16**
 - 2.5. **Policy Changes**
 - 2.6. **New Employees / Volunteers - Celene Thomas (Newport Branch Manager) & Forrest Sarles (Volunteer)**

3. **PUBLIC PRESENTATIONS:** None

4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:** In November we received \$17,980 in timber tax income. We received \$658 in November and \$786 in December for ARSL conference expenses.

November significant expenses: Analytics on Demand - \$5,326, Enduris Insurance - \$5,833, Capital Equipment Computers - \$1,735 (Calispel laptop, micro-computer & 8 GB cards)

December significant expenses: Hoopla Prepayment - \$5,000, Capital Branch Renovation - \$7,453 (Calispel book display - \$2,198, Newport computer counter - \$2,113, Security cameras in all branches - \$3,142), Capital Equipment Computers – 5,780 (11 Optiplex 360 micro-computers)
 - 4.2. **Credit Card Expenses:** Dawson reviewed the credit card expenses and reported that everything was in order.
 - 4.2. **2018 Budget vs. Actual:** Revenue was \$45,680 over budget, due mostly to \$33,300 additional received in Timber Tax and receiving \$5,767 extra in Investment Interest.

Total expenses for the year were \$38,278 under budget. A detailed breakdown of differences was presented and discussion was held.
 - 4.4. **Other:** None



PEND OREILLE COUNTY LIBRARY DISTRICT

District Office: 116 S Washington Street, Newport, WA 99156

800-366-3654 WWW.POCLD.ORG

5. DIRECTOR REPORT:

- 5.1. **Unemployment:** A former employee has filed for unemployment. Since she resigned from position, Walters sent in a notice to refuse responsibility.
- 5.2. **AWB Contract:** Contract has been signed and sent to their lawyer.
- 5.3. **Land Update:** Russ Pelleberg, Newport City Manager, is looking into city property that could be used for a new library. Walters will talk with the city about extending the lease on the current location, as well as the potential site on Scotia Road. She will also contact the Owens family about the possibility of having them "build to suit" on land they own.
- 5.4. **Staffing Hours:** Changes have been made in response to the creation of the new cataloging position. Staff will now come in later in the day.
- 5.5. **Virtual Reality:** POCLD has the opportunity to take part in a partnership with the state library to bring VR to our branches. A contract is available for board members to review.
- 5.6. **Website Redesign:** Walters will be exploring this in the spring.
- 5.7. **Other:** Pam Thompson from the Calispel Branch won a grant to purchase Kindles pre-loaded with books on health topics.

The target date for self-check in Newport is the end of February. After a trial period it will be installed in other branches.

A letter from the Town of Metaline Falls was discussed. Porter will draft a response.

The Board approved Walters' request to provide fines relief to furloughed Federal employees.

Discussion was held about the Branch Manager hiring process.

6. UNFINISHED BUSINESS

- 6.1. **Strategic Planning:** The strategic plan is a guiding document for the next five years.
ACTION: Dawson moved to approve the strategic plan as written; seconded by Rosencrantz; all in favor; so ordered.
- 6.2. **Board Member Contact List:** Board members were asked to verify contact information for a required notice to the Auditor's Office.
- 6.3. **Other:** None



PEND OREILLE COUNTY LIBRARY DISTRICT

District Office: 116 S Washington Street, Newport, WA 99156

800-366-3654 WWW.POCLD.ORG

7. NEW BUSINESS

- 7.1. **Other:** Porter welcomed new board member Robert Rosencrantz.

The Board Retreat was scheduled for Friday, March 15 at the WSU Extension Office; located at 227 S. Garden Ave. in Newport. It is scheduled to go from 9:00 a.m. – 12:00 p.m.

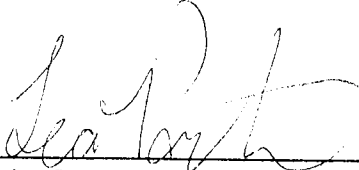
Self-check installation is currently scheduled for the end of February.

8. **RECAP AND FUTURE AGENDA ITEMS:** Board Retreat, Potential sites for new library, Lease extension for Newport Library, Polling results, Building a relationship with the Police Chief

9. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:**

The meeting adjourned at 5:17p.m. The next regular meeting will be Thursday, February 28 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Beverly Sarles,



Chair Lea Porter



Secretary Beverly Sarles