



PEND OREILLE COUNTY LIBRARY DISTRICT

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

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Board of Trustees Minutes of Regular Meeting

Thursday, October 25, 2018 * District Office in Newport

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

Executive Session to discuss Director's Evaluation commenced at 4:10 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 Chair Lea Porter
Other Board Members Present: Trustee Diane Stone, Trustee Steve Dawson, Trustee Beverly Sarles, Trustee Katherine Schutte
Board Members Absent: None
Staff Present: Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)
Recording Secretary: Steve Dawson
Public Present: Robert Rosencrantz, Sophia Aldous (Newport Miner)
2. **CONSENT AGENDA** – Adopted with no changes.
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: September 27, 2018 General Meeting**
 - 2.3. **Approval of Voucher No. 20239 through No. 20267, dated September 1 through September 30, 2018, in the amount of \$41,265.31**
 - 2.4. **Acceptance of Policy Changes**
 - 2.5. **Acceptance of New Employees / Volunteers**
3. **2019 BUDGET HEARING:** Pontius discussed the 2019 Budget and answered questions.
4. **PUBLIC PRESENTATIONS:** None
5. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:** Reports were presented and no questions were asked.
 - 4.2. **Credit Card Expenses:** Stone reviewed the credit card expenses and reported that everything was in order.
 - 4.3. **2018 Projected Income & Expenses:** It appears that the District will be over budget for income and under budget for expenses.
 - 4.4. **Other:** Discussion was held about the potential for CIN going "Fine Free". This would not include lost or damaged items.
6. **DIRECTOR REPORT:**
 - 6.1. **Strategic Planning Board Input:** The Board was asked for input on the Strategic Plan. Schutte suggested more full-time and benefitted staff positions. Dawson suggested replacing the sign in Newport with something more durable. The Strategic Plan Draft is expected to be ready in December.



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- 6.2. **Community Meetings:** There were eleven open public meetings in the past six months with a total of thirty people in attendance. Walters also met with a number of local groups.
- 6.3. **State Distressed County Library Study:** The state legislature dedicated funding to discovering the state of public library facilities. POCLD was included in this study.
- 6.4. **Calispel Library Plumbing:** Schutte discussed the possibility of sharing the cost of the recent plumbing repairs with the City of Cusick. Walters has reached out to them and will keep the Board informed.
- 6.5. **Patron Accounts for Collections:** The District is preparing another batch of accounts to send to the collection agency. These have balances that are over \$50 and nine months old.
- 6.6. **Newport Miner Digitization:** Digitization is being researched as the microfiche technology is becoming obsolete. The cost estimate was \$1,000 for ten reels or about \$10,000 for all reels. This will be discussed in more detail at a later date.
- 6.7. **Other:** The difficulty in finding a substitute willing to work in the north branches was discussed. It was decided to add a retirement benefit to one of the part-time workers in order to allow them to work more hours.

The Levy training went well and will be presented to all staff members in early 2019.

We have been approached by the Roxy Theatre owner about potentially sharing the cost of dumpsters for garbage and cardboard. This would be slightly more than what we are currently paying but the benefits would be worth it.

7. UNFINISHED BUSINESS

- 7.1. **Strategic Planning:** A draft Strategic Plan should be available in December.
- 7.2. **Holiday Events:** The Redneck Light Parade will be in Lone on November 30.
- 7.3. **Other:** Experian agreement was discussed.

8. NEW BUSINESS

- 8.1. **Director's Evaluation:** The Board went over the Director Evaluation with Walters in detail. It was decided to increase her salary by 2.8%, effective January 1, 2019.
- 8.2. **2019 Calendar:** It was decided that all meetings will be held at 4:00 p.m. Board members will look at the tentative schedule and discuss any conflicts at the next meeting.
- 8.3. **Other:** None



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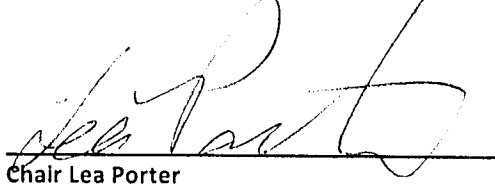
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9. **RECAP AND FUTURE AGENDA ITEMS:** Newport Miner Digitization, 2019 Calendar, 2019 Budget, Board Member Election

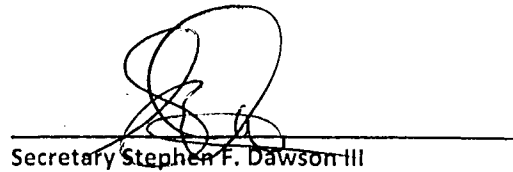
10. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:**

The meeting adjourned at 6:08 p.m. The next regular meeting will be Thursday, November 18 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Steve Dawson,



Chair Lea Porter



Secretary Stephen F. Dawson III