



PEND OREILLE COUNTY LIBRARY DISTRICT

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

800-366-3654 WWW.POCLIB.ORG

Board of Trustees Minutes of Regular Meeting

Thursday, October 26, 2017 * District Office in Newport

1. **CALL TO ORDER:** The Board Meeting was called to order at 9:00 a.m. by Chair Katherine Schutte
Other Board Members Present: Trustee Diane Stone, Trustee Steve Dawson, Trustee Jane Miller Floyd, Trustee Lea Porter
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 Policies (Collection Development) delayed.
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: September 28, 2017, General Meeting**
 - 2.3. **Approval of Voucher No. 19873 through No. 19906, dated September 1 through September 30, 2017, in the amount of \$54,633.76**
3. **BUDGET HEARING:**
Walters & Pontius presented the 2018 Budget. Several items were discussed including Hoopla Digital Service, land line phones, and new computers.
4. **FINANCIAL & FACILITIES MANAGER REPORT:** No questions were asked about September reports. Stone reviewed VISA billing and reported it to be acceptable. Discussion was held about transferring funds into the investment account to be earmarked for capital projects. Continue to look into options for a patron counter for Newport.
5. **DIRECTOR'S REPORT**
 - 5.1. **Collections Update:** Working with Valley Empire Collection.
 - 5.2. **Policies:** Change Fee Schedule sheet will provide cost of item replacement for the non-media lending library items, to be provided at next Board meeting.
 - 5.3. **Mets Maintenance:** Waiting on new Cutter Theatre Director for update. Talked about problems at Metaline Falls Library and possible solutions.
 - 5.4. **Friends of the Library:** The Newport Friends will be participating in "Who Let the Girls Out" with a basket of cooking items to raffle. Twenty boxes of books were sent to Better World Books.
 - 5.5. **Other:** A simplified logo was presented, suggestions were made for modifications to be presented at next meeting.. A problem with a patron was discussed and several suggestions were made.



PEND OREILLE COUNTY LIBRARY DISTRICT

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

800-366-3654 WWW.POCLD.ORG

6. UNFINISHED BUSINESS

- 6.1. **Policies Progress Plan:** A list of policies requiring review will be presented at the November board meeting. Standardized numbering and formatting was requested.
- 6.2. **Holiday Events:** The upcoming Metaline Falls "Redneck Parade" was discussed. POCLD will be offering to delete fines in exchange for a food donation in the month of November. All food will be given to local food banks.
- 6.3. **New Board Member Recruiting:** There is a notice on the County website. Flyers will be made to hand out at library desks.

7. NEW BUSINESS

- 7.1. **2018 Calendar:** This is located on Google Drive. It was requested that board members review for additions and add vacation dates, etc. before November meeting.
- 7.2. **Other:** The election of officers will occur at the November board meeting.

8. RECAP AND FUTURE AGENDA ITEMS: 2018 Budget, 2018 Levy Certification, Board Member recruitment

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 10:53 a.m. The next regular meeting will be Thursday, November 16 at 10:00 a.m. at the District Office in Newport.

Respectfully submitted by Steve Dawson,

Chair Katherine Schutte

Secretary Stephen F. Dawson III