

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, November 15, 2018 * 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 Vice Chair Diane Stone
Other Board Members Present: Trustee Steve Dawson, Trustee Beverly Sarles, Trustee Katherine Schutte
Board Member Late: Chair Lea Porter arrived at 4:33
Items 4.3 and 4.4 were delayed until Porter arrived.
Staff Present: Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)
Recording Secretary: Steve Dawson
Public Present: Robert Rosencrantz
2. **CONSENT AGENDA** – Adopted with changes to Minutes recommended by Schutte
ACTION: Sarles moved to accept the changes; Stone seconded; all in favor; so ordered.
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: October 25, 2018 General Meeting (changes to add Executive Session held before October meeting and percentage increase in Director's salary)**
 - 2.3. **Approval of Voucher No. 20268 through No. 20306, dated October 1 through October 31, 2018, in the amount of \$58,216.15**
 - 2.4. **Acceptance of Policy Changes**
 - 2.5. **Acceptance of New Employees / Volunteers**
3. **PUBLIC PRESENTATIONS:** None
4. **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. **2019 Budget Approval:** The Trustees discussed the budget as presented.
ACTION: Dawson moved to approve the 2019 Budget; Stone seconded; all in favor; so ordered.
 - 4.4. **Levy Certification:** The Levy Certification was presented for approval, Resolution No. 2018-101.
ACTION: Stone moved to approve as submitted; Porter seconded; all in favor; so ordered.
 - 4.5. **Other:** None
5. **DIRECTOR REPORT:**
 - 5.1. **AWB Update:** Walters met with Russ Pelleberg (Newport City Manager) and discussed potential land sites for a new building. Architects without Borders cannot draw a plan until a site is secured.
 - 5.2. **Calispel Plumbing Invoice:** The Town of Cusick has agreed to pay two-thirds of the invoice and POCLD will pay one-third.



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- 5.3. **Job Description Updates:** The new job descriptions for branch managers and the collection specialist position were presented and discussed. Walters will meet with each branch manager and go over the new expectations.
- 5.4. **December Fine Forgiveness:** Walters asked about doing "Fine Forgiveness" for the month of December. The Board agreed that up to \$25 in fines could be written off, if the account had no lost or damaged items and all fines over \$25 were paid.
- 5.5. **Security Cameras:** Cameras will be added in the Calispel, Lone & Newport branches. This will fall under the 2018 Budget.
- 5.6. **Friends of the Library:** The Friends are planning to send out targeted letters in an attempt to get more involvement in the group.
- 5.7. **Other:** Discussion was held about an article in the Newport Miner that incorrectly stated that the City of Newport was planning to use the library building for a police department. This is a possibility in the future but the District has a lease in place for at least another year. Staff will be informed about the correct response if the public asks about this.

The State of Washington has set up free access to Lynda.com for all public libraries. This will be a great addition for patrons.

The upcoming "Deck the Falls" event was discussed. In the past the Mets Library was open and had activities for children. With the new schedule, it will not be open so this year we will not participating.

6. UNFINISHED BUSINESS

- 6.1. **2019 Meeting Calendar:** Pontius presented a schedule for 2019 Board Meetings.
ACTION: Schutte moved to approve the 2019 meeting calendar; Sarles seconded; all in favor; so ordered.
- 6.2. **Other:** None

7. NEW BUSINESS

- 7.1. **2019 Officer Election:** The following slate of officers was presented:
Chair Lea Porter, Vice Chair Steve Dawson, Secretary Beverly Sarles
ACTION: Dawson moved to approve the slate as presented; Stone seconded; all in favor; so ordered.



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7.2. **Other:** The new Mission, Vision & Values statements were presented and are as follows:

Mission:

To connect our communities with opportunities to enrich their lives through empowerment, lifelong learning, and recreation.

Vision:

To collaborate within our communities in order to serve as a catalyst for possibility.

Values:

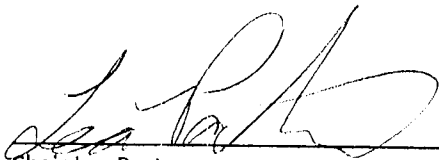
- Responsible stewardship of public funds
- Creating safe, supportive environments
- Open, equitable access to information and ideas
- Solving problems in innovative, creative ways

8. **RECAP AND FUTURE AGENDA ITEMS:** List of current contracts including costs and expiration dates; Levy Poll; New Board Member

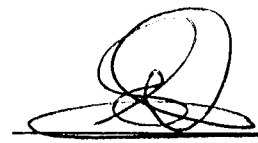
9. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:**

The meeting adjourned at 5:17 p.m. The next regular meeting will be Thursday, January 24 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Steve Dawson,



Chair Lea Porter



Secretary Stephen F. Dawson III