



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 16, 2017 * District Office in Newport

1. **CALL TO ORDER:** The Board Meeting was called to order at 10:00 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**
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: October 26, 2017 General Meeting**
 - 2.3. **Approval of Voucher No. 19907 through No. 19933, dated October 1 through October 31, 2017, in the amount of \$51,387.57**
 - 2.4. **Acceptance of New Hires/Volunteers – Filliger, Zupich, Fry**
 - 2.5. **Acceptance of Policy Changes, New/Revised Policies – Limey Solutions, Hoopla Contract, Library of Things, Fine & Fee Schedule**

3. **FINANCIAL & FACILITIES MANAGER REPORT:**
 - 3.1 **2018 Budget Approval:** The Trustees discussed the budget as presented.
ACTION: Dawson moved to approve the 2018 Budget; Floyd seconded; all in favor; so ordered.
 - 3.2 **2017 Budget vs. Actuals:** This will be discussed at the January 2018 meeting.
 - 3.3 **2018 Finance Committee:** Will start meeting in June or July 2018 to work on 2019 Budget.
 - 3.4 **2018 Levy Certification:** Pontius presented for approval the Levy Certification, Resolution No. 2017-101. **ACTION:** Dawson moved to approve as submitted; Floyd seconded; all in favor; so ordered.
 - 3.5 **Other:** Stone reviewed the VISA bills and reported that all was acceptable. No questions were asked about the October reports.

4. **DIRECTOR'S REPORT**
 - 4.1. **Policies:** Discussion was held about information in policies that were already addressed by state or federal laws.
 - 4.2. **Friends of the Library:** The Halloween movie marathon was very well attended. A Christmas movie marathon is being planned. Friends group will participate in "Giving Tuesday".
 - 4.3. **Strategic Planning:** Discussion was held about Capital Reserve for future building needs.



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4.4. **Other:** None

5. UNFINISHED BUSINESS

- 5.1. **Policies Progress Plan:** Floyd was thanked for all her work on the policies.
- 5.2. **Holiday Events:** Newport Friends group will decorate the library after hours on Dec. 1. Walters & Huffman will participate in the the Metaline Falls "Redneck Parade". Santa will be in the Newport Library for the Home Town Christmas event, in addition to several craft & activity stations.
- 5.3. **WLA Conference Report:** Schutte attended two workshops; social justice and fake news. Both were very informative.
- 5.4. **2018 Calendar:** Tentative dates were set, but could be adjusted when a new board member is selected.


6. NEW BUSINESS

- 6.1. **2018 Officer Election:** The following slate of officers was presented:
Chair Lea Porter, Vice Chair Diane Stone, Secretary Steve Dawson.
ACTION: Dawson moved to approve the slate as presented; Stone seconded; all in favor; so ordered.
- 6.2. **Other:** New branch hours begin January 1, 2018.
7. **RECAP AND FUTURE AGENDA ITEMS:** Notify Miner about new branch hours (Walter); plan board retreat (Walters & Porter); notify Miner of 2018 meeting dates once they are finalized (Pontius); 2017 actual vs. budgeted summary (Pontius).
8. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:**
The meeting adjourned at 11:30 a.m. The next regular meeting will be Thursday, January 18th at 10:00 a.m. at the District Office in Newport.

Respectfully submitted by Steve Dawson,



Chair Katherine Schutte



Secretary Stephen F. Dawson III