



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 21, 2019 * District Office in Newport
4:00 p.m. Executive Session * 4:15 General Meeting

**Executive Session to discuss Director's Evaluation commenced at 4:00 and ended at 4:15.
No action was taken.**

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:20 p.m. by Chair Lea Porter
Other Board Members Present: Trustee Robert Rosencrantz, Trustee Katherine Schutte, Trustee Beverly Sarles, Trustee Steve Dawson
Board Member Absent:
Staff Present: Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)
Recording Secretary: Beverly Sarles
Public Present: Alex Stanton (Exbabylon IT Solutions)
2. **CONSENT AGENDA:** Approved with slight change to the October 24 Minutes
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: October 24, 2019 General Meeting**
 - 2.3. **Approval of Voucher No. 20655 through No. 20690, dated October 1 through October 31, 2019, in the amount of \$78,745.10**
 - 2.4. **Policy Changes: Library Card Terms & Conditions, Discipline & Termination**
 - 2.5. **New Employees / Volunteers: None**
3. **PUBLIC PRESENTATIONS:** Alex Stanton from Exbabylon IT Solutions presented a proposal for managed client services. This would include a monthly charge for managing all of the day-to-day operations and additional charges for special projects and requests. Several Board members asked questions after the presentation and suggested that Alex do a review of the District's assets and create an implementation plan. This discussion will continue at the January meeting.
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:** There was \$148,863 in property tax revenue, and \$1,358 in investment Interest.

Significant expenses: Calispel Space Planning Consultant - \$1,000, Levy Legal Expenses - \$835, Levy Ballot Expenses - \$19,488, Learning Express Database - \$1,995, Conference Expenses \$1,533 (ARSL - \$268, WFOA - \$296, Space Planning Workshop - \$969)

As of October 31, we have received 92.9% of budgeted income (2018 – 96.4%) and spent 74.7% of budgeted expenses (2018 – 73.9%)
 - 4.2. **Credit Card Expenses:** Credit card expenses were reviewed by Dawson and all was found acceptable.



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- 4.3. **2020 Budget Approval:** Discussion was held about the recent changes to the 2020 Budget, specifically the staffing of the Lone & Mets branches and the Director's salary increase. The program specialist position for the north branches was eliminated due to not receiving any applicants. The funds were reallocated.
ACTION: Rosencrantz moved to approve the 2020 Budget; Porter seconded; all in favor; so ordered.
- 4.4. **2020 Levy Certification:** The 2020 Levy Certification was presented for approval, Resolution 2019-102
ACTION: Schutte moved to approve as submitted; Rosencrantz seconded; all in favor; so ordered.
- 4.5. **Audit Report:** The accountability audit covered the period from January 1, 2016 through December 31, 2018. Areas examined were allowability of library services, self-insurance assessment, and tracking and monitoring of theft-sensitive assets. The auditors found that all prior audit recommendations had been resolved and no new issues were identified.

The Audit Report can be found on the Google Drive. Pontius will correct the wording in the report to reflect that Board Members are appointed, not elected.

- 4.6. **Other:** The tree next to the District Office is scheduled to be removed in the next week or so. The tree removal company was already cutting down the large tree next door so we were able to negotiate a very good price.

5. DIRECTOR REPORT:

- 5.1. **Facilities Updates:** The lone lease needs to be approved. The only change from the prior lease was that the community center could be used at no cost to the District. Dawson questioned the paragraph concerning weapons not being allowed in the library. This will be investigated and the contract resubmitted for approval at the January meeting.
- 5.2. **Microfilm Update:** The Newport Miner newspaper has agreed to give the District access to the digital copies once they are a year old. We will continue to scan and save the older copies that are currently on microfilm.
- 5.3. **New Branch Hours:** The new branch hours were presented. At a prior meeting, it was requested that the Newport branch be open on Sundays. This is not feasible at this time, but the Saturday hours were increased. The Mets branch will not be open on Saturdays as previously discussed due to staffing issues. They will have additional hours on Wednesdays.
- 5.4. **New Staff Evaluation Process:** Walters is working with staff on the new evaluation process. It is a much simpler format than was previously used and asks staff members for more input.
- 5.5. **Other:** None



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6. UNFINISHED BUSINESS

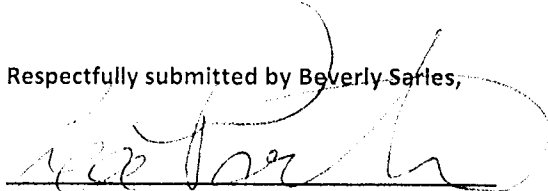
- 6.1. 2020 Board Meeting Calendar:** Pontius presented a schedule for 2020 meetings. The only change was moving the September meeting one week earlier due to a scheduling conflict.
ACTION: Rosencrantz moved to approve the 2020 Board Meeting Calendar; Dawson seconded; all in favor; so ordered.
- 6.2. Director's Evaluation:** Walters was given a copy of her evaluation and Board members discussed the results. She was congratulated for her outstanding outreach work to the community and the passage of the levy. The Board offered her an additional 64 hours of time off beginning in 2020 and an increase in salary to \$75,000. The paid time off will need to be used within the year it is given. Walters accepted the offer.
ACTION: Rosencrantz moved to adopt the Director's new salary and paid time off; Dawson seconded; all in favor; so ordered.

7. NEW BUSINESS

- 7.1. New Board Member:** At this point there are no prospective new Board members. The Commissioners Office will be notified that there is a vacancy. Board members and District staff will continue reaching out to individuals. Schutte was thanked for her many years of service.
- 7.2. 2020 Officer Election:** The following slate of officers was presented:
Chair - Lea Porter
Vice Chair - Beverly Sarles
Secretary - Steve Dawson

ACTION: Rosencrantz moved to approve the slate as presented; Dawson seconded; all in favor; so ordered.
- 7.3. Other:** None
- 8. RECAP AND FUTURE AGENDA ITEMS:** IT proposal, new Board member, contracts for Lone, Cusick and Mets.
- 9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:**
The meeting adjourned at 6:02 p.m. The next regular meeting will be Thursday, January 23, 2020 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Beverly Sarles,


Chair Lea Porter


Secretary Beverly Sarles