

## 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, February 20, 2020 \* District Office in Newport

4:00 General Meeting

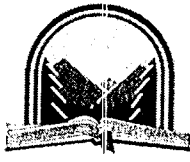
1. **CALL TO ORDER:** The Board Meeting was called to order at 4:03 p.m. by Vice Chair Beverly Sarles  
**Other Board Members Present:** Trustee Robert Rosencrantz, Trustee Steve Dawson  
**Board Member Absent:** Chair Lea Porter  
**Staff Present:** Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)  
**Recording Secretary:** Steve Dawson  
**Public Present:** None
  
2. **CONSENT AGENDA:**
  - 2.1. **Approval of Agenda**
  - 2.2. **Approval of Minutes: January 23, 2020 General Meeting**
  - 2.3. **Approval of Voucher No. 20750 through No. 20790.1, dated January 1 through January 31, 2020, in the amount of \$78,649.05**
  - 2.4. **Policy Changes: None**
  - 2.5. **New Employees / Volunteers: None**
  
3. **PUBLIC PRESENTATIONS:** None
  
4. **FINANCE & FACILITIES MANAGER REPORT:**
  - 4.1. **Monthly Reports:**

Income: There was \$2,708 in property tax revenue, \$1,031 in investment interest, and \$754 in donations (\$750 from Newport Friends)

Significant Expenses: Contingency \$1,168 (Legal \$317 & Audit \$851), Database Subscriptions \$3,269 (Ebsco \$2,198 & Reference USA \$1,071), Branch Renovation \$618 (Ione Media Cabinet), Computers \$22,393 (36 monitors, 26 small computers & 5 micro computers)

As of January 31, we have received less than 1% of budgeted income (2019 – less than 1%) and spent 8.2% of budgeted expenses (2019 – 6.2%)
  - 4.2. **Credit Card Expenses:** There were no credit card expenses paid in January.
  - 4.3. **Other:** An error was found in the 2020 Budget under the Branch detail for program expenses. It is not anticipated that this will cause a problem as the computers purchased came in under budget, which will balance out the error.

Some of the new computer monitors have been installed in Newport. Old computer equipment will be recycled as this was determined to be the most economical and efficient method of disposal.



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### 5. DIRECTOR REPORT:

- 5.1. **Staff Member Family Leave:** A staff member has applied for the new Washington Family Leave. She would like to wait to begin her time off until she has been approved.
- 5.2. **Tresspass in lone:** A copy of the police report from the incident at the lone Library was read by board members. The Board directed Walters to trespass this patron for life instead of one year. Modifications to the front door were discussed. The current bid was for over \$1,500 but other options are being considered. Walters was advised by the Board not to be concerned about ADA requirements when looking at options for the front door.
- 5.3. **Newport Library Sign:** Kalispel Metalworks has designed and fabricated a new sign. It should be installed in March.
- 5.4. **Other:** Walters will be taking off time next week due to a death in her family.

### 6. UNFINISHED BUSINESS

- 6.1. **Other:** Exbabylon finally responded with an updated proposal for Managed IT Services. Walters expressed frustration with a lack of communication on their part. We still have not received information on the website update. The Board would like to vote on the new contract at the March meeting.

### 7. NEW BUSINESS

- 7.1. **New Board Member:** There are no potential leads for a person to fill the vacancy. Board members will continue looking.
- 7.2. **Other:** The Friends of the Library plan to designate April as Library Giving Month. They are planning an after-hours event for April 24. They are also planning to have a Carnival in May.


8. **RECAP AND FUTURE AGENDA ITEMS:** Exbabylon contract, lone Library issues, Family Leave request, Website design contract

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

The meeting adjourned at 4:43 p.m. The next regular meeting will be Thursday, March 26, 2020 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Steve Dawson,

  
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Vice Chair Beverly Sarles

  
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Secretary Steve Dawson