



# PEND OREILLE COUNTY LIBRARY DISTRICT

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

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## Board of Trustees Minutes of Regular Meeting

Thursday, February 22, 2018 \* District Office in Newport  
3:45 p.m. Executive Session for Director's Performance Review  
4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:04 p.m. by Chair Lea Porter  
**Other Board Members Present:** Trustee Steve Dawson, Trustee Katherine Schutte, Trustee Beverly Sarles  
**Board Members Absent:** Trustee Diane Stone  
**Staff Present:** Mandy Walters (Director), Denise Pontius (Finance Manager)  
**Recording Secretary:** Steve Dawson  
**Public Present:** Robert Rosencrantz
2. **CONSENT AGENDA** – Adopted with addition of three volunteers to accept.
  - 2.1. **Approval of Agenda**
  - 2.2. **Approval of Minutes: January 18, 2018 General Meeting**
  - 2.3. **Approval of Voucher No. 20002 through No. 20029, dated January 1 through January 31, 2018, in the amount of \$42,322.73**
  - 2.4. **Acceptance of New Hires/Volunteers**
  - 2.5. **Acceptance of Policy Changes, New/Revised Policies – Privacy Policy & Library Card Terms Policy**
3. **FINANCIAL & FACILITIES MANAGER REPORT:**
  - 3.1 **Monthly Report:** Surplus funds will be moved to Investment Account.
  - 3.2 **Credit Card Expenses:** There were no credit card expenses paid in January.
  - 3.3 **Patron Expired Accounts / Bad Debt Procedures:** Discussion about procedures and timelines for writing off bad debt.
  - 3.4 **Other:** Cutter Theatre expenses for 2017 were much higher than anticipated. Board would like adjustments to contract prior to approving.
4. **DIRECTOR'S REPORT**
  - 4.1. **Policies:** Policy 6.23 Library Card Terms and Conditions and Policy 6.15 Privacy were presented. Approved by Consent Agenda.
  - 4.2. **lone Cleaning:** Discussed cleaning of lone branch. The children's section has been thoroughly cleaned and decluttered.
  - 4.3. **Patron Concerns:** There have been problems with the fax machine in Newport but it has been repaired.



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- 4.4. **Friends of the Library:** The Teen Advisory Board had 20 in attendance.
- 4.5. **Other:** Two Mobius family passes will soon be available for checkout. The possible need for security mirrors will be evaluated for the Newport Library.

### 5. UNFINISHED BUSINESS

- 5.1. **Board Retreat:** Will be held Friday, Feb. 23
- 5.2. **Other:** None

### 6. NEW BUSINESS

- 6.1. **Director's Annual Review:** Discussed in Executive Session. Schutte moved that Walters received an increase in pay to \$65,000 annually effective February 16; Sarles seconded; all in favor; so ordered. Pontius will turn in the appropriate paperwork to the County.
- 6.2. **Other:** Walters requested vacation days for March 22 – April 4. Board approved.

- 7. **RECAP AND FUTURE AGENDA ITEMS:** Funds transfer (Pontius), Miner notification of meeting change (Walters), Cutter Theatre contract changes (Walters)

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

The meeting adjourned at 5:23 p.m. The next regular meeting will be Wednesday, March 21 at 4:00 p.m. at the District Office in Newport. This is a change from the previously published date due to scheduling conflicts.

Respectfully submitted by Steve Dawson,

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Chair Lea Porter

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Secretary Stephen F. Dawson III