



## 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 28, 2019 \* District Office in Newport

4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:04 p.m. by Vice Chair Steve Dawson, Chair Lea Porter arrived at 4:15 p.m.  
**Other Board Members Present:** Trustee Steve Dawson, Trustee Beverly Sarles, Trustee Robert Rosencrantz, Trustee Katherine Schutte  
**Board Member Absent:** None  
**Staff Present:** Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)  
**Recording Secretary:** Beverly Sarles  
**Public Present:** Nicole Dice (County Treasurer), Colleen Larkoski
2. **CONSENT AGENDA** – Adopted with no changes
  - 2.1. **Approval of Agenda**
  - 2.2. **Approval of Minutes: January 24, 2019 General Meeting**
  - 2.3. **Approval of Voucher No. 20376 through No. 20404.5, dated January 1 through January 31, 2019, in the amount of \$43,309.29**
  - 2.4. **Policy Changes: Bulletin Board, Collection Development, Gifts, and Inter-Library Loans**
  - 2.5. **New Employees / Volunteers - Cynthia Rogers (Substitute Library Assistant)**
3. **PUBLIC PRESENTATIONS:** Nicole Dice introduced herself to the Board and discussed the Washington Government Investment Pool. The Library District could be earning more interest if funds were transferred to the pool on a regular basis, as interest rates have increased significantly. Dice described the process for transferring funds.
4. **FINANCE & FACILITIES MANAGER REPORT:**
  - 4.1. **Monthly Reports:** There was \$2,886 in property tax revenue, \$978 in investment interest, and \$636 received from patrons for fines and lost items. Keeping patrons informed on account balances seems to be paying off.  
  
Significant expenses: Ebsco annual database package - \$2,055, Newport Alarm annual security system monitoring - \$2,190  
  
As of January 31, we have received less than 1% of budgeted income (2018 - same) and spent 6.2% of budgeted expenses (2018 – 7.0%)
  - 4.2. **Credit Card Expenses:** No credit card expenses were paid in January
  - 4.3. **Other:** In response to a question, Pontius discussed the 2018 actual income & expenses as compared to the 2018 budgeted amounts.



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### 5. DIRECTOR REPORT:

**5.1. Newport Library Lease:** We have been verbally assured by Russ Pelleberg, City Manager, that the Library will not be asked to vacate the building until we are ready and able. Work has begun on a minimum 2-year renewal contract, since the current contract expires 12-31-19.

**5.2. New Library Sites Update:** We have spoken with several Owens' family members about the possibility of them building a new library on property they own and then leasing it to the District. Andy of Architects without Borders is currently working on a general sketch, which he cannot complete until the parking requirement is decided. There are a lot of items to discuss before anything can be decided, but this is a good starting point. Other options were discussed.

A new contract was signed with AWB since Youth Emergency Services are no longer planning to be located in the new library building.

**5.3. Overdue Fines on Children's Cards:** CIN libraries are rapidly moving to fine-free status. Discussion was held on POCLD removing fines accruals on children's cards. There would still be charges for lost or damaged items. Discussion was held about holding children (especially teenagers) accountable and the potential for parents to use their children's cards.

**ACTION:** Schutte moved that as of April 1, 2019, children's cards will no longer be charged late fines; Sarles seconded; Dawson, Rosencrantz and Porter not in favor; motion denied.

Porter suggested that Walters bring this up in the future along with statistical data from districts that have done this.

**5.4. Polling Bids:** Several bids have been received. The budgeted amount is \$10,000, which is approximately the amount of the bids. Discussion was held about the number of responses which would be considered significant data. The Board also discussed ways other than hiring a polling firm to gather the necessary data, but there were no viable methods. Walters is waiting for an additional quote, and will talk to the firms about numbers of responses expected as well as cost.

**5.5. Other:** We are still in the process of cleaning up the catalog. CIN is working on a system-wide fix to allow us to charge patrons from other libraries for POCLD items that are lost or damaged.

A new contract was signed with Architects without Borders since Youth Emergency Services will no longer be located in our new building.

Rosencrantz asked about a policy for patrons outside the county to pay a deposit when they check out items, as it seems that a number of these are never returned. Walters explained that patrons who are part of the consortium borrow items through the "holds" process. Patrons who live outside the consortium pay \$50 a year for a non-resident card.



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Several staff members at the Lone Library have been complaining of health issues. The City of Lone (building owner) has been contacted and has ordered new filters. Walters will follow up with the City and strongly urge that they take care of the issue.

### 6. UNFINISHED BUSINESS

- 6.1. **Strategic Planning:** The Strategic Plan is complete and approved.
- 6.2. **City of Metaline Falls Letter:** Porter presented her response to the City. Nothing further has been heard on the issue. Further discussion will be held at the October meeting on whether the District wants to be involved in the "Deck the Falls" event.
- 6.3. **Other:** N/A

### 7. NEW BUSINESS

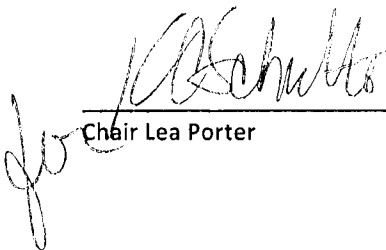
- 7.1. **Other:** A policy should be created for transferring funds to the investment account. Pontius will transfer \$5,000 as a test to see how the system works.

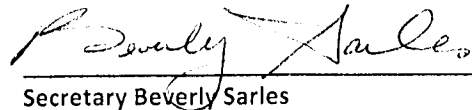
### 8. RECAP AND FUTURE AGENDA ITEMS: Polling Bids, Investment Funds Transfer, Board Retreat, Property Development, Levy Strategies

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

The meeting adjourned at 5:18 p.m. The next regular meeting will be Thursday, March 28 at 4:00 p.m. at the District Office in Newport. There will be a Board Retreat on Friday, March 15 from 9:00 a.m. – 12:00 p.m. at the WSU Extension Office.

Respectfully submitted by Beverly Sarles,

  
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Chair Lea Porter

  
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Secretary Beverly Sarles