



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, March 26, 2020 * District Office in Newport
3:30 p.m. Executive Session * 4:15 p.m. General Meeting

**Executive Session to discuss Personnel Issues commenced at 3:30 and ended at 4:00.
No action was taken.**

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:15 p.m. by Chair Lea Porter
Other Board Members Present: Trustee Robert Rosencrantz, Trustee Steve Dawson, Trustee Beverly Sarles
Board Member Absent: None
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: February 20, 2020 General Meeting**
 - 2.3. **Approval of Minutes: March 16, 2020 Special Meeting**
 - 2.4. **Approval of Voucher No. 20791 through No. 20825, dated February 1 through February 29, 2020, in the amount of \$59,379.02**
 - 2.5. **Policy Changes: None**
 - 2.6. **New Employees / Volunteers: None**
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$46,561 in property tax revenue (49,269 YTD), and \$1,004 in investment Interest (\$2,036 YTD)

Significant Expenses: Facility Repairs & Maintenance \$80 (Newport cabinet door & outlet)

As of February 29, we have received 6.3% of budgeted income (2019 – 4.5%) and spent 14.3% of budgeted expenses (2019 – 12.8%)
 - 4.2. **Credit Card Expenses:** These will be reviewed when the Board resumes meeting in person.
 - 4.3. **Other:** Nancy's Cleaning will be cleaning and sanitizing the Newport, Calispel, & Lone branches, as well as the District Office.
5. **DIRECTOR REPORT:**
 - 5.1. **Status Update on Closures:** Everything has gone as planned so far. Book drops are being emptied periodically. Social media story times & activities have been very well received.



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- 5.2. **Potential IT Contract:** The contract with Exbablylon was discussed. Porter suggested having procedures in place for contacting them when help is needed. Walters also has a bid from them (\$6,000) for setting up the new computers.

ACTION: Dawson made a motion to approve the Exbablylon IT Support Contract; Rosencrantz seconded; all in favor; so moved.

- 5.3. **Website Redesign:** Discussion was held about the website design proposals received. Walters would like to work with Zipline as the website would be ADA compliant. The Board directed her to obtain a contract with Zipline, which will be reviewed at the next board meeting.
- 5.4. **Other:** The salary study is wrapping up and should be available at the next meeting.

We will need to think about how and when to reopen the libraries.

The Town of Cusick still has not sent a new contract. Hopefully this will be available by the next meeting.

6. UNFINISHED BUSINESS

- 6.1. **Other:** None

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:** Options for paying employees need to be evaluated, including unemployment. All employees will continue to receive paid administrative leave for now.

8. **RECAP AND FUTURE AGENDA ITEMS:** Exbablylon contract, Website design contract, Unemployment and Wage Analysis, Salary Study, Cusick contract

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:42 p.m. The next regular meeting will be Thursday, April 23, 2020 at 4:00 p.m. at the District Office in Newport. Due to the social distancing requirements, this has been changed from the previously scheduled location (Calispel Valley Library in Cusick). Information will be published in the Newport Miner.

Respectfully submitted by Steve Dawson,

Vice Chair Beverly Sarles

Secretary Steve Dawson