



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 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 Trustee Katherine Schutte
Other Board Members Present: Trustee Beverly Sarles, Trustee Robert Rosencrantz
Board Member Absent: Chair Lea Porter, Vice Chair Steve Dawson
Staff Present: Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)
Recording Secretary: Beverly Sarles
Public Present: None
2. **CONSENT AGENDA** – Adopted with the exception of the Reserve Fund Policy, for further discussion.
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: February 28, 2019 General Meeting**
 - 2.3. **Approval of Voucher No. 20405 through No. 20432, dated February 1 through February 28, 2019, in the amount of \$46,587.43**
 - 2.4. **Policy Changes: Reserve Fund**
 - 2.5. **New Employees / Volunteers: None**
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:** There was \$20,325 in property tax revenue, \$1,030 in investment interest, and \$481 for fines and lost items.

Significant expenses: Lone Library quarterly lease - \$2,062, and Mets Library 2018 shared expenses - \$3,828

As of February 28, we have received 4.5% of budgeted income (2018 – 6.9%) and spent 12.8% of budgeted expenses (2018 – 13.7%)
 - 4.2. **Credit Card Expenses:** Credit card expenses were reviewed by Rosencrantz and all was found acceptable.
 - 4.3. **Other:** At the Board's request, \$5,000 was transferred into and out of the County Investment Account, which was a simple procedure. Pontius would like to transfer additional funds into the Investment Account, which pays a significantly higher interest rate. The thought is to keep \$100,000 (two months' expenses) in the Equity Account and transfer the balance. At the end of each month, funds could be transferred to either account in order to maintain only the \$100,000 in Equity.

The Board discussed the Reserve Fund Policy and asked that the language be simplified to add more clarity. **ACTION:** Rosencrantz moved to approve the policy as written with the understanding that the Board would vote on a revised policy at a future meeting; Sarles seconded; all in favor; so moved.



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Schutte questioned why income for both February and year to date was lower in 2019 than in previous years. Pontius will review this and report at the next board meeting.

5. DIRECTOR REPORT:

- 5.1. **Owens' Lot Update:** Conversation continues with Tom & Sue Owens about the potential new library site. Currently we are waiting for the City of Newport to provide information on parking requirements, which is necessary to move forward with the architect. Once it is received, we will work with Andy of Architects without Borders on a very basic design and send it to Tom & Sue for a cost estimate. The District can then determine if a lease is affordable, and what the terms might be.
- 5.2. **Polling Bids:** We have received several bids, with varying estimates of what information they could provide and what it would cost. After a great deal of discussion, the Board determined that the money could be better spent on marketing and additional summer staff.
- 5.3. **Other:** One of the library assistants in Lone/Mets has resigned and we have advertised for her replacement.

Summer reading plans and surrounding events are shaping up nicely.

At the next board meeting, sample resolutions for the levy lid lift will be presented. The resolution should be reviewed by an attorney once the board determines the language. Schutte suggested that Walters prepare a timeline of activities and tasks that need to be completed leading up to the levy lid lift election.

6. UNFINISHED BUSINESS

- 6.1. **Strategic Planning:** The Board of Trustees' role is to help spread the message of the need to have the library as part of the fabric in our communities.
- 6.2. **Other:** The Lone Library lease is up at the end of 2019. Walters expects a price increase when the lease is renewed.

Postcards of the annual report are being printed and will be mailed by Walt's Mailing Service.

7. NEW BUSINESS

- 7.1. **Other:** Schutte gave an update on the Friends Group activities. Library Giving Day is April 10. The Friends Policy is in the process of being updated. They are having a meeting in April and hope to increase their membership.



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8. **RECAP AND FUTURE AGENDA ITEMS:** Investment Funds Transfer, Property Development, Levy Strategies & Timeline, Updated Reserve Fund Policy, Year to Date Income

9. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:**
The meeting adjourned at 4:54 p.m. The next regular meeting will be Thursday, April 25 at 4:00 p.m. at the Calispel Valley Library in Cusick.

Respectfully submitted by Beverly Sarles,

Chair Lea Porter

Secretary Beverly Sarles