

# 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, April 25, 2019 \* Calispel Valley Library in Cusick

4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:07 p.m. by Chair Lea Porter  
**Other Board Members Present:** Trustee Steve Dawson, Trustee Beverly Sarles, Trustee Robert Rosencrantz, Trustee Katherine Schutte  
**Board Member Absent:** Trustee Dawson was excused from the meeting at 4:45 p.m.  
**Staff Present:** Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)  
**Recording Secretary:** Beverly Sarles  
**Public Present:**
  
2. **CONSENT AGENDA – Adopted with no changes**
  - 2.1. **Approval of Agenda**
  - 2.2. **Approval of Minutes: March 28, 2019 General Meeting**
  - 2.3. **Approval of Voucher No. 20433 through No. 20460, dated March 1 through March 31, 2019, in the amount of \$46,103.03**
  - 2.4. **Policy Changes:** Reserve Fund & Advertising for Positions
  - 2.5. **New Employees / Volunteers:** Tessin Maxwell
  
3. **PUBLIC PRESENTATIONS:** Schutte reported that Friends of the Library are doing an “After-Hours at the Library” event on May 31 at 6:00 p.m. at the Newport Library.
  
4. **FINANCE & FACILITIES MANAGER REPORT:**
  - 4.1. **Monthly Reports:** There was \$57,718 in property tax revenue, \$935 in investment interest, \$855 in donations (\$500 ALA health promotion & \$350 Friends for summer reading shirts) and \$620 for fines and lost items.  
  
Significant expenses: Conference expenses - \$2,196 (WLA – Town & Larkoski and ALA – Huffman)  
  
As of March 31, we have received 14.6% of budgeted income (2018 – 14.2%) and spent 19.4% of budgeted expenses (2018 – 20.5%)
  - 4.2. **Credit Card Expenses:** Credit card expenses were reviewed by Dawson and all was found acceptable.
  - 4.3. **Other:** February property tax income was significantly lower and March property tax income was quite a bit higher than in 2018, but the year to date totals were very similar. Nicole Dice (County Treasurer) attributes this to tax statements going out later this year.  
  
The Finance Committee met to discuss potential changes depending on if the levy passes or not.



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### 5. DIRECTOR REPORT:

- 5.1. **WLA Scholarships:** Both Maria Town and Colleen Larkoski were awarded scholarships through the state library to attend the WLA conference. It should cover most of the cost. They both enjoyed the conference and learned a great deal. Detailed reports will be presented next month.
- 5.2. **Reallocation of Polling Funds:** The plan is to spend these funds on advertising, programs and additional staffing for special outreach events.
- 5.3. **Levy Resolution:** A resolution was presented to the Board. This needs to be approved and turned into the County by May 10 for it to be placed on the August ballot. Board members reviewed the resolution, and asked Walters to get clarification from the attorney and recommended changes to the language. In order to approve it by the deadline, a special meeting was scheduled for Friday, May 3 at 8:30 a.m. at the District Office.
- 5.4. **Levy Training:** Patrick Sweeney of Every Library is coming to do all staff training on May 21.
- 5.5. **Other:** Porter would like to attend the PMLA conference in August, and asked if funds were budgeted for trustee training. There are funds available.

### 6. UNFINISHED BUSINESS

- 6.1. **Other:** The Board reviewed the Cutter contract and found it to be acceptable. Walters will sign it and submit it to the Cutter Board for final approval.

### 7. NEW BUSINESS

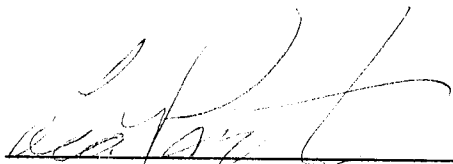
- 7.1. **Other:** There are several parades this summer. It was decided that Levy Committee members would participate this year instead of library staff.

### 8. RECAP AND FUTURE AGENDA ITEMS: Revised Levy Resolution

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

The meeting adjourned at 5:00 p.m. The special meeting will be Friday, May 3 at 8:30 a.m. at the District Office in Newport.

Respectfully submitted by Beverly Sarles,



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Chair Lea Porter



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Secretary Beverly Sarles