



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 27, 2017 * Calispel Valley Library

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:05 p.m. by Chair Katherine Schutte
Other Members Present: Trustee Jane Miller Floyd, Trustee Lea' Porter, Trustee Diane Stone
Member Absent: Trustee Steve Dawson
2. **CONSENT AGENDA:** Adopted with no Changes.
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: March 23, 2017, General Meeting**
 - 2.3. **Approval of Voucher No. 19697 through No. 19725, dated March 1 through March 31, 2017, in the amount of \$35,742.05**
 - 2.4. **Policies**
 - 2.5. **On Hold - Unfinished Business: Five Year Plan: On Hold**
3. **SHORT TAKES WEBINAR:** Library Policies was viewed.
4. **PUBLIC PRESENTATIONS:** None
5. **FINANCIAL & FACILITIES MANAGER REPORT:** No questions were asked regarding March reports. Floyd reviewed VISA billing and reported it to be acceptable. Pontius reported fire extinguishers are to be serviced. Ben Kardos will add cleaning of the Newport Library to his job duties effective May 1st.
6. **DIRECTOR'S REPORT**
 - 6.1. **News:** Walters requested vacation time May 1st and May 5th. The Board approved her request. Larkoski will fill-in during Walters' absence. A Prime Time Grant was acquired by Maria Town for Newport. It will be implemented in 2018 after employee and volunteer training. Walters estimates the value to the community at \$8,000. A press release will follow. Walters recommends a formal Community Needs Assessment using a consultant. Board Members recommended reaching out to POEDC and possibly the Hospital District to determine if any work has already occurred in this area.
 - 6.2. **Website, Social Media:** The new Website went live April 5th. Articles appeared in the Newport Miner and Gem State Miner. Positive reviews have been reported. \$100 was spent on social media advertising, reaching approximately 1,000 people and resulting in significant hits to the website.
 - 6.3. **Metalines Contract:** All questions have been answered and the contract is ready for signature. Repairs to the ceiling will begin in June.
 - 6.4. **Phones:** Colin is working with POVN when problems occur. Staff are keeping logs of issues.
 - 6.5. **FoL Open House Report:** Sandy Loskill was pleased with the turnout and happy with sign-ups for new members.
 - 6.6. **Ione:** The City of Ione requested library personnel supervise the public portions of the community building outside of the library space. The Board agreed that it was not within the scope of the library nor within the contract with the city for staff to accept that responsibility. It was agreed that if staff on duty recognized a possible issue they would call the city and/or sheriff's office as appropriate. The Library Director will discuss with the city.



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- 6.7. **Fine Waivers/Account Purge:** The need to purge obsolete accounts from the KOHA system was discussed; Walters will revise the policy and provide to the Board for discussion and review.
- 6.8. **Branch Managers' Meeting Report:** Walters reported continued efforts in standardizing processes across all branches. At each managers meeting, input from each manager is solicited and consensus obtained prior to implementation. This month, the group agreed on standardized processing to catalog magazines.
7. **UNFINISHED BUSINESS**
 - 7.1. **Policies Progress Plan:** Leave Policy will be addressed next.
 - 7.2. **Finance Committee:** Kevin Wright, Riverbend Insurance, provided the group with information regarding medical insurance options.
8. **NEW BUSINESS**
 - 8.1. **Rodeo Parade Planning:** 6-24 11 AM, The Board Agreed to have a presence at the parade. Schutte will contact the Rodeo Board
 - 8.2. **POC POCLD Fair Booth:** Porter and Schutte will take lead on planning for the Fair Booth
 - 8.3. **BOT Calendar Review:** The date for the July meeting was moved to Wednesday, July 26th due to a lack of a quorum on July 27th.
9. **RECAP AND FUTURE AGENDA ITEMS:** Walters and Floyd will work on Leave Policy. Walters will work on amending the Fines Policy. Walters will notify Miner with July 26th meeting date change, Schutte will contact the Rodeo Committee to sign up for Parade.
10. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:**

The meeting adjourned at 6:00 p.m. The next regular meeting will be May 25 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Diane Stone,

Chair Katherine Schutte

Secretary Steven F. Dawson III