



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, May 23, 2019 * District Office in Newport

4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:00 p.m. by Chair Lea Porter
Other Board Members Present: Trustee Steve Dawson, Trustee Robert Rosencrantz, Trustee Katherine Schutte
Board Member Absent: Trustee Beverly Sarles
Staff Present: Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)
Recording Secretary: Denise Pontius
Public Present: None
2. **CONSENT AGENDA** – Adopted with no changes
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: April 25, 2019 General Meeting**
 - 2.3. **Approval of Minutes: May 3, 2019 Special Meeting**
 - 2.4. **Approval of Voucher No. 20461 through No. 20495, dated April 1 through April 30, 2019, in the amount of \$47,440.83**
 - 2.5. **Policy Changes:** Training & Travel, Hours of Work, removal of Signing Bonus policy
 - 2.6. **New Employees / Volunteers:** None
3. **PUBLIC PRESENTATIONS:** Kathie Schutte, chairperson of the newly formed levy support group, shared details about the group. The name is “Yes! for Pend Oreille Libraries” and they have \$1,100 in pledges committed to the campaign so far. Ten people attended training provided by Every Library. Before they can move forward, they need someone who will serve as treasurer. They also need more people to help in other ways.

Schutte also talked about the upcoming Friends event at the Newport Library and asked if anyone would be able to provide food.

4. FINANCE & FACILITIES MANAGER REPORT:

- 4.1. **Monthly Reports:** There was \$216,954 in property tax revenue, \$1,048 in investment interest, \$256 in donations (\$100 each from North Pend Oreille Lions & Cusick American Legion for summer reading, and \$50 Mets Friends for summer reading shirts) and \$607 for fines and lost items.

Significant expenses: Annual Report expenses - \$257 for printing and \$1,002 for postage, Copier service fees - \$750 (December - March)

As of April 30, we have received 50.9% of budgeted income (2018 – 48.1%) and spent 26.1% of budgeted expenses (2018 – 27.6%)

- 4.2. **Credit Card Expenses:** Credit card expenses were reviewed by Dawson and all was found acceptable.
- 4.3. **Other:** None



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5. DIRECTOR REPORT:

- 5.1. **CIN Update:** Libraries that charge fines are now the exception in the consortium. As a result, the policy will change in regard to overdues. Accounts with an overdue item will now be blocked from checking out additional items or using digital resources. This will be communicated to patrons later this month.
- 5.2. **Upcoming Speaking Engagements:** Public meetings are scheduled in each branch in June and will be scheduled in July. Walters will be speaking to every city council in the county in addition to Rotary and the North County Chamber.
- 5.3. **Staffing:** We are in the process of hiring a student intern and a library assistant for the summer.
- 5.4. **Other:** The levy informational flyer was reviewed by the District's lawyer and several changes were made. A locked ballot box will be provided by the County and located inside the Calispel Valley Library.

Self-check is being postponed until late August.

The District's presence at the Newport Farmer's Market has been well received.

Discussion was held about having a "Food for Fines" promotion, running June 15 – July 15. For accounts with no overdue/lost/damaged items, \$1.00 would be written off for each non-perishable, unexpired food item brought into one of the libraries.

ACTION: Schutte moved that the District run the "Food for Fines" promotion as presented; Dawson seconded; all in favor; motion passed.

6. UNFINISHED BUSINESS

- 6.1. **Summer Parades:** The Newport Rodeo Parade is June 22, Downriver Days is July 27 and the Usk Parade is July 4. This year the floats will be financed and staffed by the Yes! for Pend Oreille Libraries committee.
- 6.2. **Other:** None

7. NEW BUSINESS

- 7.1. **Other:** None



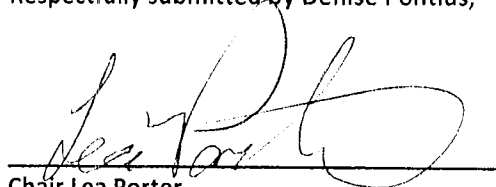
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8. **RECAP AND FUTURE AGENDA ITEMS:** Yes! Committee Events, Parades, Pend Oreille County Fair
9. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:**
The meeting adjourned at 4:35p.m. The next regular meeting will be Thursday, June 27 at 4:00 p.m. at the Metaline Falls Community Library.

Respectfully submitted by Denise Pontius,



Chair Lea Porter



Secretary Beverly Sarles