



# 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 24, 2018 \* District Office in Newport

4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:06 p.m. by Trustee Diane Stone  
**Other Board Members Present:** Chair Lea Porter, Trustee Steve Dawson, Trustee Katherine Schutte, Trustee Beverly Sarles  
**Board Members Absent:** None  
**Staff Present:** Mandy Walters (Director), Denise Pontius (Finance Manager)  
**Recording Secretary:** Steve Dawson  
**Public Present:** Robert Rosencrantz
2. **CONSENT AGENDA** – Adopted with no changes.
  - 2.1. **Approval of Agenda**
  - 2.2. **Approval of Minutes: April 26, 2018 General Meeting**
  - 2.3. **Approval of Voucher No. 20085 through No. 20118, dated April 1 through April 30, 2018, in the amount of \$42,980.22**
  - 2.4. **Acceptance of Policy Changes**
  - 2.5. **Acceptance of New Employees / Volunteers**
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCIAL & FACILITIES MANAGER REPORT:**
  - 4.1 **Monthly Reports:** Reports were presented and no questions were asked.
  - 4.2 **Credit Card Expenses:** Stone reviewed the credit card expenses and reported that all was in order.
  - 4.3 **Levy Lid Lift:** Need more information and a strategic plan.
  - 4.4 **Spring Cleaning Day:** It was determined that moving the rocks behind the library would best be done by a company with the proper equipment. The local Girl Scout Troop has volunteered to do the new landscaping once the ground is prepared.
  - 4.5 **Other:** It does not appear that the Calispel Branch is in danger of flooding. A plan is in place should the situation change. Letters were sent to 57 patrons who had fines and/or overdue items more than 3 months old and in excess of \$10. There has been a good response to these letters. The Food for Fines program will run until June 16.
5. **DIRECTOR'S REPORT**
  - 5.1. **Community Meetings:** Three people attended the meeting at Metaline Falls and no one came to the meeting in Lone. More advertising and social media outreach will be done for future meetings.



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- 5.2. **Summer Reading Program:** The materials have arrived and will be distributed soon.
- 5.3. **Donation Requests:** STCU will donate \$200 toward programs. The Kalispel Tribe will donate \$1,200 to help pay for the Red Yard performances. Ponderay Newsprint donated \$100 toward Calispel Branch programs. The Ladies Auxiliary has given \$200 to help pay for Reptile Man at the lone Branch.
- 5.4. **Brochures:** The graphic designer is currently working on the Summer Reading brochure.
- 5.5. **Other:** The Finance Committee will need to be formed at the next Board Meeting and should start meeting in July.

### 6. UNFINISHED BUSINESS

- 6.1. **Strategic Planning:** Work in progress.
- 6.2. **Other:** There is a continuing problem with a patron. Staff was directed to document all incidents. There is a webinar scheduled on dealing with difficult people.

### 7. NEW BUSINESS

- 7.1. **Rodeo Parade:** The parade is scheduled for Saturday, June 23 at 11:00 a.m. The District plans to participate again this year.
- 7.2. **Pend Oreille County Fair Booth:** The Fair dates are August 16 - 19. Dawson volunteered to check on the condition of the booth and report back. It will need to be cleaned prior to the Fair. Discussion was held on various ideas for activities.
- 7.3. **Other:** Participation in the July 4<sup>th</sup> parade in Cusick and Down River Days parade on July 27 was discussed.

8. **RECAP AND FUTURE AGENDA ITEMS:** Finance Committee, Summer Reading brochures, July 4<sup>th</sup> parade details

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

The meeting adjourned at 5:22 p.m. The next regular meeting will be Thursday, June 28 at 4:00 p.m. at the lone Public Library.

Respectfully submitted by Steve Dawson,

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Chair Lea Porter

*Steve Dawson for Steve Dawson*  
Secretary Stephen F. Dawson III