



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 25, 2017 * District Office

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:07 p.m. by Chair Katherine Schutte
Other Members Present: Trustee Lea' Porter, Trustee Diane Stone, Trustee Steve Dawson
Member Absent: Trustee Jane Miller Floyd
2. **CONSENT AGENDA:** Adopted with no Changes.
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: April 27, 2017, General Meeting**
 - 2.3. **Approval of Voucher No. 19726 through No. 19758.5, dated April 1 through April 30, 2017, in the amount of \$40,809.32**
 - 2.4. **Policies**
3. **SHORT TAKES WEBINAR:** Working with Friends was viewed.
4. **PUBLIC PRESENTATIONS:** None
5. **FINANCIAL & FACILITIES MANAGER REPORT:** No questions were asked about April reports. Stone reviewed VISA billing and reported it to be acceptable. Pontius reported fire extinguishers are now up to date. Ben Kardos started cleaning the Newport Library May 1. New Coin System for copier explained. A/C out in Newport, costs \$5,800 with half to be paid by City of Newport.
6. **DIRECTOR'S REPORT**
 - 6.1. **Collection Development Update:** Cleaning Dead Weight (Old Books not Checked out or Lost Items in Inventory). Additional Graphic Novels for Collection Discussed. DVD Movies in binder at Desk for checkout to prevent loss (Theft).
 - 6.2. **Summer Reading:** Frontier Title Company and Ponderay Newsprint will help sponsor Summer Reading Program. Library Cards for Kids Summer Reading will be provided. New Adult Summer Reading program, with prizes and bookmarks.
 - 6.3. **Post Summer Clean-Up/Staff Meetings:** Discussion of week of training and cleaning in all Libraries.
 - 6.4. **Friends of the Library:** \$400 raised in "Who Let the Girls Out" raffles.
 - 6.5. **Other:** One Click Audio being discontinued (Little Patron Use). Walters and Maria Town will go to the South County for Elk Pioneer Days. Teen Advisory board will be developed in Fall 2017. Changing names of Library Branches brought forward by Walters and not approved by Board. Collection letters about to be mailed to patrons owing \$50.00 or more. Walters was asked by the Board for a report of her accomplishments to be used in her six month review.



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7. UNFINISHED BUSINESS

- 7.1. **Policies Progress Plan:** Paid leave policy to be presented at the June board meeting.
- 7.2. **Finance Committee Report:** No meeting scheduled until July.
- 7.3. **Rodeo Parade Planning:** Discussion was held about participating in the parade.
- 7.4. **Pend Oreille County Fair Library Booth:** Give Away for the Fair. Pencils and Bookmarks (Friends). Dawson will be delivering bookcase and email pictures of the booth.

8. NEW BUSINESS

- 8.1. **Other:** Stone reported that the Book Club in Pub sponsored by the Calispel Library was a success, with everyone enjoying it.

9. **RECAP AND FUTURE AGENDA ITEMS:** Walters - South County outreach. Rodeo Parade details. Porter and Schutte will be working on the Fair Booth.

10. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 5:25 p.m. The next regular meeting will be June 22 at 4:00 p.m. at the Metalines Community Library in Metaline Falls.

Respectfully submitted by Steve Dawson,

Chair Katherine Schutte

Secretary Stephen F. Dawson III