



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, June 22, 2017 * Metalines Community Library

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:08 p.m. by Chair Katherine Schutte
Other Board Members Present: Trustee Lea' Porter, Trustee Diane Stone, Trustee Steve Dawson, Trustee Jane Miller Floyd
Board Member Absent:
Staff Present: Mandy Walters (Director), Denise Pontius (Finance Manager)
Recording Secretary: Steve Dawson
Public Present: Erin Kinney, Debra Link, Erin Maxwell, Tessin Maxwell, Erin Simmons
2. **CONSENT AGENDA:** Adopted with no Changes.
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: May 25, 2017, General Meeting**
 - 2.3. **Approval of Voucher No. 19759 through No. 19788, dated May 1 through May 31, 2017, in the amount of \$44,655.01**
 - 2.4. **Policies**
3. **SHORT TAKES WEBINAR:** Evaluating the Library Director was not viewed due to a weak WiFi signal.
4. **PUBLIC PRESENTATIONS:** Discussion was held about the Online Survey, specifically branch hours and potential cuts. Discussion was also held about possible fine forgiveness and non-open hours access to the Mets Library (not possible due to liability issues).
5. **FINANCIAL & FACILITIES MANAGER REPORT:** No questions were asked about May reports. Floyd reviewed VISA billing and reported it to be acceptable.

Board was updated on the progress in cleaning up accounts with balances over \$50.00 in anticipation of sending them to a collections agency. Pontius requested permission to write off amounts accrued prior to 2013 where there is little to no hope of collecting. **ACTION:** Floyd moved to approve as requested; Stone seconded, all in favor, so ordered.

Pontius also updated the Board on the Newport Library air conditioning system. The City is requesting bids to replace the system but anticipates it will be 4 – 6 weeks before it can be installed. Discussion was held about temporarily changing the library hours.

6. DIRECTOR'S REPORT

- 6.1. **Collections Update:** Walters reported "Killing It" on Collections Update/Weeding.
- 6.2. **Summer Reading:** Staff working hard; lunch program had 15-16 kids and is going well.
- 6.3. **Leave Policy:** Discussion was held about toning down the language, taking out sections that were duplicates, and condensing it. Should be finished by July.
- 6.4. **Mets Maintenance:** Air Conditioning went out and repairs were done in 48 hours. Mushrooms will be fixed in July. Contract Signed for Library Lease.



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- 6.5. **Other:** Elk Pioneer Days went well. Books by Mail service was discussed. Walters & Town will be going to the Camden Fire Station in July to reach out to the south county residents. Information will be published in the Sentinel Newspaper.

Waivers for Juvenile library card users was discussed. Stone expressed disagreement with this.

The City of Cusick has requested that the library not use the community center for programs unless there are at least five people, due to the cost of electricity.

7. UNFINISHED BUSINESS

- 7.1. **Policies Progress Plan:** Leave policy is being worked on.
- 7.2. **Finance Committee Report:** No meeting scheduled until July.
- 7.3. **Rodeo Parade:** Details about POCLD participation were confirmed.
- 7.4. **Pend Oreille County Fair Library Booth:** Pontius reported that the vendor application has been completed and \$75.00 was paid for booth rental. On June 26 board members will paint booth.

8. NEW BUSINESS

- 8.1. **Other:** The potential for participating in Downriver Days (July 29) was discussed. Schutte talked about the district having an entry in the Usk July 4th parade.

Walters talked about having a Community Needs Assessment done. She plans to talk to other districts and get an estimate for what it would cost.

9. **RECAP AND FUTURE AGENDA ITEMS:** Leave Policy (Walters), Branch Open Hours (Walters), Library Fair Booth (Schutte), Walters performance review (Schutte & Stone), Executive Session prior to July board meeting, Notify Miner of change in meeting date (Walters).

10. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 5:49 p.m. The next regular meeting will be Wednesday, July 26 at 4:00 p.m. at the District Office in Newport. This is a change from the schedule published in January.

Respectfully submitted by Steve Dawson,

Chair Katherine Schutte

Secretary Stephen F. Dawson III