



# 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

Wednesday, June 26, 2019 \* Metalines Community Library

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, Trustee Beverly Sarles  
**Board Member Absent:**  
**Staff Present:** Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)  
**Recording Secretary:** Beverly Sarles  
**Public Present:** Erin Kinney & Jennifer Hampson
  
2. **CONSENT AGENDA** – Adopted with no changes
  - 2.1. **Approval of Agenda**
  - 2.2. **Approval of Minutes: May 23, 2019 General Meeting**
  - 2.3. **Approval of Voucher No. 20496 through No. 20520, dated May 1 through May 31, 2019, in the amount of \$46,174.92**
  - 2.4. **Policy Changes:** Temporary Employment, Exhibit & Display, Removal of: Cooperation with other Libraries, Violence in the Workplace, In-Service Training & Education
  - 2.5. **New Employees / Volunteers:** Cassandra Raymond, Brandon Hein, Ryan Schmidt
  
3. **PUBLIC PRESENTATIONS:** Kathie Schutte from the YES Committee reported that the Rodeo Parade went very well. Over 500 stickers were handed out and there was a lot of positive feedback. An ad was sent in to the Elk Sentinel for publication in the monthly newspaper.
  
4. **FINANCE & FACILITIES MANAGER REPORT:**
  - 4.1. **Monthly Reports:** There was \$34,779 in property tax revenue, \$1,099 in investment interest, \$1,038 in donations (\$551 from University of Washington Health Sciences, \$350 from POVN, \$100 from RTI and \$37 misc.) and \$539 for fines and lost items.  
  
Significant expenses: Annual Report expenses - \$773 (YTD total \$2,032), WLA Conference Expenses - \$402 ( YTD - \$1,735), Laptop Computer for Newport - \$591  
  
As of May 31, we have received 57.2% of budgeted income (2018 – 58.1%) and spent 32.7% of budgeted expenses (2018 – 34.7%)
  - 4.2. **Credit Card Expenses:** Credit card expenses were reviewed by Dawson and all was found acceptable.
  - 4.3. **Other:** The new Fixed & Controlled Assets Policy was presented and discussion was held.  
**ACTION:** Rosencrantz moved to adopt the policy as written; Schutte seconded; all in favor; so moved.



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### 5. DIRECTOR REPORT:

**5.1. Public Levy Meetings:** Meetings have been held in all four branches, as well as at several other locations. General feedback has been positive. Questions have been raised about how a levy works. Upcoming meetings are scheduled as follows: July 8 – North County Chamber of Commerce, July 9 - Newport Library, July 10 – Lone & Mets Libraries, July 13 - Sacheen Lake, and July 16 - Calispel Valley Library in Cusick.

**5.2. Mailers/Publicity:** Post cards were mailed out Friday, June 21 and several people mentioned that they have already received them.

**5.3. Other:** None

### 6. UNFINISHED BUSINESS

**6.1. Other:** The Usk Parade is July 4 and the YES Committee will have a float and hand out information about the Levy.

### 7. NEW BUSINESS


**7.1. Other:** The Lone Parade is July 27 and plans are underway. Discussion was held about the Pend Oreille County Fair booth (August 15-18). It was decided to have an unmanned booth this year and have it set up as a resting area with brochures and books available. The Friends group will have a table set up at the Music Festival at the Kalispel Casino the weekend after the Fair.

**8. RECAP AND FUTURE AGENDA ITEMS:** Yes! Committee Events, Parades, Pend Oreille County Fair, Levy Information Update

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

The meeting adjourned at 4:45 p.m. The next regular meeting will be Thursday, July 25 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Beverly Sarles,

  
Chair Lea Porter

  
Secretary Beverly Sarles