



PEND OREILLE COUNTY LIBRARY DISTRICT

District Office: 116 S Washington Street, Newport, WA 99156

800-366-3654 WWW.POCLD.ORG

POCLD BOARD OF TRUSTEES

Minutes of Regular Meeting

Thursday, June 28, 2018 * Ione Public Library

4:00 p.m. - Regular Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:01 p.m. by Chair Lea' Porter
Other Board Members Present: Trustees: Beverly Sarles, Katherine Schutte, Diane Stone
Board Members Absent: Trustee Steve Dawson
Staff Present: Denise Pontius, Finance Manager; Mandy Walters, Director (attended electronically)
Recording Secretary: Katherine Schutte for Steve Dawson
Public Present: None

2. **Consent Agenda** was accepted after removal of 2.2 and 2.4. Stone requested corrections to 2.2, Approval of Minutes and Schutte requested the removal of 2.4 Policy Changes, for further discussion. There were no new volunteers or employees to consider.
 - 2.1. **Approval of Agenda**
 - 2.2. ~~Approval of Minutes: May 24, 2018, General Meeting~~
 - 2.3. **Approval of Voucher No. 20119 through Voucher No. 20145, dated May 1 – 31, 2018 in the amount of \$42,833.81**
 - 2.4. ~~Policy changes~~
 - 2.5. ~~New volunteers and/or employees~~

Items removed from Consent Agenda:

2.2 Diane Stone moved that the Minutes for the May 24, 2018 Meeting be corrected to reflect that the Meeting was called to order by Diane Stone, Vice Chair; and add Lea' Porter to "Other Board Members Present:" as Porter arrived after the start of the meeting. The motion was made by Stone and seconded by Schutte. Motion passed.

2.4 Schutte brought forth concerns regarding the proposed changes to Policy 5.8, Appeal/Grievance. After discussion, it was determined to seek legal counsel on language and readdress at the next general meeting.

3. PUBLIC PRESENTATIONS - none

4. FINANCE & FACILITIES MANAGER REPORT

- 4.1 Monthly Reports: Schutte commented that the increase in copy revenue with the coin-operated system is rapidly paying for the change in both income and saved staff time.
- 4.2 Credit Card Expenses: Stone reviewed expenses and reported all in order.
- 4.3 Levy Lid Lift: The Board concurred to an August 2019 date for levy lift. "It's Overdue" was suggested as a possible campaign slogan.
- 4.4 Patron Accounts Procedures: Pontius reported changes to account procedures. Inactive accounts with overdue amounts >\$10 but <\$50 will be deleted after five (5) years of inactivity. Accounts with ≤\$10 in overdue fines will continue to be deleted after three (3) years of inactivity. Inactive accounts with excessive fines will be retained until staff is satisfied the cardholder cannot be located or it is not viable to collect fines.



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5. DIRECTOR REPORT

- 5.1. **Community Meetings:** Attendance has been low at recent meetings held around the county. Walters would like to expand her meetings to include any community groups that she has not met with already and asked the Board Members to email her suggestions.
- 5.2. **Budget Committee:** Porter and Sarles will join Pontius and Walters on the 2018 Budget Committee. The first meeting will be 3:00 p.m. prior to the July 26, 2018 Board Meeting at the District Office in Newport.
- 5.3. **Summer Travel Schedule:** Walters will be in the Seattle area for the annual Directors' meeting and to meet with the AWB architect July 18-21. By virtue of a scholarship, Walters will attend the Research in Public Libraries Institute training in Atlanta July 29-August 1. Walters reported that Newport Program Specialist Maria Town has received a scholarship to attend this year's ARSL Conference.
- 5.4. **MOU:** Schutte volunteered to join Walters to discuss a possible MOU with Youth Emergency Services on July 27.
- 5.5. **Other: Summer Reading Program** started strong with the Reptile Man's appearance at three county library locations. It was reported that the presentation brought out first time attendees.
Rolling Branch Closures: During the week of August 13, each branch will work on inventory, weeding and needed evaluations. The week will culminate in an all-staff planning event.

6. UNFINISHED BUSINESS

- 6.1. **Strategic Planning:** Information gathering/discussion will continue internally and across the county.
- 6.2. **Rodeo Parade:** POCLD parade participation was discussed.
- 6.3. **Policy 5.8 Appeal/Grievance Policy**

7. NEW BUSINESS

- 7.1. **Pend Oreille County Fair Booth - August 16-19:** A sign up sheet will be prepared and volunteers from Friends groups and the Board solicited. Possible ideas for the booth were discussed.
- 7.2. **Other:** July 4th, Usk: Meet about 11 AM at the Usk Community Center for the Usk Parade; same routine as the Rodeo Parade. Walters to provide candy, Schutte will provide decorations (and truck if necessary). All Board Members encouraged to participate.
Down River Days Parade: Last weekend in July. All Board Members encouraged to participate.

8. **RECAP AND FUTURE AGENDA ITEMS:** * Walters to send Policy 5.8 Appeal/Grievance to lawyer for review. * Denise to prepare preliminary budget for Finance Committee Members review prior to July meeting. * Walters to solidify ideas for Fair booth.



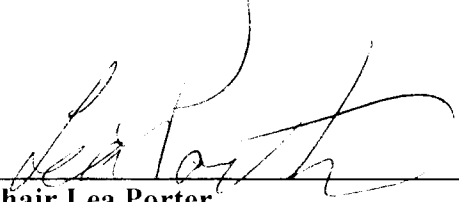
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9. **ADJOURNMENT:** The meeting adjourned at 4:55 PM. The next General Meeting will be July 26, 2018 @ 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Katherine Schutte,



Chair Lea Porter



Trustee Katherine Schutte