



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, July 26, 2018 * District Office in Newport

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 Diane Stone, Trustee Steve Dawson, Trustee Katherine Schutte, Trustee Beverly Sarles,
Board Members Absent:
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: June 28, 2018 General Meeting**
 - 2.3. **Approval of Voucher No. 20146 through No. 20176, dated June 1 through June 30, 2018, in the amount of \$44,723.46**
 - 2.4. **Acceptance of Policy Changes**
 - 2.5. **Acceptance of New Employees / Volunteers**
3. **PUBLIC PRESENTATIONS:** Mr. Rosencrantz talked about the next meeting of candidates, which will be held at the Camas Center on the Kalispel Reservation on July 26 from 5:30 – 7:30 p.m. Candidates will talk to voters about issues.
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. **2019 Budget:** The Cutter Theatre expenses are going up more than expected. Walters will check into the details. The Budget Committee met prior to the general meeting and discussed the 2019 Budget. The next meeting will be prior to the August meeting.
 - 4.4. **Other:** None
5. **DIRECTOR'S REPORT**
 - 5.1. **Community Meetings:** There have been many comments about economic downturn, small business development, drug use, mental health concerns and veteran's assistance. The next meeting is scheduled for August 11 in Lone.
 - 5.2. **Email Updates:** All library accounts have been migrated to a Gmail interface. It is much more use friendly, provides for calendar sharing and allows significantly more storage.



PEND OREILLE COUNTY LIBRARY DISTRICT

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

800-366-3654 WWW.POCLD.ORG

- 5.3. **All Staff Day:** This is scheduled for August 17. The current plan is to work on strategic planning, updating the district's mission/vision/values, discussing the 2019 budget and potential levy lid lift, and any additional training that is needed.
- 5.4. **Job Description Updates:** Currently working on a new job description for Branch Managers.
- 5.5. **Potential New Position:** Would like to add a new part-time position (15 hrs. per week) for a District Catalog specialist. This would help with the consistency issues the district has been having.
- 5.6. **Other:** Discussed the "Love Library" campaign and other information that was presented at the Library Directors meeting in Seattle.

6. UNFINISHED BUSINESS

- 6.1. **Strategic Planning:** This will be discussed at the All Staff Day. As the Community Meetings have not been well attended, Walters is scheduling meetings with local groups.
- 6.2. **Other:** None

7. NEW BUSINESS

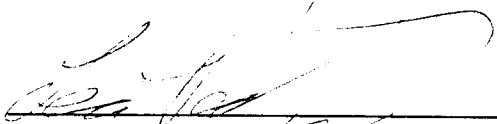
- 7.1. **Pend Oreille County Fair Booth:** The Fair dates are August 16 - 19. The 3-D printer will be displayed and small prizes will be ordered for distribution. Board members and Friends are encouraged to sign up for a shift.
- 7.2. **Other:** The Down River Days parade is Saturday, July 28. Walters & several board members are planning to participate.

8. **RECAP AND FUTURE AGENDA ITEMS:** Budget Committee meeting, All Staff Day, Potential New Position update, Job Description updates, Architects without Borders update


9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 5:07 p.m. The next regular meeting will be Thursday, August 23 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Steve Dawson,



Chair Lea Porter



Secretary Stephen F. Dawson III