



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, August 23, 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 Beverly Sarles,
Board Members Absent: Trustee Katherine Schutte
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: July 26, 2018 General Meeting**
 - 2.3. **Approval of Voucher No. 20177 through No. 20211, dated July 1 through July 31, 2018, in the amount of \$49,603.47**
 - 2.4. **Acceptance of Policy Changes – Grievance Policy**
 - 2.5. **Acceptance of New Employees / Volunteers**
3. **PUBLIC PRESENTATIONS:**
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 Budget Committee met prior to the general meeting and discussed the 2019 Budget. The next meeting will be prior to the September Board meeting. Several different versions of the Budget were presented to the Board and discussed.

A motion was made by Stone to approve pay step increases for all eligible employees, effective January 1, 2019; Dawson seconded; all in favor; so moved.

A motion was made by Dawson to approve the new Collections Specialist position at 15 hours per week with no benefits, starting in 2019; seconded by Sarles; all in favor; so moved.
 - 4.4. **Other:** The Cutter Theatre utilities expenses are more than in previous years. This is due, at least in part, to the plumbing issues they have been dealing with. New toilets have been purchased and will be installed as soon as they can find someone to do the work.
5. **DIRECTOR'S REPORT**
 - 5.1. **Community Meetings:** Attendance has been pretty slim at the six meeting held in North County. A potluck gathering is scheduled in October at the Sacheen Fire Station. Walters has spoken at several meetings and reached out to additional area groups.



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- 5.2. **Rolling Closures/All Staff Day:** Branches that were closed had an opportunity to work on organizing the collections. The all staff training day went well with Walters presenting information on how a levy works and a preview of the 2019 Budget. Discussion was held about a new District Mission Statement, Vision and Values.
 - 5.3. **Job Description Updates:** Currently working on a revision of the Branch Manager job description and a new job description for the Collections Specialist position.
 - 5.4. **Summer Reading Wrap-Up:** Summer reading was well attended, especially the Reptile Man program. Final numbers are still being compiled. The adult program was not successful, so it will be reconsidered for next year.
 - 5.5. **Program Planning Meetings:** Would like to have quarterly program planning meetings, in order to foster collaboration and innovation between the branches.
 - 5.6. **Other:** There was a great response to the Ozobots and the 3-D Printer at the Pend Oreille County Fair. Attendees also offered lots of suggestions.
6. UNFINISHED BUSINESS
- 6.1. **Strategic Planning:** Suggestions from the Staff Meeting and the Fair will be utilized as we go forward with the Strategic Plan.
 - 6.2. **Other:** N/A
7. NEW BUSINESS
- 7.1. **Other:** Polling for the Levy Lid Lift was discussed. The current cost estimate is \$10,000, which will be included in the 2019 Budget. Timing of the poll was also discussed.

Washington State is now going to allow credit unions to hold public funds. Walters & Pontius met with a representative of STCU to see how this might benefit the District. They are still waiting for final permission before moving forward.
8. **RECAP AND FUTURE AGENDA ITEMS:** 2019 Budget, Levy Lid Lift Poll, STCU services, USDA Snack Reimbursement Program
9. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:**
The meeting adjourned at 5:22 p.m. The next regular meeting will be Thursday, September 27 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Steve Dawson,

Chair Lea Porter

Secretary Stephen F. Dawson III