

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, September 27, 2018 * District Office in Newport

4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:07 p.m. by Trustee Diane Stone
Note: Chair Lea Porter arrived at 4:09 p.m. to chair meeting
Other Board Members Present: Trustee Diane Stone, Trustee Steve Dawson, Trustee Beverly Sarles,
Board Members Absent: Trustee Katherine Schutte
Staff Present: Mandy Walters (Director)
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: August 23, 2018 General Meeting**
 - 2.3. **Approval of Voucher No. 20212 through No. 20238, dated August 1 through August 31, 2018, in the amount of \$41,373.95**
 - 2.4. **Acceptance of Policy Changes**
 - 2.5. **Acceptance of New Employees / Volunteers**
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCIAL & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:** Reports were presented and no questions were asked.
 - 4.2. **Credit Card Expenses:** No credit card expenses were paid in August.
 - 4.3. **2019 Budget:** Summary of significant changes was presented and discussed.
 - 4.4. **Other:** Modifying the contract with the Cutter Theatre to require copies of PUD invoices was discussed.
5. **DIRECTOR'S REPORT**
 - 5.1. **Community Meetings:** The last meeting is scheduled for Oct. 16 at 5:00 p.m. at the Sacheen Lake Fire Station.
 - 5.2. **Computer Replacement Plan:** The estimate to replace computers in all branches was \$36,000. No replacement is scheduled until 2020. Walters will look for grants.
 - 5.3. **Updated Job Descriptions:** The updated Branch Manager job description was discussed. The biggest change was removing cataloging and processing of collection items and having a larger public presence.

The new Collections position will be advertised in November and start in January 2019.



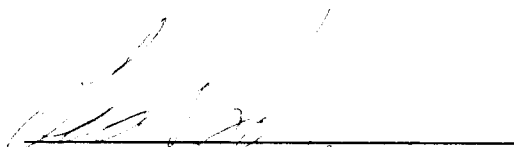
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- 5.4. **Library Stories:** Branch staff is collecting stories from patrons that can be used to show how the public benefits from the libraries.
 - 5.5. **Analytics on Demand:** Stone asked for more details about this program. It will be useful to map users and target marketing. The cost is approximately \$5,000.
 - 5.6. **Learning Express:** This is a new program from Ebsco. It will allow patrons to access practice tests for GED, SAT, NCLEX-RN and many more. The cost is \$1,900 annually. This will be promoted at the Career Fair in Newport on Oct. 11.
 - 5.7. **Other:** Self-check quotes have been received and needed hardware has been purchased. The adoption of this will be slow to allow staff time to adjust. Concern over required space in the Calispel branch was discussed. The set costs are \$2,700 for hardware and \$5,000 software for the first year. Annual cost after that will be \$1,200. Rosencrantz asked what problem this would solve. Walters believes that patrons will receive quicker service and staff will be able to focus on programs and/or helping patrons without having to stop and cover the circulation desk.
6. UNFINISHED BUSINESS
- 6.1. **Strategic Planning:** Walters has received a lot of really good information and will now work on developing a five year plan.
 - 6.2. **Other:** None
7. NEW BUSINESS
- 7.1. **Other:** There will be an executive session at 4:00 p.m. before the October meeting to discuss the Director's annual review. The regular meeting will begin at 4:30 p.m. This meeting is also the Public Budget Hearing and will be advertised.
8. RECAP AND FUTURE AGENDA ITEMS: October Budget Hearing, new position posting
9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:
The meeting adjourned at 5:00 p.m. The next regular meeting will be Thursday, October 25 at 4:30 p.m. at the District Office in Newport.

Respectfully submitted by Steve Dawson,



Chair Lea Porter



Secretary Stephen F. Dawson III