



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, June 25, 2020 * District Office in Newport

4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:05 p.m. by Chair Lea Porter
Other Board Members Present: Trustee Robert Rosencrantz, Trustee Steve Dawson, Trustee Beverly Sarles, Trustee Dan Peterson
Board Member Absent: None
Staff Present: Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)
Recording Secretary: Steve Dawson
Public Present: None
2. **CONSENT AGENDA:**
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: May 28, 2020 General Meeting**
 - 2.3. **Approval of Voucher No. 20886 through No. 20905, dated May 1 through May 31, 2020, in the amount of \$51,686.05**
 - 2.4. **Policy Changes: None**
 - 2.5. **New Employees / Volunteers: None**
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$83,726 in property tax revenue (\$467,068 YTD), and \$391 in investment interest (\$3,992 YTD). This compares to May 2019 tax revenue of \$34,779 (\$332,663 YTD) and investment interest of \$1,099 (\$5,090 YTD). Interest is down in 2020 from an average of \$983 in January through March and \$651 in April.

A transfer of \$250,000 was made from Cash to Reserve.

Significant Expenses: Compensation Analysis - \$7,420, Sidewalk Signs for all four branches - \$731, Copier Service Fees - \$1,047 (Dec. – April for Calispel, Lone & Newport) , Facilities Cleaning - \$891 (Sanitizing Calispel, Lone & Newport, Window Washing at Newport, Quarterly Pest Control at Newport & District Office)

As of May 31, we have received 55.9% of budgeted income (2019 – 57.2%) and spent 31.4% of budgeted expenses (2019 –32.7%)
 - 4.2. **Credit Card Expenses:** There were no credit card invoices paid in May.
 - 4.3. **Other:** The first version of the 2021 Budget will be presented at the July meeting. Walters would like to have the Finance Committee meet prior to the Board Meeting.



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5. DIRECTOR REPORT:

- 5.1. **Reopening Update:** The projected re-opening date is July 6, once Phase III guidelines are issued. Ten people at a time can be in the library, and curbside pickup and computer reservations will continue.
- 5.2. **Cusick Facility Contract:** The Town of Cusick would like a long-term commitment from POCLD. Board members are uncomfortable entering into anything long-term due to the Town's present financial condition. The Board would like to proceed with a month-to-month agreement starting in 2021. Discussion was held about the notice to vacate time, definition of major expenses, and the hours allowed for use of the Community Center. Details will be sent to the POCLD lawyer and a preliminary agreement will be presented to the Town of Cusick.
- 5.3. **Grants:** The District received \$1,610 from Innovia to use for purchasing Personal Protective Equipment. Other grants applied for are a digitization grant from the State Library, a LSTA grant for WiFi hotspots and a facility grant.
- 5.4. **July 4th Parade:** This has been cancelled.
- 5.5. **Pend Oreille County Fair:** It has not yet been determined if this will be cancelled or not.
- 5.6. **Other:** Walters would like to take a family vacation, but will probably not have enough notice to get approval at a Board Meeting. Board members agreed to allow Porter to approve vacation time.

The new website preview looks good and should be done sometime in August.

6. UNFINISHED BUSINESS

- 6.1. **Other:** Exbabylon has been working on the new computers for the Newport branch. After all the bugs are worked out, they will set up the other branches. There have been a few issues with the new service, which were handled quickly.

Dawson would like to form a Trustee By-Law Committee to review the by-laws. The County Commissioners will be contacted for input.

7. NEW BUSINESS

- 7.1. **Other:** Discussion was held about future board meetings having the option for anyone to join via Zoom. Sarles will continue coordinating the Zoom meetings with anyone wanting to attend receiving a code from her via email.

Walters will be advertising the two vacant positions soon.



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8. **RECAP AND FUTURE AGENDA ITEMS:** Cusick Contract; Reopening Plan; Pend Oreille County Fair; Board Meeting Schedule Locations; Change in By-Laws for Future Board Member
9. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:**
The meeting adjourned at 5:02 p.m. The next regular meeting will be Thursday, July 23, 2020 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Steve Dawson,

Chair Lea Porter

Secretary Steve Dawson