



## PEND OREILLE COUNTY LIBRARY DISTRICT

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

800-866-3654 WWW.POCLD.ORG

### Board of Trustees Minutes of Regular Meeting

Thursday, October 22, 2020 \* District Office in Newport

4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:02 p.m. by Chair Lea Porter  
**Other Board Members Present:** Vice Chair Beverly Sarles, Trustee Robert Rosencrantz, Trustee Steve Dawson, 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: September 16, 2020 General Meeting**
  - 2.3. **Approval of Voucher No. 20993 through No. 21018, dated September 1 through September 30, 2020, in the amount of \$54,657.76**
  - 2.4. **Policy Changes: Social Media, Leave, Longevity Pay, Service of Process, Travel & Training**
  - 2.5. **New Employees / Volunteers: None**
3. **PUBLIC PRESENTATIONS:** None.
4. **FINANCE & FACILITIES MANAGER REPORT:**
  - 4.1. **Monthly Reports:**

Income: There was \$15,554 in property tax revenue (\$514,745 YTD), \$11,218 in timber excise tax (\$34,251 YTD) and \$180 in investment interest (\$4,929 YTD).

Significant Expenses: Admin. Contingency \$930 (legal fees for employment and Calispel contract); Online Database Subscriptions \$3,355 (Ebsco Learning Express \$2,055 and LIBRO application \$1,300); Facilities Supplies \$1,673 (Stevens County COVID supplies \$1,610 and other misc. \$63); Small Tools & Equipment \$580 (Calispel artwork & pencil sharpener \$160, lone & Mets acrylic shields \$420; Capital Branch Renovation \$1,160 (Newport children's book display & shelving)

As of September 30, we have received 67.0% of budgeted income (2019 – 67.9%) and spent 52.7% of budgeted expenses (2019 –63.5%)
  - 4.2. **Credit Card Expenses:** All expenses paid through August have been reviewed and approved.
  - 4.3. **2020 Projected Income & Expenses:** Projected Income for 2020 is \$871,568 (\$848,600 budgeted) and Projected Expenses are \$733,511 (\$963,942 budgeted). This will be updated again for the November meeting, when the budget is presented for final approval.
  - 4.4. **Other:** The Finance Committee met on October 13.



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### 5. DIRECTOR REPORT:

- 5.1. **Website Update:** Exbabylon has been working on the website access issues for the north library branches. Since fixing it would be very time consuming, it was determined that they would just wait until the new website goes live in November. It is still accessible on non-POCLD networks.
- 5.2. **IT/Phone Reconfiguration:** The new phones are scheduled to be ready for use in the next couple of weeks. The IT infrastructure has been largely reconfigured, including new firewalls, cabling and upgraded commercially rated wifi. We will be transitioning away from POVN for phone service in the near future.
- 5.3. **Reopening Update:** There was a branch manager meeting earlier today and discussion was held about allowing patrons to walk in without an appointment. Appointments will still be accepted and those people will have first priority if there are too many people in the facility. All branches will return to pre-COVID hours on Nov. 2, with the new library-specific guidelines in place.
- 5.4. **Cusick Contract:** The new contract for the Calispel Valley Library facility was discussed. It was felt that the District's interests were protected and it would also meet the needs of the Town and the library patrons.  
  
**ACTION:** Peterson moved to approve the contract as presented; Rosencrantz seconded the motion; all in favor; motion approved.
- 5.5. **New Newport Library Update:** The Newport City Manager contacted Walters about the potential for a joint use facility with a childcare center. There would be more potential grants available and everyone felt it would be a good fit.
- 5.6. **Other:** The Updated Pay Scale was presented and discussed. The new amounts are based on the results of the salary study and it has been adjusted for the 2021 minimum wage. This will be reflected in the 2021 Budget.

**ACTION:** Peterson moved to adopt the new pay scale as presented; Rosencrantz seconded; all in favor; motion approved.

The 2021 budget was discussed, specifically the new minimum wage, medical insurance and VEBA costs, potential capital grant and property tax income. This will be presented at the November meeting for final approval.



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### 6. UNFINISHED BUSINESS

- 6.1. **Surplus Computers:** There has been some interest in purchasing these. The Newport Friends group is handling all of the details.
- 6.2. **Other:** The bathroom at the Calispel Library is operational again. A sock was found in the system from the RV Dump. Since this is the Town of Cusick's issue they will be responsible for the expense of repairing it.

### 7. NEW BUSINESS

- 7.1. **Expiring Board Member Term:** Dawson's term expires at the end of the year. A letter was sent to the County Commissioners informing them. Walters may know of someone who is interested in applying.
  - 7.2. **November Meeting Date:** Pontius has a conflict with the November 19 date. After some discussion it was decided to move the meeting to Wednesday, Nov. 18. It was also brought up that there should be an executive session scheduled to discuss the Director's Evaluation. A legal notice will be published in the Newport Miner.
  - 7.3. **Other:** Becky from the Newport Friends group would like to have a combination food pantry/free library in front of the Newport Library. Walters will look into this.
8. **RECAP AND FUTURE AGENDA ITEMS:** Reopening Plan; 2021 Budget Public Hearing; 2021 New Board Member; Surplus Computers; Director's Evaluation; Board Officers Election; 2021 Meeting Schedule
9. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:**  
The meeting adjourned at 4:43 p.m. The next regular meeting will be Wednesday, November 18, 2020 at 4:00 p.m. at the District Office in Newport. Executive session will take place at 3:45 p.m.

Respectfully submitted by Steve Dawson,

Chair Lea Porter

Secretary Steve Dawson