



# 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, April 23, 2020 \* District Office in Newport

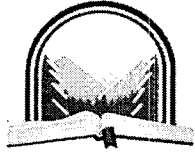
4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:03 p.m. by Chair Lea Porter  
**Other Board Members Present:** Trustee Robert Rosencrantz, Trustee Steve Dawson, Trustee Beverly Sarles  
**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: March 26, 2020 General Meeting**
  - 2.3. **Approval of Voucher No. 20826 through No. 20861, dated March 1 through March 31, 2020, in the amount of \$59,876.10**
  - 2.4. **Policy Changes: 3.2 Emergency Closure**
  - 2.5. **New Employees / Volunteers: None**
  
3. **PUBLIC PRESENTATIONS:** None
  
4. **FINANCE & FACILITIES MANAGER REPORT:**
  - 4.1. **Monthly Reports:**

Income: There was \$60,835 in property tax revenue (\$110,104 YTD), and \$914 in investment Interest (\$2,950 YTD)

Significant Expenses: Online Database Subscriptions - \$1,536 (Princh mobile printing - \$996 & Ebsco Auto Repair Source - \$540), Conference Expenses - \$1,634 (PLA Huffman - \$1,397 & Evaluating Collections Thomas - \$237), Capital Branch Renovation - \$2,206 (Newport new back door)

As of March 31, we have received 13.6% of budgeted income (2019 – 14.6%) and spent 20.5% of budgeted expenses (2019 – 19.4%)
  - 4.2. **Credit Card Expenses:** These will be reviewed when the Board resumes meeting in person.
  - 4.3. **Other:** None



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### 5. DIRECTOR REPORT:

- 5.1. **Payroll Options:** Discussion was held about options for payroll while the COVID restrictions are in place. There are two basic options - unemployment with the additional \$600 weekly Federal amount and continued paid administrative leave.

**ACTION:** Sarles made a motion to extend paid administrative leave to all employees through May 2; Rosencrantz seconded; all in favor; so ordered.

**ACTION:** Rosencrantz made a motion to allow each employee to choose either unemployment or paid administrative leave; Dawson seconded; all in favor; so ordered.

- 5.2. **Reopening Plan:** The plan was presented by Walters and board members discussed some of the specifics. Dawson recommended getting digital thermometers for each branch and requiring everyone entering to have their temperature taken. At least during the initial phases, all staff members and patrons would be required to wear masks and gloves. Restrooms would be closed to the public. This document will continue to be updated and the Board will be kept informed.

- 5.3. **Technology Update:** Limey Solutions has been notified of the change and will work with Exbablyon during the month of May to make the transition as smooth as possible. Pend Oreille Valley Networks is no longer offering VOIP, but this can be obtained through Exbablyon.

- 5.4. **Salary Study:** This information will be used when planning the 2021 Budget.

- 5.5. **Other:** The Town of Cusick would like to start charging rent for the Calispel Library. The Board determined that this was not acceptable and also not budgeted for in 2020. Walters will keep the Board informed of any changes going forward. Rosencrantz recommended that the Library District not invest any capital funds until it is determined that Cusick is sustainable.

### 6. UNFINISHED BUSINESS

- 6.1. **Other:** None

### 7. NEW BUSINESS

- 7.1. **New Board Member:** There are no potential leads for a person to fill the vacancy. Board members will continue looking.
- 7.2. **Other:** Construction grant application is open but Washington State is requiring matching funds. The Board would like to wait until the 2022 cycle to see if that requirement is eliminated or reduced.



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8. **RECAP AND FUTURE AGENDA ITEMS:** Cusick Contract; Reopening Plan; Payroll Options

9. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:**

The meeting adjourned at 5:02 p.m. The next regular meeting will be Thursday, May 28, 2020 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Steve Dawson,

Chair Lea Porter

Secretary Steve Dawson