



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, May 28, 2020 * District Office in Newport

4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:06 p.m. by Vice Chair Beverly Sarles
Other Board Members Present: Trustee Robert Rosencrantz, Trustee Steve Dawson,
Chair Lea Porter (joining at 4:30)
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: April 23, 2020 General Meeting**
 - 2.3. **Approval of Voucher No. 20862 through No. 20885,
dated April 1 through April 30, 2020, in the amount of \$53,489.25**
 - 2.4. **Policy Changes:**
 - 2.5. **New Employees / Volunteers: None**

3. **PUBLIC PRESENTATIONS:** None

4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$273,237 in property tax revenue (\$383,342 YTD), and \$651 in investment Interest (\$3,601 YTD). This compares to April 2019 tax revenue of \$216,954 (\$297,884 YTD) and investment interest of \$1,048 (\$3,991 YTD).

Significant Expenses: Admin. Legal Fees - \$1,825, Conference Expenses - \$585 credit (PLA - Walters cancellation)

As of April 30, we have received 46.0% of budgeted income (2019 – 50.9%) and spent 26.1% of budgeted expenses (2019 –26.1%)
 - 4.2. **Credit Card Expenses:** Dawson reviewed all credit card payments through April and all was acceptable.
 - 4.3. **Other:** None



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5. DIRECTOR REPORT:

- 5.1. Staffing Update:** There have been two resignations during the library closure: the Newport Program Specialist and a Library Assistant in Lone/Mets. We will likely hold off on hiring replacements for a while.
- 5.2. Cusick Facility Contract:** Discussion was held about the Calispel Valley Library contract. The Town of Cusick is asking for payment in 2020. Since the 2020 Budget is already set, the Board felt that POCLD could not commit to any payment until 2021. Walters will ask to be on the agenda for the next Cusick Town Council Meeting.
- 5.3. Facility Grants:** We have applied for a grant from the State of Washington. This will be used for a small remodel project in the Mets Library.
- 5.4. Uncollectible Debt Write-Offs:** Discussion was held about expired patron accounts with uncollectible amounts. Currently the procedure is to write off up to \$50 in fines on accounts that have been expired for 3 years or more. Pontius would like to include items in the \$50 amount, which would then be deleted from the catalog. In addition, the procedure could be changed to allow up to \$200 per account to be written off once a year. The Board would have to approve the additional amount annually. For accounts expired in 2016 and earlier, the amount would be \$7,561.42.
- ACTION:** Dawson made a motion to allow up to \$50 in fines and/or items to be written off on accounts that have been expired for three years, and also to write off \$7,561.42 for accounts expired in 2016 and earlier that have a balance of \$200 or less; Rosencrantz seconded; all in favor; so ordered.
- 5.5. Reopening Update:** Walters will be leading training tomorrow for all staff on proper hand-washing and sanitizing methods. The District has a large supply of gloves, sanitizer, antibacterial wipes and masks. The plan is to start curbside no-contact pick up of checked out items on June 8. Patrons will also be able to book one hour time slots for computer use. After much discussion with staff, it has been determined that masks will not be required for patrons. Staff members will have their temperature taken and answer health questions before they are allowed to work. There are also protocols set up for handling returned items.
- 5.6. Other:** None

6. UNFINISHED BUSINESS

- 6.1. Other:** None



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7. NEW BUSINESS

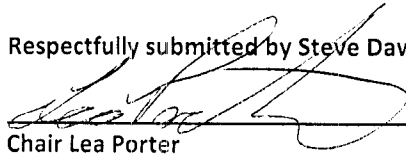
- 7.1. **New Board Member:** Interviews are scheduled for next week for the two people interested in the position. Dawson would like to change the By-Laws to add a background check requirement for future board members.
- 7.2. **Other:** The Master Gardeners would like the Newport Library to help with the seed-saving program. Walters thought this could be arranged.

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

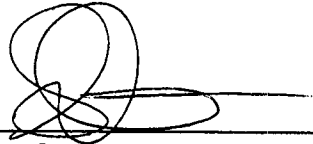
9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:51 p.m. The next regular meeting will be Thursday, June 25, 2020 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Steve Dawson,



Chair Lea Porter



Secretary Steve Dawson