



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, July 23, 2020 * District Office in Newport

4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:02 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:** Approved with the exception of the June 25, 2020 Minutes
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: June 25, 2020 General Meeting**
 - 2.3. **Approval of Voucher No. 20906 through No. 20935, dated June 1 through June 30, 2020, in the amount of \$49,188.19**
 - 2.4. **Policy Changes: Employee Computer Use**
 - 2.5. **New Employees / Volunteers:**

3. **PUBLIC PRESENTATIONS:** None

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

Income: There was \$16,460 in property tax revenue (\$483,528 YTD), and \$288 in investment interest (\$4,280 YTD). There was also \$23,033 in timber tax, and a donation of \$1,610 from Innovia Foundation for the purchase of COVID supplies.

Significant Expenses: Website Maintenance – Zipline Interactive \$5,850 for website redesign, Collection Digital – Freegal Subscription \$1,000, Capital Branch Renovation – Sanchez Gardening \$1,076 for rock removal at the Newport Library

As of June 30, we have received 60.8% of budgeted income (2019 – 61.1%) and spent 36.5% of budgeted expenses (2019 –40.1%)
 - 4.2. **Credit Card Expenses:** These will be reviewed at a later date.
 - 4.3. **Other:** The air conditioning at the Newport Library is not working and the City of Newport has been contacted.



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5. DIRECTOR REPORT:

- 5.1. **Staffing Discussion:** All staff members will be returning to full work hours as of July 27. Paid administrative leave and unemployment will end July 25.
- 5.2. **2021 Budget:** The Finance Committee met on July 21 to discuss the preliminary 2021 budget. The Calispel remodel scheduled for 2020 was cancelled and will not be included in 2021. Property tax income was projected based on the Assessor's estimate but actual amount will not be available until October.
- 5.3. **Other:** Library Incidents & Trespass (New Policy 6.145) was discussed in depth. Peterson wanted the word "trespass" to be defined in the policy, and Walters added the requested language.

ACTION: Peterson made a motion to approve Policy 6.145 with the additional language defining "trespass"; Rosencrantz seconded; all in favor; motion approved.

6. UNFINISHED BUSINESS

- 6.1. **Other:** Dawson requested that the June 25, 2020 Meeting Minutes be approved at the August board meeting. He would like to have more time to revise them.

7. NEW BUSINESS

- 7.1. **Other:** Discussion was held about the proposed Calispel Library 2021 contract. It is currently being reviewed by the POCLD lawyer.

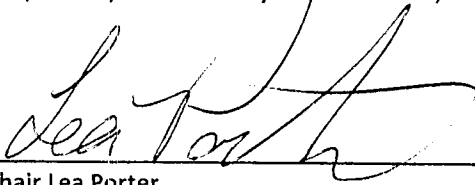
The Newport Friends of the Library Group was asking about having a presence at the Farmers Market during the COVID pandemic. As they are a separate organization, the Board offered no opinion.

8. **RECAP AND FUTURE AGENDA ITEMS:** Cusick Contract; Reopening Plan; June Minutes; Board of Trustees By-Law Committee

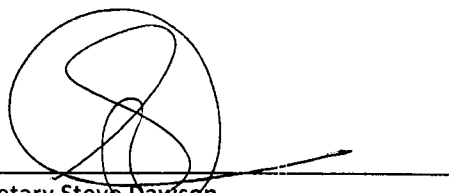
9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:40 p.m. The next regular meeting will be Thursday, August 27, 2020 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Steve Dawson,



Chair Lea Porter



Secretary Steve Dawson