



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, August 27, 2020 * District Office in Newport

3:45 Executive Session 4:00 p.m. General Meeting

Executive Session to discuss patron issues commenced at 3:45 and ended at 4:11.

No action was taken.

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:11 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: June 25, 2020 General Meeting**
 - 2.3. **Approval of Minutes: July 23, 2020 General Meeting**
 - 2.4. **Approval of Voucher No. 20936 through No. 20960, dated July 1 through July 31, 2020, in the amount of \$43,271.59**
 - 2.5. **Policy Changes: Code of Conduct, Computer Use**
 - 2.6. **New Employees / Volunteers: A. Sandell**
3. **PUBLIC PRESENTATIONS:** None. Trustee Dawson asked if there was something that could be done to encourage public participation in board meetings. Walters will look into additional advertising options, both on the website and in the local newspaper.
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$7,776 in property tax revenue (\$491,304 YTD), and \$251 in investment Interest (\$4,531 YTD). There were donations of \$1,115 from the Washington State Library for the purchase of COVID supplies, and \$100 for programs at the Calispel Library.

Significant Expenses: Microfilm Digitizing \$1,720 (Newport Miner 1899 – 1922), Capital Equipment Computers \$1,380 for computer security software

As of July 31, we have received 61.9% of budgeted income (2019 – 62.3%) and spent 41.0% of budgeted expenses (2019 –48.3%)

Peterson asked a question about how often property tax revenue is received. It is credited to the District's account at the end of each month.
 - 4.2. **Credit Card Expenses:** These will be reviewed at a later date.
 - 4.3. **Other:** The air conditioning at the Newport Library is now working. The Finance Committee is scheduled to meet September 10 to discuss the 2021 Budget.



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5. DIRECTOR REPORT:

- 5.1. **Grants:** POCLD has received two grants in the last month: Wi-Fi hotspots plus \$2,000 to administer them and \$5,000 to digitize the community collection in Metaline Falls.
- 5.2. **IT Update:** Exbabylon has upgraded the firewall and gotten all the new computers installed in Newport. They are currently working on switching our phones over from POVN.

Rosencrantz asked about an open ticket that was presenting a challenge. It has to do with the web site and internal access, which does not always work properly. Exbabylon is continuing to work on a solution.

- 5.3. **Capital Projects:** The bathroom at the Calispel branch is getting a fresh coat of paint, a new table, paper towel dispenser and some new artwork. Newport is getting some new shelving for the children's area.

As requested by the board previously, several plumbers have been contacted about installing touchless faucets in Newport & Calispel Valley. As of this date, none of them have replied.

- 5.4. **Reopening Update:** The plan for expanded hours & services in Phase 3 has been submitted to the health department and we are awaiting their response.

The District has purchase the MyLibro app, which will keep track of appointments, time limits and patron limits. Branch staff will be trained on September 1.

- 5.5. **Other:** None

6. UNFINISHED BUSINESS

- 6.1. **Other:** The proposed contract with the Town of Cusick was reviewed by all board members.

ACTION: Dawson made a motion to accept the contract as presented; Peterson seconded; all in favor; so moved.

Walters will forward the contract to the Town of Cusick for their review. They are scheduled to discuss it at their next board meeting (Sept. 14).

7. NEW BUSINESS

- 7.1. **Other:** Discussion was had about options for disposing of the old computers. Walters felt that there would be patrons who would like to purchase them. Dawson did not believe they had any value and should just be recycled. Walters will check with Exbabylon to determine the cost for getting them in a usable condition, and Dawson will take one home for analysis.



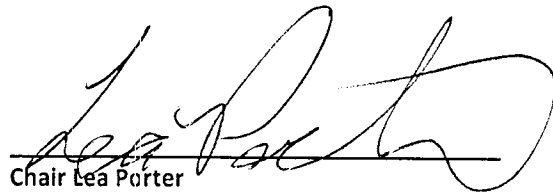
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8. **RECAP AND FUTURE AGENDA ITEMS:** Cusick Contract; Reopening Plan; Board of Trustees By-Law Committee; 2021 Budget; Computer Use Policy Revision; Board Member Terms
9. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:**
The meeting adjourned at 4:50 p.m. The next regular meeting will be Wednesday, September 16, 2020 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Steve Dawson,



Chair Lea Porter



Secretary Steve Dawson