



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

Wednesday, September 16, 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 Vice Chair Beverly Sarles
Other Board Members Present: Trustee Robert Rosencrantz, Trustee Steve Dawson, Trustee Dan Peterson
Board Member Absent: Lea Porter
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: August 27, 2020 General Meeting**
 - 2.3. **Approval of Voucher No. 20961 through No. 20992, dated August 1 through August 31, 2020, in the amount of \$58,097.49**
 - 2.4. **Policy Changes: Computer Use**
 - 2.5. **New Employees / Volunteers: None**
3. **PUBLIC PRESENTATIONS:** None.
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$7,886 in property tax revenue (\$499,191 YTD), and \$218 in investment Interest (\$4,749 YTD). We received \$5,760 in E-Rate funding and a donation of \$2,000 from the Washington State Library for the purchase of Wi-Fi hotspots.

Significant Expenses: Computer Tech. - \$5,950 (Exbabylon), Insurance - \$6,157 (Enduris property & general liability), Facilities Repairs & Maintenance - \$1,546 (Newport air conditioning system - \$1,146, lone security mirrors & outlet covers - \$344, Calispel air conditioner - \$56)

As of August 31, we have received 63.8% of budgeted income (2019 – 65.0%) and spent 47.1% of budgeted expenses (2019 –55.4%)
 - 4.2. **Credit Card Expenses:** These will be reviewed at a later date.
 - 4.3. **Other:** The Finance Committee met on September 10 and is scheduled to meet again on October 13.



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5. DIRECTOR REPORT:

- 5.1. **Reopening Update:** Discussion was held about what some of the issues might be with going back to full hours in the north branches. The levy promised extended hours, but the budget cannot allow for all of those hours to have two staff members working. Peterson asked about doing a "North County Needs Assessment" and asking residents what they felt was needed.
- 5.2. **Cusick Facility Contract:** The Cusick Town Council met on Sept. 14, but nothing has been heard from them. Walters will reach out to them when she returns from vacation.
- 5.3. **2021 Budget:** There are a few pieces of information we need to complete the budget: the 2021 minimum wage and the cost of medical insurance. At the October meeting, the board will need to approve the new pay scale and provide any final budget feedback. The budget will be approved at the November meeting.
- 5.4. **Other:** The proposal from Exbabylon to update the phone system was presented and discussed. This is necessary due to POVN no longer providing VOIP service. The initial set up will cost \$10,500 and the monthly charge will be \$450.

ACTION: Dawson moved to go forward with the update; Peterson seconded the motion; all in favor; motion approved.

6. UNFINISHED BUSINESS

- 6.1. **Surplus Computers:** Discussion was held about what to do with the old computers as the new ones are placed into service. Due to the low value of the old systems, POCLD can dispose of them in the most efficient way. Dawson has prepared a number of the computers so they are ready for someone to use. The board felt that the Friends of the Library group is in the best position to sell the surplus computers, monitors, keyboards and mice. Walters will reach out to the group to see if they are interested.
- 6.2. **Other:** None

7. NEW BUSINESS

- 7.1. **Expiring Board Member Term:** Trustee Dawson's term will be up at the end of 2020. Walters will reach out to the people who were previously interested in the position.
- 7.2. **Other:** A bid was received for replacing the bathroom faucets in the Newport and Calispel libraries and installing a water bottle filler at the Newport branch. As the bid was over \$6,000, the board asked Walters to attempt to get another bid. The matter is tabled for now.



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8. **RECAP AND FUTURE AGENDA ITEMS:** Cusick Contract; Reopening Plan; 2021 Budget Public Hearing; 2021 New Board Member; Surplus Computers;
9. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:**
The meeting adjourned at 4:33 p.m. The next regular meeting will be Thursday, October 22, 2020 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Steve Dawson,

Vice Chair Beverly Sarles

Secretary Steve Dawson