



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, November 18, 2020 * District Office in Newport

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

**Executive Session to discuss Director's Evaluation commenced at 3:45 p.m. and ended at 4:00 p.m.
No action was taken.**

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:01 p.m. by Chair Lea Porter
Other Board Members Present: Vice Chair Beverly Sarles, Trustee Robert Rosencrantz, Trustee Steve Dawson, 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: October 22, 2020 General Meeting**
 - 2.3. **Approval of Voucher No. 21019 through No. 21044, dated October 1 through October 31, 2020, in the amount of \$58,678.19**
 - 2.4. **Policy Changes: None**
 - 2.5. **New Employees / Volunteers: Sarah Gambrill**
3. **PUBLIC PRESENTATIONS:** None.
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$212,069 in property tax revenue (\$726,814 YTD), \$140 in investment interest (\$5,069 YTD), and a travel reimbursement of \$130. There was also a transfer of \$100,000 from reserves to cash.

Significant Expenses: Services Digital Collection \$3,000 (Hoopla), and Capital Equipment Computers \$1,592 (MS Surface Pro)

As of October 31, we have received 92.0% of budgeted income (2019 – 92.9%) and spent 58.8% of budgeted expenses (2019 –74.7%)
 - 4.2. **Credit Card Expenses:** Dawson reviewed the September payments and all was acceptable.
 - 4.3. **2021 Budget Approval:** The 2021 Budget (Resolution 2020-103) was presented for approval.
ACTION: Rosencrantz moved to approve the 2021 Budget (Resolution 2020-103) as presented; Dawson seconded; all in favor; so ordered.



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- 4.4. **2021 Levy Certification:** The 2021 Tax Levy Certification and Substantial Need Resolution were presented for approval (Resolutions 2020-101 and 2020-102). Discussion was held about whether it would save taxpayers' money to not pass the substantial need resolution. It was estimated that it would cost a very small amount and there wasn't adequate time to change the budget before it needed to be certified. This is something that will be looked into in more detail for the 2022 Budget.

ACTION: Peterson moved to approve the 2021 Tax Levy Certification (Resolution 2020-101) and the Substantial Need Resolution (2020-102) as presented; Sarles seconded; Peterson, Sarles, Porter and Dawson in favor; Rosencrantz opposed; so ordered.

- 4.5. **Other:** None

5. DIRECTOR REPORT:

- 5.1. **Reopening Update:** Walters expressed concern about the potential new restrictions that could be enacted after Thanksgiving. Patrons have been allowed to enter without an appointment since November 2. Curbside service is still being heavily utilized.

- 5.2. **Staffing Update:** Walters has been working in the North County branches filling in for staff absences and to make sure that the workload was not too much for a single staffer. Patron counts have been very low.

The new youth programs specialist for Newport has been hired and she will also work at Calispel one day per week.

- 5.3. **IT Update:** The phone system has been completely transferred over to Exbablylon and seems to be going well.

- 5.4. **Other:** Vacation time was requested and approved.

6. UNFINISHED BUSINESS

- 6.1. **2021 Meeting Calendar:** A schedule for 2021 board meetings was presented and discussed.

ACTION: Rosencrantz moved to approve the 2021 Board Meeting Calendar; Peterson seconded; all in favor; so ordered.

- 6.2. **Director's Evaluation:** Specific details of the evaluation were discussed.

- 6.3. **Other:** The Friends group has earned over \$750 from the sale of surplus computers. Dawson was thanked for his retrofitting of the old computers.



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7. NEW BUSINESS

7.1. **New Board Member:** One person has applied to the County Commissioners at this time. Dawson was thanked for his five years serving on the Board.

7.2. **2021 Officer Election:** The following slate of officers was presented:
Chair – Robert Rosencrantz
Vice Chair – Beverly Sarles
Secretary – Lea Porter

ACTION: Peterson moved to approve the slate as presented; Porter seconded; all in favor; so ordered.

7.3. **Other:** None

8. **RECAP AND FUTURE AGENDA ITEMS:** Staffing at North County branches, new board member

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

The meeting adjourned at 5:03 p.m. The next regular meeting will be Thursday, January 28, 2020 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Steve Dawson,

Chair Lea Porter

Secretary Steve Dawson