



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, January 28, 2021 * District Office in Newport
4:00 p.m. General Meeting* Executive Session to discuss personnel issues

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:02 p.m. by Chair Robert Rosencrantz
Other Board Members Present: Vice Chair Beverly Sarles, Trustee Lea Porter, Trustee Carol Schaffer, Trustee Dan Peterson
Board Member Absent: None
Staff Present: Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)
Recording Secretary: Lea Porter
Public Present: None
2. **CONSENT AGENDA:**
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: November 18, 2020 General Meeting**
 - 2.3. **Approval of Voucher No. 21045 through No. 21083, dated November 1 through November 30, 2020, in the amount of \$73,103.26**
 - 2.4. **Approval of Voucher No. 21084 through No. 21109, dated December 1 through December 31, 2020, in the amount of \$77,560.09**
 - 2.5. **Policy Changes: Workplace Injury, Longevity (Revised)**
 - 2.6. **New Employees / Volunteers: None**
3. **PUBLIC PRESENTATIONS:** None.
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

November Income: There was \$51,294 in property tax revenue (\$778,108 YTD), and \$116 in investment interest (\$5,185 YTD).

November Significant Expenses: Admin. Legal Fees \$925, Services Database Subscriptions \$2,310 (Ebsco – Consumer Health, Legal Information, My Heritage, NoveList, MasterFile), Services Mileage \$1,649 (Picture Book Project \$618, First Book meeting \$80, Lone & Mets subbing \$886, Calispel subbing \$65), Facilities Cleaning Services \$1,157 (Newport deep cleaning \$80, Newport pest control \$128, Calispel, Lone & Newport carpet cleaning \$949), Capital Equipment Computers (Oculus Quest \$482, Samsung Tablet \$318, Apple iPad \$529, screen protectors \$14)

As of November 30, we have received 98.1% of budgeted income (2019 – 101.5%) and spent 66.4% of budgeted expenses (2019 –81.2%)

December Income: There was \$7,026 in property tax revenue (\$785,134 YTD, \$9,700 in timber excise tax (\$43,951 YTD) and \$97 in investment interest (\$5,282 YTD).

December Significant Expenses: Admin Legal Fees \$500, Admin. Misc. \$571 (staff sweatshirts), Services Mileage \$419 (Lone & Mets subbing), Capital Equipment Computers (MS Surface Pro \$1,593, Lenovo Mini Computers \$4,035, Laptop power cord \$70, Android Tablet \$106), Capital Equipment Other \$15,815 (Switches & Labor \$9,482, Phones \$1,087, voice system labor \$4,304, SIP service labor \$942)



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As of December 31, we have received 100.2% of budgeted income (2019 – 105.1%) and spent 74.4% of budgeted expenses (2019 – 89.7%)

- 4.2. **Credit Card Expenses:** November & December expenses were reviewed by Rosencrantz and all was acceptable.
- 4.3. **Other:** There have been ongoing issues with the sewer system at the Calispel Library. The problem is with the main line, which is the responsibility of the Town of Cusick.
5. **DIRECTOR REPORT:**
 - 5.1. **FFCRA Leave:** The sick leave granted as a part of the Families First Coronavirus Act expired at the end of December. The District has chosen to allow affected employees who have not previously used this benefit to use it in 2021.
 - 5.2. **DRS Review:** The District is being audited by the Washington State Dept. of Retirement. This seems to be fairly standard and most of the documents will be provided by Jill in the County Auditor's Office.
 - 5.3. **Newport Cleaning Change:** Cleaning services for the Newport Library and the District Office will be provided by Nancy's Cleaning starting in 2021. She had cleaned for us previously and had to take some time off.
 - 5.4. **Hoopla Report:** Hoopla provided an interesting report on usage which has been uploaded for the Board to review.
 - 5.5. **DocuSign:** Board members would like Walters to look into using DocuSign to electronically sign documents. The cost is \$10.00 per month. Walters will write a new policy and look further into this service.
 - 5.6. **Website Update:** Staff training was held recently on entering events on the new event calendar. The new website is scheduled to launch within about a week.
 - 5.7. **Other:** The lone Branch is now reopened after having one staff member test positive for COVID-19. All other staff members tested negative and the branch was deep-cleaned.

Walters is working with Branch Managers to reset the staff performance reviews. This process was derailed by COVID-19.



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6. UNFINISHED BUSINESS

- 6.1. **Other:** Carol introduced herself and was welcomed by the Board as the newest member.

7. NEW BUSINESS

- 7.1. **Other:** The Minutes of the Emergency Meeting held on Tuesday, January 19, 2021 were presented.

ACTION: Sarles moved to approve the minutes as presented; Schaffer seconded; all in favor; motion approved.

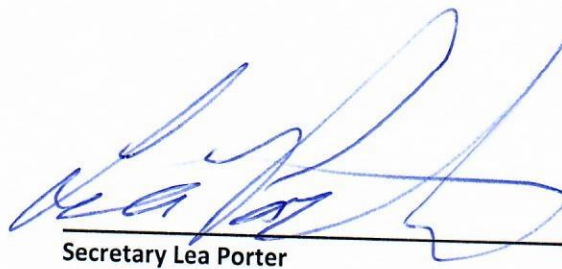
**Executive Session to discuss personnel issues commenced at 4:23 p.m. and ended at 4:44 p.m.
No action was taken.**

**The continuation of the Board Meeting was called to order by Chair Robert Rosencrantz
at 4:44 p.m.**

8. **RECAP AND FUTURE AGENDA ITEMS:** Staffing at North County branches; Technology Update; DRS Audit
9. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:**
The meeting adjourned at 4:47 p.m. The next regular meeting will be Thursday, February 25, 2021 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Lea Porter,


Chair Robert Rosencrantz


Secretary Lea Porter