



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, February 25, 2021 * District Office in Newport
4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:01 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: January 28, 2021 General Meeting**
 - 2.3. **Approval of Voucher No. 21110 through No. 21135, dated January 1 through January 31, 2021, in the amount of \$58,682.56**
 - 2.4. **Policy Changes: Electronic Signature, Upon Separation from District**
 - 2.5. **New Employees / Volunteers: None**
3. **PUBLIC PRESENTATIONS:** None.
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$3,652 in property tax revenue, and \$97 in investment interest

Significant Expenses: Services Database Subscriptions \$1,071 (Infogroup Reference USA); Facilities Security System - \$2,190 (annual service at five locations); Facilities Repairs & Maintenance - \$299 (District Office new door lock)

As of January 31, we have received less than 1% of budgeted income (2020 – less than 1%) and spent 6.4% of budgeted expenses (2020 –8.2%)
 - 4.2. **Credit Card Expenses:** There were no credit card expenses paid in January.
 - 4.3. **Other:** The Dept. of Retirement auditor is on vacation, so the audit is currently on hold. She is scheduled to return Friday, Feb. 26.



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5. DIRECTOR REPORT:

- 5.1. **Recruitment Update:** Maria Town will transfer to the Calispel Branch Manager position. Her program position at Newport will be filled at a later date. There are two applicants for the lone/Mets Manager position as of today.
- 5.2. **Tech Update:** Fax machines are not working well with VOIP and the scan-to-fax provider the district was using went out of business. It will probably be necessary to replace the fax machines with newer models.
- 5.3. **New Website:** This went live yesterday and looks great. Staff has had training on how to use the events page.
- 5.4. **Other:** Discussion was held about Kaitlyn Chantry, who is the new library substitute for the lone & Mets branches.

ACTION: Sarles moved that Kaitlyn Chantry be approved as a library substitute; Peterson seconded; all in favor; so ordered.

6. UNFINISHED BUSINESS

- 6.1. **Other:** The water problems at the Calispel Library continue. Action Drain responded again and found that the system needs major repair because the float is too high. The Town needs to fix the problem or it will keep occurring.

7. NEW BUSINESS

- 7.1. **Other:** Walters will set up DocuSign for electronic signatures.

8. **RECAP AND FUTURE AGENDA ITEMS:** Staffing at North County branches; Technology Update; DRS Audit; Garden Project at the Newport Library

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:16 p.m. The next regular meeting will be Thursday, March 25, 2021 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Lea Porter,


Chair Robert Rosencrantz


Secretary Lea Porter