



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, March 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: February 25, 2021 General Meeting**
 - 2.3. **Approval of Voucher No. 21136 through No. 21161, dated February 1 through February 28, 2021, in the amount of \$63,840.21**
 - 2.4. **Policy Changes: None**
 - 2.5. **New Employees / Volunteers: Jennifer Hampson**
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$36,248 in property tax revenue, \$87 in investment interest, and \$908 in contributions & donations.

Significant Expenses: Admin. Contingency \$2,025 (legal fees), Facilities Operating Leases \$2,400 (Calispel annual lease), Capital Equipment Computers \$889 (lone self-check computer)

As of February 28, we have received 4.8% of budgeted income (2020 -6.3%) and spent 13.4% of budgeted expenses (2020 -14.3%)
 - 4.2. **Credit Card Expenses:** These will be reviewed at a later date.
 - 4.3. **DRS Audit:** The Dept. of Retirement audit is going well. The exit conference should be scheduled within the next week or two.
 - 4.4. **Other:** None
5. **DIRECTOR REPORT:**
 - 5.1. **Staffing Update:** Jennifer Hampson has been hired as the Lone & Mets Branch Manager. She worked for POCLD previously in 2018 and has since finished her Bachelor's degree. Her first week went really well. A library assistant for the north branches has resigned and advertising has begun for that position. The Programs Specialist position in Newport will be advertised next week.



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- 5.2. **Tech Update:** The State Library has given us one of the VR sets that we had on loan. It will be available for district-wide use. Things are going well with Exbabylon managed services.
- 5.3. **LinkedIn Learning:** This subscription is now active and is paid for by the State Library. Certificates from training programs are accepted on resumes as a skills builder.
- 5.4. **Other:** Vacation time was requested and approved for the week of April 5 – 9.

The libraries have been allowing patrons to linger (within capacity limits) and it is going well so far.

6. UNFINISHED BUSINESS

- 6.1. **Other:** None

7. NEW BUSINESS


- 7.1. **Newport Garden Project:** This will be a learning garden and community space located behind the Newport Library. The Friends of the Library, Extension Office and Master Gardeners are partnering on the project. Currently the design, cost list and grants are being worked on.
- 7.2. **Location for April Board Meeting:** The meeting was originally scheduled to be held at the Calispel Library but will instead be held remotely via Zoom.
- 7.3. **Other:** Discussion was held about a new building for the Newport Library. The PUD has ordered a feasibility study for a combined Daycare/Library Building. This would combine resources in one location and could also include a community space.


8. **RECAP AND FUTURE AGENDA ITEMS:** Staffing Changes; DRS Audit; Garden Project at the Newport Library; Summer Library Programs; Future Board Meeting Locations

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:30 p.m. The next regular meeting will be Thursday, April 22, 2021 at 4:00 p.m. at the District Office in Newport.

Respectfully submitted by Lea Porter,


Chair Robert Rosenkrantz


Secretary Lea Porter