



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, April 22, 2021 * District Office in Newport

4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:00 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: March 25, 2021 General Meeting**
 - 2.3. **Approval of Voucher No. 21162 through No. 21196, dated March 1 through March 31, 2021, in the amount of \$63,262.45**
 - 2.4. **Policy Changes:**
 - 2.5. **New Employees / Volunteers:**

3. **PUBLIC PRESENTATIONS:** None

4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$96,119 in property tax revenue and \$76 in investment interest.

Significant Expenses: Admin. Contingency \$650 (legal fees), Services Online Database Subscriptions \$1,536 (Princh \$996 & Ebsco \$540), Facilities Operating Leases \$2,062 (lone quarterly lease), Capital Equipment Other \$7,317 (Mets drop box)

As of March 31, we have received 16.0% of budgeted income (2020 -13.6%) and spent 20.3% of budgeted expenses (2020 -20.5%)
 - 4.2. **Credit Card Expenses:** All credit card invoices paid through March 31 have been reviewed and approved.
 - 4.3. **DRS Audit:** The Dept. of Retirement audit is now complete. There were three items that needed to be corrected. Jill Shacklett, Financial Manager for Pend Oreille County, has made the changes. POCLD will need to pay for the three missing months of contributions for Randi Schuh, which total \$1,271.54.
 - 4.4. **Other:** None



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5. DIRECTOR REPORT:

- 5.1. **Narcan Training:** Northeast Tri-County Health is offering Narcan training to libraries in their area due to a rise in drug overdoses in the region. The branch managers are interested in having this on hand and knowing how to use it, should the need arise. This will most likely be paired with the CPR/AED training currently planned for late summer.
- 5.2. **Staffing Update:** With the upcoming retirement of Linda Bataller, there will be two vacant positions at the Lone/Mets branches. We are also still recruiting for the Newport Programs Specialist position, left vacant when Maria Town was promoted to Calispel Branch Manager. Some applications have been received but we are waiting for a few more.
- 5.3. **District Policies:** All District policies have now been reviewed and all but eight of them have been updated. Porter would like to see the remaining eight policies.
- 5.4. **Other:** A retirement event is planned for Pam Thompson on April 29. It will be outdoor and drop in from 3:00 – 6:00 p.m.

There are changes planned for organizing and advertising events. A quarterly print brochure will be published, plus digital advertising.

The libraries have discontinued patron screening at the door now that we are in Phase 3. Staff is still required to screen themselves at the beginning of each shift and must still keep track of building capacity limits. Items will continue to be quarantined for 24 hours after return.

6. UNFINISHED BUSINESS

- 6.1. **Other:** There are three parades that the District has traditionally participated in: Newport Rodeo, July 4th in Cusick and Down River Days in Lone. Discussion was held about participating this year.

The Pend Oreille County Fair Booth needs to be cleaned, decorated and staffed if the Fair is held this year. More information should be available in June.

The Newport Friends Garden project is moving along and should begin in May. Some donations have been received and the contractor will work to get the space ready. They are optimistic about funding and volunteers.

The District is on the list to receive a \$40,000 capital grant for the remodel of the Mets Library. This still needs to be approved by the State Legislature.



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7. NEW BUSINESS

- 7.1. **Other:** Metaline Falls is having a Bigfoot Event and the Mets Library is planning to have a booth.

The District Office had several pieces of the roof come off in the last windstorm. Contractors have been contacted but so far none of them have responded.

8. **RECAP AND FUTURE AGENDA ITEMS:** Staffing Changes; Garden Project at the Newport Library; Summer Library Programs; Future Board Meeting Locations; Parades; Remaining Policies; County Fair; Summer Reading

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

The meeting adjourned at 4:27 p.m. The next regular meeting will be Thursday, May 27, 2021 at 4:00 p.m. at the District Office in Newport, with the option to meet in person or on Zoom.

Respectfully submitted by Lea Porter,

Chair Robert Rosencrantz

Secretary Lea Porter