

# 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, May 27, 2021 \* District Office in Newport

3:30 Executive Session \* 4:00 p.m. General Meeting

**Executive Session to discuss Personnel Issues commenced at 3:30 p.m. and ended at 3:54 p.m.**

**No action was taken.**

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: April 22, 2021 General Meeting**
  - 2.3. **Approval of Voucher No. 21197 through No. 21220, dated April 1 through April 30, 2021, in the amount of \$65,966.74**
  - 2.4. **Policy Changes:**
  - 2.5. **New Employees / Volunteers: Whitney Dawson, Shelby Rood**
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
  - 4.1. **Monthly Reports:**

Income: There was \$294,633 in property tax revenue, \$1,268 in misc. income (State Dept. of Wildlife), donations of \$768 (\$750 Newport Friends & \$18 misc.), and \$71 in investment interest.

Significant Expenses: Admin. Contingency \$300 (legal fees); Admin. Website Maintenance \$6,511 (Zipline - \$5,850 second half of design & \$595 annual web hosting, and Wufoo & Mailchimp \$66)

As of April 30, we have received 50.4% of budgeted income (2020 -46.0%) and spent 27.5% of budgeted expenses (2020 -26.1%)
  - 4.2. **Credit Card Expenses:** April credit card statements were reviewed and approved by Rosencrantz.
  - 4.3. **Office Roof Repair:** The roof was repaired by Harris Pride Contracting at a cost of just over \$500.
  - 4.4. **Other:** None



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### 5. DIRECTOR REPORT:

- 5.1. **Staffing Update:** The two vacant north county positions have been filled. We are still looking for a Teen/Adult Programs Specialist in Newport. In addition, Sarah will be leaving in June so we are now looking for a Children's Program Specialist.
- 5.2. **Community Garden:** The Friends wanted the District to consider taking over and paying for the project and then when funds were raised, the Friends would donate the money to the District. This turned out to be much more complicated than they thought so the project is currently on hold while the Friends continue fundraising.
- 5.3. **ProQuest Databases:** This was previously accessed through the state library at an annual cost to the District of \$250. The state is dropping the contract and ProQuest offered to sell us the bundle for \$330. We will try it for one year and then evaluate if it is worth keeping.
- 5.4. **Staff Training:** CPR/AED Training is scheduled for June 10 at the Sacheen Lake Fire Station. Narcan training will also take place on this day. All library branches will be closed.
- 5.5. **Other:** New library specific guidance was issued this week and we are ending our 24 hour quarantine of returned items. New mask specific guidance came out May 19 so fully vaccinated employees and patrons will not be required to wear a mask starting June 1. Patrons will be on the honor system for eligibility, as staff will not be asking for vaccine status.

Juneteenth (June 19) will be a state holiday starting in 2022. Walters will update the leave policy to add this.

Pontius has a conflict with the June meeting date. It was agreed to change it to Wednesday, June 23 at 4:00 p.m.

Walters would like to incentivize staff to receive the COVID vaccine. Our lawyer is looking into the legality of this since we are a public agency.

### 6. UNFINISHED BUSINESS

- 6.1. **Other:** The Newport Rodeo Parade will be held Saturday, June 26, starting at 11:00 a.m. The District is planning to have a float and throw candy to spectators. Volunteers would be appreciated.

The Lone Downriver Days event is cancelled this year.

It is unknown at this time if the Pend Oreille County Fair will be happening. Additional information will be presented as it becomes available.



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### 7. NEW BUSINESS

- 7.1. **Other:** The remaining unedited policies looked acceptable to the Board.

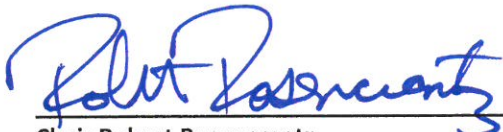
The \$40,000 Capital Grant money for the Mets remodel project should **be** available in July. Walters & Pontius are currently working on a new procurement policy and have a call scheduled with Spokane County Library District to gather information. We have two years to spend the money and an extension can be requested.

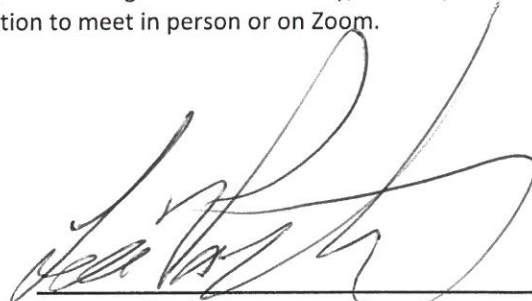
8. **RECAP AND FUTURE AGENDA ITEMS:** Staffing Changes; Summer Library Programs; Future Board Meeting Locations; Procurement Policy; County Fair; Mets Remodel

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

The meeting adjourned at 4:15 p.m. The next regular meeting will be Wednesday, June 23, 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