



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

Wednesday, June 23, 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 Carol Schaffer, Trustee Dan Peterson
Board Member Absent: Trustee Lea Porter
Staff Present: Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)
Recording Secretary: Denise Pontius
Public Present: None

2. **CONSENT AGENDA:**

- 2.1. **Approval of Agenda**
- 2.2. **Approval of Minutes: May 27, 2021 General Meeting**
- 2.3. **Approval of Voucher No. 21221 through No. 21249, dated May 1 through May 31, 2021, in the amount of \$61,246.56**
- 2.4. **Policy Changes:**
- 2.5. **New Employees / Volunteers: Kelly Burdick, Ashley Barton**

3. **PUBLIC PRESENTATIONS:** None

4. **FINANCE & FACILITIES MANAGER REPORT:**

- 4.1. **Monthly Reports:**

Income: There was \$59,935 in property tax revenue and \$61 in investment interest.

Significant Expenses: Admin. Contingency \$400 (legal fees, YTD \$3,375); Calispel Branch Manager Salaries \$7,795 (Retired Manager wages \$1,885 & vacation cash out \$3,248, and New Manager wages \$2,662); Services Benefits Insurance & VEBA \$2,371 (active employees \$1,996 and unpaid leave employee \$375 – YTD \$1,907)

As of May 31, we have received 57.4% of budgeted income (2020 –55.9%) and spent 34.2% of budgeted expenses (2020 –31.4%)

- 4.2. **Credit Card Expenses:** May credit card statements were reviewed and approved by Rosencrantz.

- 4.3. **Other:** None

5. **DIRECTOR REPORT:**

- 5.1. **Staffing Update:** The two vacant Newport positions have been filled.

- 5.2. **Community Garden:** The Community Garden Committee will be installing a few containers with small plants and a “Future Home of the Community Garden” sign.



PEND OREILLE COUNTY LIBRARY DISTRICT

District Office: 116 S Washington Street, Newport, WA 99156

800-366-3654 WWW.POCLD.ORG

5.3. Gale Databases: The District is receiving access to a suite of databases by Gale including one for entrepreneurs and one for homework help, subsidized by 75% by the state library. Cost will be about \$97 for the year.

5.4. 2022 Budget: Work on the budget typically begins in July. Walters would like to have a finance committee that meets several times before the final budget meeting in October. A few things to note moving forward: salaries are pushing higher, so we would like to adjust the salary schedule, and the new minimum wage will not be announced until September.

Discussion was held about the need for a finance committee. Board members decided that it was not necessary and they would discuss the budget at board meetings.

5.5. Other: The Rodeo Parade will be this Saturday (June 26). Anyone who would like to participate should meet at the elementary school.

Juneteenth (June 19) is now a federal holiday. Since it was announced too late for the District to observe it this year, Walters would like to give an additional personal holiday to each benefitted employee, which needs to be taken before Dec. 31 or forfeited. The Board members decided to wait until 2022 to observe the holiday.

ACTION: Peterson made a motion to approve the new Leave Policy, which includes the Juneteenth holiday; Sarles seconded; all in favor; motion approved.

The Pend Oreille County Fair will be held this year (August 19 – 22). Initial cleaning and set up (August 18) is something the Board members handled. Most staff members will be asked to work a paid shift at the Fair this year in addition to any Friends or Trustees that would like to join us.

6. UNFINISHED BUSINESS

6.1. Other: Discussion was held about the Mets Branch remodel and the possible need for a committee. It was decided that it was not necessary at this time.



PEND OREILLE COUNTY LIBRARY DISTRICT

District Office: 116 S Washington Street, Newport, WA 99156

800-366-3654 WWW.POCLD.ORG

7. NEW BUSINESS

- 7.1. **Other:** Both WCIF & Gallagher have long-term care plans available to offer an alternative to the new Washington State Long Term Care Act. Employees can opt out of the state plan if they have a LTC plan in place by November 1. More information should be available in the near future.

USAC (E-rate) has announced a new program, which will begin July 1. The Emergency Connectivity Fund would reimburse POCLD for laptops, tablets and/or internet hot spots to loan to patrons who may need them for school or work activities. Discussion was held about the length of check out time, cost of ongoing service, whether fines would be charged for overdue items, volume cost and service providers. More information will be available as USAC works through all the details.

8. **RECAP AND FUTURE AGENDA ITEMS:** Procurement Policy; County Fair; Mets Remodel; Emergency Connectivity Fund; Long-Term Care Options; 2022 Budget; Vaccine Incentives

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

The meeting adjourned at 4:28 p.m. The next regular meeting will be Thursday, July 22, 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 Denise Pontius,

Chair Robert Rosencrantz

Secretary Denise Pontius