



# 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, July 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 Carol Schaffer, Trustee Dan Peterson, Trustee Lea Porter  
**Board Member Absent:**  
**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: June 23, 2021 General Meeting**
  - 2.3. **Approval of Voucher No. 21250 through No. 21288, dated June 1 through June 30, 2021, in the amount of \$68,978.91**
  - 2.4. **Policy Changes: Procurement, Emergency Calls**
  - 2.5. **New Employees / Volunteers: Gartin**
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
  - 4.1. **Monthly Reports:**

Income: There was \$35,160 in property tax revenue, \$18,458 in timber excise tax and \$48 in investment interest.

Significant Expenses: Admin. Contingency \$525 (legal fees, YTD \$3,900); Admin. Advertising \$1,029 (Classified Employment Ad \$76 & Libraries Open Postcards \$953); Services Benefits Insurance & VEBA \$2,421 (active employees \$2,046 and unpaid leave employee \$375 – YTD \$2,282); Services Collection Digital \$4,000 (Freegal \$1,000, Hoopla \$2,000 & Overdrive E-Books \$1,000); Services Microfilm Digitizing \$1,819 (Mets Library historical photo albums); Services Postage \$1,875 (Libraries Open Postcards \$1,371, Books by Mail \$51 & Other \$453);

As of June 30, we have received 63.7% of budgeted income (2020 –60.8%) and spent 41.7% of budgeted expenses (2020 –36.5%)
  - 4.2. **Credit Card Expenses:** June credit card statements were reviewed and approved by Rosencrantz.
  - 4.3. **Other:** There are now two options for long term care insurance for employees, in addition to the Washington State plan. More information will be available in August.

More information is now available on the Emergency Connectivity Fund, but we still have not determined if it will be beneficial to the District.



## PEND OREILLE COUNTY LIBRARY DISTRICT

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

800-366-3654 WWW.POCLD.ORG

### 5. DIRECTOR REPORT:

- 5.1. **Volunteer Note:** An application came back recently with some issues, but since they were decades old, Jennifer Hampson felt it would not be an issue and would like to use him as a volunteer.

**ACTION:** Peterson made a motion to approve the volunteer application; Schaffer seconded; all in favor; motion approved.

- 5.2. **1,000 Books Before Kindergarten:** This was supposed to begin in September 2020 but got derailed due to COVID. The goal is to get parents to read 1,000 books to their children before they go to Kindergarten. It dovetails nicely with the Friends' membership in the Dolly Parton Imagination Library. The District's goal is to facilitate parents with support and incentives.

- 5.3. **2022 Budget & Salary Schedule:** Salaries are pushing up, so Walters would like to reset the salary schedule for 2022. The original salary schedule was based on the salary study that was done in 2020. The biggest change is a 5% increase across the board. The scale will be finalized once the new minimum wage is announced. Discussion was held about expenses exceeding revenues but reserves would easily cover the difference.

- 5.4. **Branch Hours Change:** Staff has noticed a lack of patronage during evening hours. Patron counts were tracked and only one person visited a branch after 7:00 p.m. After discussion with branch managers, we would like to start closing at 7:00 p.m. Discussion was held about the impact to staff hours (no impact) and start date (after Labor Day). There were no objections from Board members.

- 5.5. **Other:** The parades went well and kids were especially excited about the Unicorn & T-Rex in the Newport Parade.

The first quarterly program guide will come out next month and it will be exciting to see what the response is.

Walters would like to request a week of PTO for August 23 -27 (except for August 26, since it is a board meeting day). Her family is moving to Spokane, but she will not be changing jobs.

**ACTION:** Sarles made a motion to approve Walters' leave request; Porter seconded; all in favor; motion approved.



## PEND OREILLE COUNTY LIBRARY DISTRICT

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

800-366-3654 WWW.POCLD.ORG

### 6. UNFINISHED BUSINESS

- 6.1. **County Fair:** The District has purchased a Lego wall for the fair booth, which will need to be installed. Cleaning also needs to be done prior to the start of the fair. Schaffer and Porter volunteered to clean and set up the booth. Library staff will be working three hour shifts during the fair.
- 6.2. **Other:** Now that the Procurement Policy has been approved, we can move forward on the Metaline Falls Library remodel. The next step is to request architect services.

### 7. NEW BUSINESS

- 7.1. **Other:** None

8. **RECAP AND FUTURE AGENDA ITEMS:** 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 4:34 p.m. The next regular meeting will be Thursday, August 26, 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