



# 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, September 25, 2019 \* District Office in Newport

4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:02 p.m. by Chair Lea Porter  
**Other Board Members Present:** Trustee Robert Rosencrantz, Trustee Katherine Schutte, Trustee Beverly Sarles, Trustee Steve Dawson  
**Board Member Absent:**  
**Staff Present:** Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)  
**Recording Secretary:** Beverly Sarles  
**Public Present:** Dri Ralph (Adrianne Ralph Consulting)
  
2. **CONSENT AGENDA:**
  - 2.1. **Approval of Agenda**
  - 2.2. **Approval of Minutes: August 22, 2019 General Meeting**
  - 2.3. **Approval of Voucher No. 20593 through No. 20621, dated August 1 through August 31, 2019, in the amount of \$49,386.45**
  - 2.4. **Policy Changes: 3D Printing**
  - 2.5. **New Employees / Volunteers: None**
  
3. **PUBLIC PRESENTATIONS:** None
  
4. **FINANCE & FACILITIES MANAGER REPORT:**
  - 4.1. **Monthly Reports:** There was \$5,932 in property tax revenue, \$1,800 in investment interest, \$1,621 in travel reimbursements (WLA) and \$614 for fines and lost items.  
  
Significant expenses: Annual Report design - \$494, Training & Conference expenses - \$988 (ARSL - \$1,378 and \$390 refund from ALA), Newport Library lights - \$110  
  
As of August 31, we have received 65.0% of budgeted income (2018 – 65.6%) and spent 55.4% of budgeted expenses (2018 – 57.3%)
  - 4.2. **Credit Card Expenses:** Credit card expenses were reviewed by Dawson and all was found acceptable.
  - 4.3. **2020 Preliminary Budget:** Discussion was held about the preliminary budget, specifically the following items:
    - Staffing - increased hours due to branches being open more hours and new positions at all branches
    - One-Time Costs – Calispel branch remodel, new patron computers, website redesign
    - Calispel Library Remodel – would require a long-term lease with the Town of Cusick, located on a flood plain, architect bid
    - New Patron Computers – also need a second printer for the Newport Library
    - Website Redesign – professionally done, ADA accessible



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- 4.4. **Other:** We have not received an invoice from the County for the Levy Election. This should be available in early October.

The SAO Audit is scheduled to begin October 7 and should last approximately five days.

Pontius gave a report on the WFOA Conference she attended last week. There were a lot of informative sessions and really good speakers.

### 5. DIRECTOR REPORT:

- 5.1. **Newport Lease:** Schutte asked that some changes be made to the lease. The City of Newport is not requesting any changes to the lease that is scheduled to begin in 2020.

- 5.2. **Fine Free 2020:** With the passing of the levy, this is something Walters would like to open up for discussion. Almost of the libraries in the CIN consortium have now gone fine-free. In addition, the Spokane library districts are also no longer charging fines for overdue items. We would continue to charge for lost or damaged items, and when a patron has an overdue item, their account is blocked. Overdue fine revenue is currently less than 1% of our income.

**ACTION:** Rosencrantz moved that starting January 1, 2020, the library would move to a fine free system; Porter seconded; all in favor; motion passes.

- 5.3. **Space Planning:** Dri Ralph talked with the Board about her experience in renovating libraries. The Board is exploring renovating the Calispel Branch. Rosencrantz plans on visiting some of the small libraries Ralph has consulted on. Walters plans to attend the next Cusick Council meeting to get feedback on the renovation, as well as lease terms.

- 5.4. **Deck the Falls:** The Mets Branch did not participate last year due to funding shortages. They will not participate again this year, but in 2020 the branch will be open on Saturdays and will take part in this event.

- 5.5. **Other:** Discussion was held about the new leave policy, which included allowing employees to share sick leave. Previously they could only share vacation leave. The Board agreed that this was acceptable. There were requests for other modifications to the policy that Walters will address at the next board meeting.

### 6. UNFINISHED BUSINESS

- 6.1. **Other:** None

### 7. NEW BUSINESS

- 7.1. **Other:** Discussion was held about various articles that appeared in the Newport Miner. None of them were specifically about P.O. County Library District.



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8. **RECAP AND FUTURE AGENDA ITEMS:** 2020 Budget, Revised Leave Policy, Fine Free Details, Building Contracts, Director's Evaluation
  
9. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:**  
The meeting adjourned at 5:54 p.m. The next regular meeting will be Thursday, October 24 at 4:00 p.m. at the District Office in Newport. This will include the Public Budget Presentation.

Respectfully submitted by Beverly Sarles,

Chair Lea Porter

Secretary Beverly Sarles