



# 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, August 26, 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:** Kathleen Huffman
2. **CONSENT AGENDA:**
  - 2.1. **Approval of Agenda**
  - 2.2. **Approval of Minutes: July 22, 2021 General Meeting**
  - 2.3. **Approval of Voucher No. 21289 through No. 21315, dated July 1 through July 31, 2021, in the amount of \$56,608.48**
  - 2.4. **Policy Changes:**
  - 2.5. **New Employees / Volunteers: Noble, LeaderCharge**
3. **PUBLIC PRESENTATIONS:** Huffman reported that the Board Meeting Minutes links are not working on the website and no meeting minutes have been posted since February 2021. Walters is working on this and it will be taken care of before the next board meeting.
4. **FINANCE & FACILITIES MANAGER REPORT:**
  - 4.1. **Monthly Reports:**

Income: There was \$8,046 in property tax revenue and \$45 in investment interest.

Significant Expenses: Admin. Graphic Design \$1,560 (Lemonade Graphics – summer actuvutues brochure); Services Benefits Insurance & VEBA \$2,257 (active employees \$1,882 and unpaid leave employee \$375 – YTD \$2,657)

As of July 31, we have received 64.7% of budgeted income (2020 –61.9%) and spent 47.9% of budgeted expenses (2020 –41.0%)
  - 4.2. **Credit Card Expenses:** There were no credit card expenses paid in July.
  - 4.3. **Other:** There are two options for long term care insurance for employees, in addition to the Washington State plan. Eligible employees will have to decide if they want one of the private plans by the end of August and sign up on the plan's website. They will then receive a certificate from the insurance company which will have to be turned in to the County to opt out of the State plan.  
  
We have applied for Emergency Connectivity Funds to purchase laptops, Chromebooks and wifi hotspots and are waiting to hear if our request will be granted. Nothing will be purchased until we know about funding.



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### 5. DIRECTOR REPORT:

- 5.1. **Staffing/COVID:** There have been some staffing issues due to COVID cases and potential exposure. Staff completed a survey and 66% felt comfortable with the current masking procedures. As of Monday, August 23, the State guidelines require masks for everyone in indoor settings. Employees are not required to wear masks if they are not in a public area and everyone in the room has been vaccinated.
- 5.2. **Grant Outreach:** A public meeting was held at the Mets Library and Walters has spoken to the Cutter Theatre Board. Additional meetings will be held once some sample designs are available. The next step is sending out an RFQ for Architectural/Engineering Services. The RFQ will be available for board members to review prior to the September meeting.
- 5.3. **Life Skills Partnership:** The Newport School District would like the Newport Library to partner with them on a new life skills program that they are launching this fall. The program will have a student placed with us for a trimester or more to learn about working and perform basic job duties. There will be no cost to the District.
- 5.4. **Conferences:** Most conferences this year are virtual and staff has been encouraged to take advantage of these and other online training. The Washington Library Association is planning to host in person and Maria has elected to attend. WLA is requiring proof of vaccination for all attendees.
- 5.5. **Other:** The auto-dialer has been malfunctioning, so we are working with CIN to test a system that is integrated with KOHA. This will cost less and save staff time. A number of patrons have switched to email notification.

### 6. UNFINISHED BUSINESS

- 6.1. **County Fair:** The POCLD booth was manned by staff from August 19 to 22. There were a lot of books given away and a lot of interest in activities. POCLD will look at possibly having "open hours" at the fair next year so that the booth does not have to be manned all day. Peterson and Schaffer were thanked for their excellent job of cleaning and setting up the booth.
- 6.2. **Other:** The Community Garden project currently consists of large pots with various plants and a "Future Site of the Community Garden" sign. Fundraising by the Friends group is continuing.

### 7. NEW BUSINESS

- 7.1. **Other:** There will be a "Truth Among the Vapors" program at the Newport Library on September 14 at 6:00 p.m. This will be presented by Tri County Health and is an educational presentation for all in the community.



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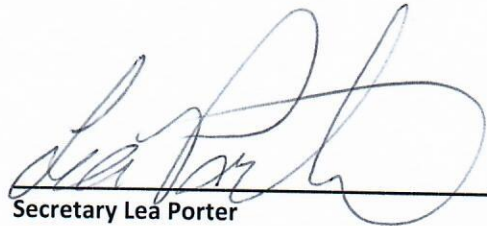
8. **RECAP AND FUTURE AGENDA ITEMS:** Mets Remodel; Emergency Connectivity Fund; Long-Term Care Options; 2022 Budget; Vaccine Incentives

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

The meeting adjourned at 4:21 p.m. The next regular meeting will be Thursday, September 23, 2021 at 4:00 p.m. at the District Office in Newport, with the option to meet in person or on Zoom. There will also be an executive session to discuss personnel issues at 3:30 p.m.

Respectfully submitted by Lea Porter,

  
Chair Robert Rosencrantz ~~BEVERLY SARLES~~

  
Secretary Lea Porter