



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, October 28, 2021 * District Office in Newport
4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:01 p.m. by Vice Chair Beverly Sarles
Other Board Members Present: 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:
2. **CONSENT AGENDA:**
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: September 23, 2021 General Meeting**
 - 2.3. **Approval of Minutes: September 30, 2021 Special Meeting**
 - 2.4. **Approval of Voucher No. 21348 through No. 21377, dated September 1 through September 30, 2021, in the amount of \$66,232.92**
 - 2.5. **Policy Changes: Longevity Pay**
 - 2.6. **New Employees / Volunteers:**
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$16,298 in property tax revenue, \$27,167 in Timber Excise Tax (\$45,626 YTD), \$778 in Donations (Newport Friends \$750 & Misc. \$28) and \$49 in investment interest (\$644 YTD).

Significant Expenses: Admin. Contingency \$325 (Legal - \$4,225 YTD); Services Benefits Insurance & VEBA \$2,581 (active employees \$2,206 and unpaid leave employee \$375 – YTD \$3,407); Services Collection Digital \$2,000 (Hoopla - \$4,000 YTD)

As of September 30, we have received 71.4% of budgeted income (2020 –67.0%) and spent 63.2% of budgeted expenses (2020 –52.7%)
 - 4.2. **Credit Card Expenses:** Sarles reviewed and found that everything was acceptable.
 - 4.3. **Other:** None
5. **DIRECTOR REPORT:**
 - 5.1. **Mets Grant:** The next batch of state requirements may take up to thirty days, due to required consults with three tribes. The Spokane Tribe has replied, but we are still waiting for the Kalispel and Colville Tribes. The RFQ announcement will be published in the Miner and other locations. One firm in Spokane has expressed interest and we are hoping to have several responses available for review at the November meeting.



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- 5.2. **2022 Budget & Salary Schedule:** The 2022 Budget is now complete unless there are change requests. The salary schedule has a nine percent jump in base salaries across all classifications plus three percent between each step. The budget reflects all staff receiving a step increase. In order for the budget to be finalized next month, the board needs to approve the new salary schedule.

ACTION: Peterson made a motion to approve the new salary schedule and step increases for all eligible employees; Schaffer seconded the motion; all in favor; motion passed.

- 5.3. **Building:** The developer who is interested in building a hotel and library on the property next to the school was scheduled to attend the Newport City Council meeting. Unfortunately, he did not show up so it is unknown what the status of the project is.

- 5.4. **Other:** The Cutter Theatre has provided us with a new version of the updated contract, which satisfies the grant requirement for a ten year lease.

ACTION: Peterson made a motion to approve the Cutter contract as written; Schaffer seconded the motion; all in favor; motion passed.

The chosen candidate to fill the benefited Library Assistant position in Newport needs a Board waiver so we can move forward with hiring him. His application and background check were available to Board members prior to the meeting.

ACTION: Schaffer made a motion to approve the waiver and hire the chosen candidate; Peterson seconded the motion; all in favor; motion passed.

6. UNFINISHED BUSINESS

- 6.1. **Other:** The POCLD attorney has advised that it is permissible to give monetary incentives to employees who have been fully vaccinated for COVID 19. Walters would like to give \$200 to each active employee who has provided proof of full vaccination and \$50 to each active employee who has provided proof of receiving a booster shot. Vaccine incentives will be paid as part of the regular payroll.

ACTION: Schaffer made a motion to pay vaccine incentives as presented; Peterson seconded the motion; all in favor; motion passed.

Discussion was also held about the vaccine mandate for employers with more than 100 employees. It is not known if the Library District is considered part of Pend Oreille County for this purpose. After discussion with MRSC, it does not appear that junior taxing districts will be included in the mandate.



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7. NEW BUSINESS

- 7.1. **Other:** Discussion was held about the upcoming 2022 board position election. Sarles is willing to continue serving as vice chair, and will fill in as chair until the end of 2021. It is not known at this time if Porter will continue as a board member for an additional term.

Walters is working with Exbablylon to reduce spam emails that several board members have been receiving.

8. **RECAP AND FUTURE AGENDA ITEMS:** Mets Remodel; Emergency Connectivity Fund; 2022 Budget; New Board Members; 2022 Board Officers; 2022 Meeting Calendar

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

The meeting adjourned at 4:34 p.m. The next regular meeting will be Wednesday, November 17, 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 3:00 p.m.

Respectfully submitted by Denise Pontius,


Vice Chair Beverly Sarles


Denise Pontius