



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, September 23, 2021 * District Office in Newport
3:30 p.m. Executive Session * 4:00 p.m. General Meeting

**Executive Session to discuss Personnel Issues commenced at 3:30 p.m. and ended at 4:00 p.m.
No action was taken.**

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:02 p.m. by Vice Chair Beverly Sarles
Other Board Members Present: Trustee Carol Schaffer, Trustee Dan Peterson, Trustee Lea Porter
Board Member Absent: None
Staff Present: Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)
Recording Secretary: Lea Porter
Public Present: Jeff Pittman
2. **CONSENT AGENDA:**
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: August 26, 2021 General Meeting**
 - 2.3. **Approval of Voucher No. 21316 through No. 21347,
Dated August 1 through August 31, 2021, in the amount of \$73,742.94**
 - 2.4. **Policy Changes: Collection Development**
 - 2.5. **New Employees / Volunteers: None**
3. **PUBLIC PRESENTATIONS:** Jeff Pittman is interested in joining the Board of Trustees, replacing Robert Rosencrantz. He introduced himself and talked about his interest in libraries, his passion to help with the strategic plan, the expansion of the Newport Library and grant writing.
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$5,636 in property tax revenue, \$6,240 in FCC E-Rate Funding, \$750 in Donations (Newport Friends) and \$111 in investment interest.

Significant Expenses: Admin. Insurance \$7,116 (Enduris Property & Liability); Services Benefits Insurance & VEBA \$2,582 (active employees \$2,207 and unpaid leave employee \$375 – YTD \$3,032); Services Cataloging & ILL \$3,597 (OCLC Annual Service); Training & Conference Expenses \$1,245 (WFOA Pontius \$325 & WLA Barton & Town \$920); Capital Equipment Other \$450 (Brother Scan & Cut machine)

As of August 31, we have received 66.2% of budgeted income (2020 –63.8%) and spent 56.0% of budgeted expenses (2020 –47.1%)
 - 4.2. **Credit Card Expenses:** Porter reviewed these and found everything acceptable.
 - 4.3. **Other:** None



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5. DIRECTOR REPORT:

5.1. State Library Grants: The digitization grant is wrapping up with a large number of items added to the online history portal. There is an opportunity to get a second grant of \$9,400.00 for COVID specific projects and branch managers have submitted ideas. Walters is now compiling the grant documents.

5.2. Mets Grant: The first batch of state requirements has been completed. The Board now needs to approve the RFQ for Architect Services in order to move to the next step. POCLD's portion of the project expense would be \$38,800.00

ACTION: Porter moved to approve the RFQ for Architect Services as written; Schaffer seconded; all in favor; motion approved.

5.3. Concerning Letter: The Newport Library received a "cease and desist" letter with no return address related to masking/COVID/vaccines. A copy has been sent to the Sheriff, who has made an official report on it but says there isn't anything further that can be done.

5.4. Building: Mayor Sands called several weeks ago stating that a developer who is interested in putting a hotel on the property next to the school was also interested in building a library at no cost to the Library District or the city.

5.5. Other: The Cutter Theatre has provided us with an updated contract. It is significantly different from previous contracts. Walters has sent an edited version back to the Cutter Board, which includes a set lease rate that would include utilities.

A draft version of the 2022 Budget is now available. There will likely be major changes once the new minimum wage, new leases and employee benefit costs are available.

6. UNFINISHED BUSINESS

6.1. Other: Walters would like to have a special board meeting with executive session to discuss personnel issues. Board members were available on September 30, so a meeting will be scheduled.

7. NEW BUSINESS

7.1. Other: Discussion was held about the upcoming 2022 board position election. Sarles is willing to be vice chair, and will continue to fill in as chair until the end of 2021.

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.



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8. **RECAP AND FUTURE AGENDA ITEMS:** Mets Remodel; Emergency Connectivity Fund; 2022 Budget; Vaccine Mandate; Mets Contract; New Board Member

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

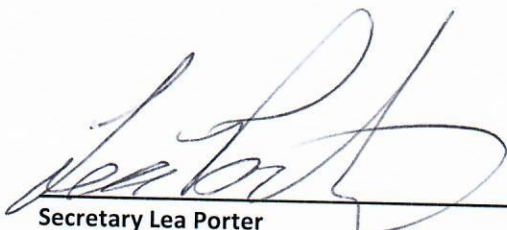
The meeting adjourned at 4:43 p.m. A special board meeting will be held on Thursday, September 30 at 3:30 p.m., immediately going into executive session to discuss personnel issues.

The next regular meeting will be Thursday, October 28, 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,



Vice Chair Beverly Sarles



Secretary Lea Porter