



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, November 17, 2021 * District Office in Newport

3:00 Executive Session – Discussion of Director’s Evaluation

4:00 p.m. General Meeting

Executive Session to discuss Director’s Evaluation commenced at 3:00 p.m. and ended at 3:45 p.m. No action was taken.

1. **CALL TO ORDER:** The Board Meeting was called to order at 4:00 p.m. by Vice Chair Beverly Sarles
Other Board Members Present: Trustee Carol Schaffer, Trustee Dan Peterson, Trustee Lea Porter, Trustee Jeff Pittman
Board Member Absent:
Staff Present: Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)
Recording Secretary: Denise Pontius
Public Present: Robert Rosencrantz
2. **CONSENT AGENDA:**
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: October 28, 2021**
 - 2.3. **Approval of Voucher No. 21378 through No. 21404, dated October 1 through October 31, 2021, in the amount of \$59,042.06**
 - 2.4. **Policy Changes: None**
 - 2.5. **New Employees / Volunteers: None**
3. **PUBLIC PRESENTATIONS:** Rosencrantz spoke about the potential upcoming development in Newport, which would include a new hotel and library. He urged the Trustees to retain legal counsel and to be cautious. As the negotiations are currently between the City of Newport and the developer, there isn’t anything the District needs to decide right now.
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$218,626 in property tax revenue (\$774,353 YTD) and \$52 in investment interest (\$697 YTD).

Significant Expenses: Admin. Contingency \$1,250 (Legal - \$5,475 YTD); Services Benefits Insurance & VEBA \$2,299 (active employees \$1,924 and unpaid leave employee \$375 – YTD \$3,782); Services CIN Expenses \$3,665 (annual dues); Facilities Repairs & Maintenance - \$1,038 (Newport lights repair split cost with City)

As of October 31, we have received 96.8% of budgeted income (2020 –92.0%) and spent 69.7% of budgeted expenses (2020 –58.8%)
 - 4.2. **Credit Card Expenses:** No credit card invoices were paid in October.



PEND OREILLE COUNTY LIBRARY DISTRICT

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

800-366-3654 WWW.POCLD.ORG

- 4.3. **2022 Levy Certification:** The 2022 Tax Levy Certification was presented for approval (Resolution 2021-101).

ACTION: Porter made a motion to approve the 2022 Tax Levy Certification (Resolution 2021-101) as presented; Peterson seconded the motion; all in favor; motion approved.

- 4.4 **Other:** None

5. DIRECTOR REPORT:

- 5.1. **Mets Grant:** Discussion was held about the four sets of qualifications for architectural services that have been received.

ACTION: Schaffer made a motion to invite all four firms to present proposals; Pittman seconded the motion; all in favor; motion approved.

- 5.2. **ARPA Grants:** The District will be reimbursed almost \$9,400 in American Rescue Plan funds in 2022. These will be used for a charging station and picnic table in Newport, youth STEM outreach kits for the whole district, and additional E-books. Both the grant income and the expenses are included in the 2022 Budget.

- 5.3. **Newport Building:** The potential developer who is interested in building a hotel and library on property next to the school made a presentation to the Newport City Council on November 1. If it is successfully completed, it would mean a new building for the Newport Library by August 2023 at no cost to the District. Discussion was held about the Board sending a letter to the City outlining its concerns.

- 5.4. **Other:** Walters would like to request vacation time from Dec. 20 – 22 and Dec. 28 – 30.

ACTION: Sarles made a motion to approve Walters' vacation request; Schaffer seconded the motion; all in favor; motion approved.

6. UNFINISHED BUSINESS

- 6.1. **2022 Meeting Calendar:** A schedule for 2022 board meetings was presented and discussed.

ACTION: Pittman made a motion to approve the 2022 Board Meeting Calendar; Schaffer seconded the motion; 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

- 6.2. **Director's Evaluation:** Specific details of the evaluation were discussed.

ACTION: Schaffer made a motion to increase Walters' salary by 6% and continue to give her the additional PTO she received last year; Pittman seconded the motion; all in favor; motion approved.

- 6.3. **2022 Budget Approval:** The 2022 Budget (Resolution 2021-102) was presented and discussed.

ACTION: Schaffer made a motion to approve the 2022 Budget (Resolution 2021-102), which included the Director's pay increase; Peterson seconded the motion; all in favor; motion approved.

- 6.4. **Other:** None

7. NEW BUSINESS

- 7.1. **2022 Officer Election:** After much discussion, the following slate of officers was presented:
Chair – Jeff Pittman
Vice Chair – Beverly Sarles
Secretary – Dan Peterson

ACTION: Sarles made a motion to approve the slate as presented; Schaffer seconded the motion; all in favor; motion approved.

- 7.2. **New Board Members:** Porter's current term ends in 2021 and she will be unable to serve an additional term. She was thanked for her service to the District. The County Commissioners will advertise for a new member.

- 7.3. **Other:** None

8. **RECAP AND FUTURE AGENDA ITEMS:** Mets Remodel Architectural Firms Presentations; Emergency Connectivity Fund; New Board Member; Newport Building

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

The meeting adjourned at 5:13 p.m. The next regular meeting will be Thursday, January 27, 2022 at 3:00 p.m. at the District Office in Newport, with the option to meet in person or on Zoom.

Respectfully submitted by Denise Pontius,

Vice Chair Beverly Sarles

Denise Pontius