



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, January 27, 2022 * District Office in Newport

3:00 p.m. General Meeting

4:00 Architectural Presentations

1. **CALL TO ORDER:** The Board Meeting was called to order at 3:01 p.m. by Chair Jeff Pittman
Other Board Members Present: Trustee Carol Schaffer, Trustee Beverly Sarles
Board Member Absent: Trustee Dan Peterson
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: November 17, 2021
 - 2.3. Approval of Voucher No. 21405 through No. 21449,
dated November 1 through November 30, 2021, in the amount of \$72,165.24
 - 2.4. Approval of Voucher No. 21450 through No. 21476,
Dated December 1 through December 31, 2021, in the amount of \$82,255.19
 - 2.4. Policy Changes: 5.7 Discipline & Termination
 - 2.5. New Employees / Volunteers: Kaitlyn Chantry (re-hire)
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

November Income: There was \$59,426 in property tax revenue (\$833,779 YTD); \$58 in investment interest (\$755 YTD); and \$1,878 in contributions & donations (\$1,819 Washington State Library digitization grant & \$59 other)

November Significant Expenses: Admin. Salaries & Wages included \$400 vaccine incentives; Admin. Contingency \$830 (Legal - \$6,305 YTD); Admin. Graphic Design \$975 (Fall program guide); Services Salaries & Wages included \$2,250 vaccine incentives; Services Benefits Insurance & VEBA \$2,557 (active employees \$2,182 and unpaid leave employee \$375 – YTD \$4,157); Services Microfilm Digitizing \$1,910 (Newport Miner); Services Online Database Subscriptions \$2,411 (Ebsco); Facilities Cleaning Services - \$1,378 (Carpet Cleaning \$980, Pest Control \$128 & Newport Cleaning \$270); Capital Computers \$754 (Newport catalog computer)

As of November 30, we have received 103.9% of budgeted income (2020 –98.1%) and spent 77.5% of budgeted expenses (2020 –66.4%)

December Income: There was \$9,179 in property tax revenue (\$842,959 YTD); \$3,171 in timber excise tax (\$48,797 YTD); \$2,366 in misc. income (Enduris reimbursement); and \$1,015 in contributions & donations (\$1,000 STCU Calispel Library & \$15 other); and \$52 in investment interest (\$807 YTD).



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December Significant Expenses: Admin. Contingency \$200 (Legal - \$6,505 YTD); Services Online Database Subscriptions \$3,153 (Learning Express Library \$2,157 & Princh Mobile Printing \$996); Services Advertising \$1,741 (Staff Vests \$1,208, Miner Turkey Promotion \$59 & Petroglyph Winer Program Guide \$474); Capital Branch Renovation \$3,501 (Calispel shelving); Capital Computers \$910 (lone Branch Manager laptop & case)

4.2. **Credit Card Expenses:** Pittman reviewed and approved all remaining 2021 credit card payments.

4.4 **Other:** None

5. DIRECTOR REPORT:

5.1. **Program Planning:** Plans are beginning for spring and summer programs. There is a meeting with branch managers and program staff to discuss the summer reading format and potential performers.

5.2. **Staffing Changes:** Kaitlyn Chantry has been re-hired to work in Lone & Metaline Falls.

5.3. **COVID:** This continues to be a challenge when various staff members become ill, exposed and need to be tested, or have sick children. Because of the stress this puts on staff, we will close branches as necessary instead of altering hours. Upgraded masks have been ordered for staff members which will hopefully get us through.

5.4. **Legislative Calls:** The Washington Legislature is in session and the Public Libraries of Washington (PLW) is hosting weekly calls with our lobbyist about bills that may have an effect on public libraries. There is currently a proposed bill that would set up a "state e-rate" program which could help offset additional costs of internet service.

5.5. **Other:** Policy 6.23 Library Card Terms and Conditions
An overview was provided of the current policy and the requested change, which clarifies that POCLD has the option to add a previously deleted item to the collection after it has been billed to the patron.

ACTION: Schaffer made a motion to adopt the new policy as written; Sarles seconded; all in favor; motion approved.

6. UNFINISHED BUSINESS

6.1. **Other:** None



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A recess was taken at 3:18 p.m. and the meeting started again at 4:00 p.m.

In addition to the above listed attendees, Jennifer Hampson (lone & Mets branch manager) joined as well as representatives of the four architectural firms presenting proposals.

7. NEW BUSINESS

- 7.1. **Architectural Presentations:** Presentations were given by firms interested in providing architectural services for the proposed Mets Branch remodel. Firms presenting were: MMEC, Integrus, Design West, and Building Work. Board members and staff were asked to rate each firm in a number of areas based on questions previously asked of the firms.

ACTION: Schaffer made a motion to have each participant turn their score sheets in to Pittman within 24 hours. He will tally them up and notify Walters of the chosen firm. Physical forms will be retained in the District Office. Sarles seconded the motion; all in favor; motion approved.

- 7.2. **Other:** None

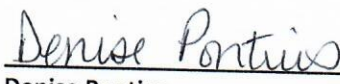
8. **RECAP AND FUTURE AGENDA ITEMS:** Mets Remodel; New Board Member; Newport Building

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

The meeting adjourned at 7:26 p.m. The next regular meeting will be Thursday, February 24, 2022 at 4:00 p.m. at the District Office in Newport, with the option to meet in person or on Zoom.

Respectfully submitted by Denise Pontius,


Chair Jeff Pittman


Denise Pontius