



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, February 24, 2022 * 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 Jeff Pittman
Other Board Members Present: Trustee Carol Schaffer, Trustee Beverly Sarles, Trustee Dan Peterson
Board Member Absent: None
Staff Present: Mandy Walters (Director), Denise Pontius (Finance & Facilities Manager)
Recording Secretary: Dan Peterson
Public Present: None
2. **CONSENT AGENDA:**
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: January 27, 2022**
 - 2.3. **Approval of Voucher No. 21477 through No. 21496, dated January 1 through January 31, 2022, in the amount of \$65,571.57**
 - 2.4. **Policy Changes: None**
 - 2.5. **New Employees / Volunteers: None**
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$3,118 in property tax revenue ; \$56 in investment interest; and \$750 in contributions & donations (Newport Friends)

Significant Expenses: Admin. Accounting \$555 (Pend Oreille County Auditor 2021 supplies); Services Online Database Subscriptions \$1,072 (Reference USA); Facilities Security System \$2,400 (battery replacement \$208 & annual service for five locations \$2,192); Facilities Operating Leases & Rentals \$2,400 (Calispel annual lease); Capital Computers \$5,331 (18 Chromebooks – USAC Emergency Connectivity funds)

As of January 31, we have received less than 1% of budgeted income (2021 – less than 1%) and spent 6.1% of budgeted expenses (2021 –6.4%)
 - 4.2. **Credit Card Expenses:** No credit card invoices were paid in January.
 - 4.3. **Other:** None



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5. DIRECTOR REPORT:

- 5.1. **Mets Grant Update:** The fee proposal from BuildingWork has been received and board members had a chance to review it prior to the meeting. The proposal may be negotiated or accepted as written. There was discussion of the legal process for the District obtaining architectural services and discussion of the grant process and funding.

ACTION: Peterson moved to accept the BuildingWork fee proposal as written; Schaffer seconded the motion. The motion passed unanimously with all Trustees voting in favor.

- 5.2. **Future Facilities Grant:** There was discussion of the current grant application period open through May. Walters will check with the Town of Cusick regarding the feasibility and possibility of the District applying for grant funds to improve the Calispel Library facility (for which a 10-year lease agreement would be required).

- 5.3. **Phone Notifications / Twilio:** A new auto-dialer system called Twilio has been implemented across the entire CIN consortium, including POCLD. This will be a cost savings for us. There were a few kinks in the system but they have been fixed.

- 5.4. **Other:** The mask mandate will be repealed as of March 12. Masking will still be required for unvaccinated staff members.

Walters may need time off to visit family members. The Board gave Pittman authority to grant vacation leave if needed before the next board meeting.

6. UNFINISHED BUSINESS

- 6.1. **Other:** The County Commission has received no applications for the Library District Trustee vacancy.

Walters met with the Newport City Administrator regarding the proposed hotel/library facility. There is no further process planned at this time.

There was brief discussion of the needs, costs, and funding mechanisms that would be required for a new Newport Library facility to become a reality.

7. NEW BUSINESS

- 7.1. **Other:** None

8. **RECAP AND FUTURE AGENDA ITEMS:** Mets Remodel; New Board Member; Future Facilities Grant



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9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:40 p.m. The next regular meeting will be Thursday, March 17, 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 Dan Peterson,

Chair Jeff Pittman

Dan Peterson