



# PEND OREILLE COUNTY LIBRARY DISTRICT

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

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## Board of Trustees Minutes of Regular Meeting

Thursday, March 17, 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)  
**Recording Secretary:** Dan Peterson  
**Public Present:** None
2. **CONSENT AGENDA:**
  - 2.1. **Approval of Agenda**
  - 2.2. **Approval of Minutes: February 24, 2022**
  - 2.3. **Approval of Voucher No. 21497 through No. 21526, dated February 1 through February 28, 2022, in the amount of \$81,472.73**
  - 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 \$65,204 in property tax revenue (\$68,322 YTD); and \$56 in investment interest (\$113 YTD)

Significant Expenses: Facilities Operating Leases & Rentals - \$13,250 (Ione annual lease \$8,250 and Mets annual lease \$5,000); Capital Branch Renovation - \$405 (Newport office chair \$205 and Mets office chair \$200); Capital Equipment & Computers - \$678 (Chromebook bags \$169, 2021 use tax \$24 and Office printer \$485)

As of February 28, we have received 7.4% of budgeted income (2021 – 4.8%) and spent 13.7% of budgeted expenses (2021 –13.4%).
  - 4.2. **Credit Card Expenses:** There are a number of credit card invoices that need to be reviewed.
  - 4.3. **Other:** The State Auditor's Office would like to schedule our accountability audit earlier than normal this year as they have openings in their schedule. We are tentatively on the schedule for the last two weeks of June. This audit is required every three years.
5. **DIRECTOR REPORT:**
  - 5.1. **Mets Grant Update:** The contract with BuildingWork has been signed by Pittman and returned to them. They are doing some background preparations and will be in touch soon. Walters will be meeting with BuildingWork next week to discuss the next steps.



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- 5.2. **New Laws:** There are two new laws on the books that board members should be aware of. The first is ESHB 1630, which makes it illegal to open carry at governing meetings (with the exception of law enforcement). The other is ESHB 1329, which requires public comments at Board meetings, remote opportunities for public comment, and that agendas are posted online. It does not appear that we need to make any changes to operations in light of these new laws.
- 5.3. **Tech Problems:** There have been some issues with technology systems not working well with each other. Exbabylon will be looking into this.
- 5.4. **Other:** Plans have begun for summer reading performers, with the Traveling Lantern booked for June. Others will be scheduled in July & August.

Beginning in April, there will be virtual weekly branch manager meetings. This will be a way to keep the branches more connected and help devise solutions to issues more collaboratively.

Walters led a discussion of the recently proposed state laws and current District policy regarding intellectual freedom.

### 6. UNFINISHED BUSINESS

- 6.1. **Other:** Walters plans to visit the Cusick Town Council with an annual report in April.

### 7. NEW BUSINESS


- 7.1. **Other:** None

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

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

The meeting adjourned at 4:16 p.m. The next regular meeting will be Thursday, April 28, 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