



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, April 28, 2022 * District Office in Newport and via Zoom
4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board of Trustees meeting was called to order at 4:00 p.m. by Chair Jeff Pittman

Trustees Present: Dan Peterson, Jeff Pittman, Carol Schaffer, Beverly Sarles

Trustees Absent: None

Staff Present: Mandy Walters (Director), Denise Pontius (Finance Manager)

Recording Secretary: Dan Peterson (Trustee)

Public Present: None

2. **CONSENT AGENDA** approved by consensus without objection:

2.1. **Approval of Agenda**

2.2. **Approval of Minutes: March 17, 2022**

2.3. **Approval of Voucher No. 21527 through No. 21551, dated March 1 through March 31, 2022, in the amount of \$52,270.79**

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 \$68,041 in property tax revenue (\$136,364 YTD); and \$61 in investment interest (\$174 YTD)

Significant Expenses: Services Online Database Subscriptions - \$567 (Ebsco Auto Repair Source); Facilities Repairs & Maintenance - \$75 (Newport door lock)

As of March 31, we have received 14.6% of budgeted income (2021 – 16.0%) and spent 18.6% of budgeted expenses (2021 –20.3%).

- 4.2. **Credit Card Expenses:** All year to date credit card invoices have been reviewed and approved.

- 4.3. **Other:** The State Auditor's Office began our accountability audit last week. It will cover the period from 2019 through 2021. There is a letter that needs to be signed by a board member that outlines the responsibilities of each party. Several documents from SAO are in the Board Meeting drive folder.

There were no questions regarding the Finance & Facilities Manager report.



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5. DIRECTOR REPORT:

- 5.1. Mets Grant Update:** There was a planning meeting and site visit from the principal architect, Kate Weiland of BuildingWork, on April 22 at the Mets Library. In addition to the Director and branch manager, two of the several stakeholders (mayors, town council members, Cutter Theatre board members, etc.) invited by email attended. Numerous measurements were taken, options will be provided within 3 – 4 weeks, and a subsequent feedback session with the public will be hosted. The project will not involve much general construction and a November-December timeframe for the inside work may benefit contractors. The primary expense is expected to be furnishings.
- 5.2. Staffing:** The lone / Mets branch manager is likely relocating out of the area this summer due to a spouse job transfer. Filling this position may be difficult and relocation funds to help with recruitment were discussed.
- 5.3. Other:** Summer planning is going well. A second performer has been scheduled for August and the program guides should be available in time to hand out before school is released for the summer. Banners will be used in the local communities to publicize events.

Discussion was held regarding District policy, regional activities, and local interest regarding censorship of library materials.

Discussion was held regarding the Trustee candidate interview conducted by the County Commission on April 5. The application was subsequently rejected by the Commission.

Peterson moved and Sarles seconded, to approve vacation time requested by the Director for July 6 – 8. The motion passed unanimously.

There were no questions regarding the Director report.

6. UNFINISHED BUSINESS:

- 6.1. Other:** None



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7. NEW BUSINESS

7.1. Grants: Pittman provided information on potential funding sources for a new Newport Library. Direct appropriations projects are non-competitive and can be used as matching funds for competitive grants. The District has been approved for a Capital Improvement Grant to be used for the Mets Library remodel project. The deadline to apply for an additional grant is April 30.

7.2. Property: Walters has done extensive research on available properties in Newport that could be used for a new library. Discussion was held about applying for a Capital Improvement Grant to purchase land and pay for design work. Direct appropriations could then be applied for at a later date.

ACTION: Schaffer made a motion to have Walters apply for a \$200,000 Capital Improvement Grant, which the District will be required to match; Pittman seconded; all in favor; motion approved.

7.3. Other: None

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

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 5:22 p.m. The next regular meeting will be Thursday, May 26, 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