



# 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, May 26, 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:** Vickie Blanchett
2. **CONSENT AGENDA** approved by consensus without objection:
  - 2.1. **Approval of Agenda**
  - 2.2. **Approval of Minutes: April 28, 2022**
  - 2.3. **Approval of Voucher No. 21552 through No. 21575, dated April 1 through April 30, 2022, in the amount of \$65,587.89**
  - 2.4. **Policy Changes: None**
  - 2.5. **New Employees / Volunteers: Katrina Taft**
3. **PUBLIC PRESENTATIONS:** Vickie Blanchett, Program Director of the Newport School District's after school Grizzly Discovery Center (GDC), described the program's many features and its history of grant funding. Blanchett asked the Library District to consider being the grant-required "Community Partner", and to consider hiring the direct service staff needed for the program's next grant/budget year. Blanchett left the meeting at 4:20 p.m.
4. **FINANCE & FACILITIES MANAGER REPORT:**
  - 4.1. **Monthly Reports:**

Income: There was \$303,271 in property tax revenue (\$439,634 YTD); \$1,303 in U.S. Fish & Wildlife subsidy; \$140 in investment interest (\$314 YTD); and \$965 in Contributions & Donations (Cannon Street Cabins - \$200, Newport Friends - \$750, and other - \$15)

Significant Expenses: Admin. Graphic Design \$547 (Petroglyph Spring Brochures); Training Conference Expenses \$1,099 (PLA Conference - Walters)

As of April 30, we have received 46.8% of budgeted income (2021 - 50.4%) and spent 24.8% of budgeted expenses (2021 -27.5%).
  - 4.2. **Credit Card Expenses:** Pittman will review credit card expenses for approval.
  - 4.3. **Audit:** The accountability account covering 2019 - 2021 was completed on May 20. Areas examined were accounts payable (credit cards), open public meetings (compliance with minutes, meetings and executive session requirements) and financial condition (reviewing for indications of financial distress. District operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources. There were a few exit recommendations for management's consideration
  - 4.4. **Other:** None

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



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### 5. DIRECTOR REPORT:

- 5.1. Annual Report:** Annual reports have been mailed to every voting household in the county. There are also trifold versions which will be distributed to the public.
- 5.2. Summer Planning:** There will be two outside performers for children (Traveling Lantern and Eric Herman), plus an author doing a book talk during the Bigfoot Festival. Staff will be doing outreach and there are several parades we will need help with.
- 5.3. Grants Update:** There are several grants being worked on.  
ARPA – The picnic table has been purchased and Walters is shopping for solar charges, Maria Town is organizing the science kits.  
Mets Grant – The contract with Commerce is fully signed and final. We are waiting on first draft designs.  
Newport Land – The grant was submitted with all requested documents. We will not find out about the success of this one until October.  
Emergency Connectivity – There are 13 Chromebooks currently circulating. We have received ten laptops that will also be available for patron checkout. There are 11 new hotspots on order that will work with the T-Mobile network.  
VITA – This is a grant available from the IRS to allow us to have free tax prep professionals in the library during tax season. We are currently compiling all of the necessary information.
- 5.4. Tax Policy Workgroup:** Trustees will review information provided about this legislative workgroup in preparation for discussion at the next meeting.
- 5.5. School Partnership:** Vickie Blanchett's public presentation request regarding the Grizzly Discovery Center was discussed.

**ACTION:** Peterson moved that the District offer to serve as the "Community Partner" but not hire the direct service staff needed for the program's next grant/budget year. Schaffer seconded, all were in favor, and the motion was approved.

- 5.6. Other:** Walters would like to request vacation time for August 8 – 12 and 15.

**ACTION:** Peterson moved to approve Walters' request for vacation time for August 8 – 12 and 15. Schaffer seconded, all were in favor, and the motion was approved.

### 6. UNFINISHED BUSINESS:

- 6.1. Other:** None



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### 7. NEW BUSINESS

- 7.1. **Grants:** Nothing new at this time.
- 7.2. **Property:** Nothing new at this time.
- 7.3. **Other:** None

8. **RECAP AND FUTURE AGENDA ITEMS:** Mets Remodel; New Board Member; Future Facilities Grant; Pend Oreille County Fair; Parades; Tax Policy Workgroup

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

The meeting adjourned at 4:50 p.m. The next regular meeting will be Thursday, June 23, 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