



# 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, June 23, 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, Beverly Sarles  
**Trustees Absent:** Carol Schaffer  
**Staff Present:** Mandy Walters (Director), Denise Pontius (Finance Manager)  
**Recording Secretary:** Dan Peterson (Trustee)  
**Public Present:** Linda Cassella (representing Newport Creative District steering committee)

2. **CONSENT AGENDA** approved by consensus without objection:
  - 2.1. **Approval of Agenda**
  - 2.2. **Approval of Minutes: May 26, 2022**
  - 2.3. **Approval of Voucher No. 21576 through No. 21604, dated May 1 through May 31, 2022, in the amount of \$76,832.01**
  - 2.4. **Policy Changes: Food Purchase Policy, Remote Work Policy**
  - 2.5. **New Employees / Volunteers: Roxann Wrynn**

### 3. PUBLIC PRESENTATIONS:

**Linda Cassella** representing Newport Creative District steering committee, sponsored by the Washington State Arts Commission, explained the application in process to establish a "certified creative district" in Newport, which would be a geographically defined, walkable, economic and cultural "hub". Cassella thanked the library for hosting a display and is gathering support and spreading the word about the effort. Once established, the Creative District would be eligible for grants from the Arts Commission. Cassella was asked about the proposed District's relationship to and coordination with the many existing arts entities in the area. Trustees thanked her for the presentation and she left the meeting.

### 4. FINANCE & FACILITIES MANAGER REPORT:

#### 4.1. Monthly Reports:

Income: There was \$79,181 in property tax revenue (\$518,815 YTD); \$53 in U.S. Fish & Wildlife subsidy (\$1,355 YTD); \$244 in investment interest (\$558 YTD); and \$830 in Contributions & Donations (Mets Friends - \$395, Newport Friends - \$395, and other - \$40)

Significant Expenses: Admin. Contingency - \$3,947 (State Audit expenses); Admin. Graphic Design \$1,040 (2021 Annual Report printing); Admin. Postage - \$1,636 (2021 Annual Report); Services Email - \$956 (Google Mail for 3 months); Services Misc. - \$198 (Notary Package - Town); Training Conference Expenses \$2,458 (PLA Conference - Walters \$1,016, total \$2,114 and ALA Conference - Town \$1,442); Capital Branch Renovation \$6,752 (Newport picnic table ARPA grant - \$1,618 and Mets remodel architect \$5,134)

As of May 31, we have received 55.3% of budgeted income (2021 - 57.4%) and spent 31.9% of budgeted expenses (2021 - 34.2%).

- 4.2. **Credit Card Expenses:** All credit card payments through May have been reviewed and approved by Pittman.
- 4.3. **Other:** None

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



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### 5. DIRECTOR REPORT:

- 5.1. **Mets Grant Update:** Trustees reviewed the Concept Design, including several floor plans, provided by BuildingWork. Staff will be meeting with the designer and designer's assistant in July to review their research for proposed furnishings. On August 3 the public will have opportunity to "touch & feel" proposed items and offer opinions. In answer to a question, the Director reviewed the nature of the District's Memorandum of Agreement with the Cutter Theatre in relation to the project.
- 5.2. **Summer Planning:** There was an author event yesterday, with another this evening in Metaline Falls. Last Tuesday the first batch of performances occurred.
- 5.3. **Parade:** Staff is registered to participate in the June 25 Rodeo Parade and the District will also participate in the July 4 parade in Usk.
- 5.4. **Other:** There was discussion of the Remote Work Policy approved with the consent agenda.

### 6. UNFINISHED BUSINESS:

- 6.1. **Tax Policy Workgroup:** There was review and further discussion of the effort to reevaluate the State's 1% cap on property tax increases for local governments, of which Library Districts are a part. Some Districts have expressed support of reevaluation, and some have proposed that a 3% cap be considered, in light of the inability to keep pace with rising costs. Trustees asked the Director to monitor the effort and prepare a draft comment letter if appropriate.
- 6.2. **Other:** None

### 7. NEW BUSINESS

- 7.1. **Other:** Traditionally Trustees clean up and prepare the District's County Fair booth for staff occupancy during the Fair. Setup day is August 17, prior to the fair August 18 – 21. Trustees will discuss scheduling during the July meeting.

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 4:38 p.m. The next regular meeting will be Thursday, July 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