



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, July 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, Beverly Sarles, Carol Schaffer
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: June 23, 2022**
 - 2.3. **Approval of Voucher No. 21605 through No. 21630, dated June 1 through June 30, 2022, in the amount of \$75,123.68**
 - 2.4. **Policy Changes:**
 - 2.5. **New Employees / Volunteers: Elanna Flanders**
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$9,858 in property tax revenue (\$528,673 YTD); \$19,759 in Timber Excise Tax; \$439 in investment interest (\$996 YTD); and \$1,200 in ARPA Grant (Newport Picnic Table Reimbursement)

Significant Expenses: Admin. Contingency - \$1,916 (State Audit expenses \$5,863 total); Admin. Graphic Design \$1,430 (Summer Programs Guide); Admin. Services Other - \$752 (2021 Annual Report Printing); Services Advertising - \$1,503 (Newport Ren Faire - \$90, Cusick High School - \$365, Summer Reading Banners - \$1,023, Facebook Learn More - \$25); Training Conference Expenses \$1,261 (WFOA Registration Pontius - \$600, MLS Registration Thomas & Barton - \$661); Capital Equipment Computers \$4,631 (Ten Laptops – ECF Grant)

As of June 30, we have received 58.7% of budgeted income (2021 – 63.7%) and spent 38.9% of budgeted expenses (2021 –41.7%).
 - 4.2. **Credit Card Expenses:** All credit card payments have been reviewed and approved by Pittman
 - 4.3. **Other:** None

There were no questions regarding the Finance & Facilities Manager report.
5. **DIRECTOR REPORT:**
 - 5.1. **Mets Grant Update:** The public meeting scheduled for August 3 has been well publicized.
 - 5.2. **Courier Contract:** After review and discussion, a motion to approve the courier contract was made by Peterson, seconded by Schaffer, and unanimously passed with all in favor, none opposed.
 - 5.3. **Community Garden:** Trustees were encouraged to visit the garden which is very well done.



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5.4. **Other:** None

6. UNFINISHED BUSINESS:

6.1. **Tax Policy Workgroup:** After review and discussion of the draft letter provided, a motion to approve and send it without changes was made by Schaffer, seconded by Sarles, and unanimously passed with all in favor, none opposed.

6.2. **Other:** None

7. NEW BUSINESS

7.1. **Other:** Available Trustees will clean and prepare the District's County Fair booth on Wednesday, August 17 at 9:00 a.m.

Walters explained that due to uncertainty about the state minimum wage until the September 30 official release, and because staffing is the largest expense, the first draft of the 2023 budget is delayed.

An applicant for the vacant Trustee position has been interviewed by the County Commission.

There was discussion of various funding mechanisms and the timing of possible State political contacts in relation to match offsets for capital improvement grants.

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

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:29 p.m. The next regular meeting will be Thursday, August 25, 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