



## 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, October 27, 2022 \* District Office in Newport and via Zoom

3:30 p.m. Executive Session – Discussion of Director’s Evaluation

4:00 p.m. General Meeting

**Executive Session to discuss Director’s Evaluation commenced at 3:30 p.m. and ended at 4:00 p.m. No action was taken.**

1. **CALL TO ORDER:** The Board of Trustees meeting was called to order at 4:00 p.m. by Chair Jeff Pittman  
**Trustees Present:** Brad Bardwell, Dan Peterson, Jeff Pittman, Beverly Sarles, Carol Schaffer  
**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: September 22, 2022**
  - 2.3. **Approval of Voucher No. 21700 through No. 21724, dated September 1 through September 30, 2022, in the amount of \$67,654.97**
  - 2.4. **Policy Changes:** Volunteer Policy & Application
  - 2.5. **New Employees / Volunteers:** None
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
  - 4.1. **Monthly Reports:**

Income: There was \$15,964 in property tax revenue (\$555,764 YTD); \$7,999 in Timber Excise Tax (\$27,758 YTD) and \$1,420 in investment interest (\$4,031 YTD). A transfer of \$200,000 was made from the Cash Account to the Reserve Account.

Significant Expenses: Services Design & Printing - \$910 (Fall Program Guide design); Capital Branch Renovation - \$6,974 (BuildingWork architectural services - Mets, \$19,609 YTD)

As of September 30, we have received 64.0% of budgeted income (2021 – 71.4%) and spent 61.2% of budgeted expenses (2021 – 63.2%).
  - 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.



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### 5. DIRECTOR REPORT:

**5.1. Mets Grant Update:** Two bids for furnishings were received and the Director and Consultant will be reviewing them. No bid was received for shelving (a smaller component of the project), so a direct contract will be used. Compliance with State law and possible additional funding for overages were discussed.

**5.2. 2023 Budget:** The 2023 Salary Schedule was presented, reflecting a 6.5% increase. The State minimum wage is increasing from \$14.49 to \$15.74, thus the District's starting wage was raised from \$15 to \$16, reflecting a 6.5% increase. All positions and steps were adjusted accordingly.

**ACTION:** Bardwell moved to approve the 2023 Salary Schedule as presented. Schaffer seconded, and the motion was approved with all in favor, none opposed.

After discussion of the 3% differential between steps and the amounts of the District wage increases in 2022 and 2023, the following additional action was taken:

**ACTION:** Peterson moved to approve no step increase for District employees in 2023. Sarles seconded, and the motion passed with four in favor and one opposed.

The 2023 budget includes a placeholder for potential revenue from a State Library Capital Grant for land acquisition for a Newport branch library. The District has been selected for a \$200,000 grant recommendation, but approval is dependent upon the Legislature's and Governor's approvals of the State Capital Budget in 2023.

**5.3. Newport Facility Lease:** Walters described meetings with the Newport City Administrator and various proposals for changes to the terms of the agreement which allows the District's Newport Library use of the building owned by the City of Newport. The document presented extends the agreement for two years in largely the same terms, with the addition of a 180 day renegotiation clause and a 365 day termination clause.

**ACTION:** Peterson moved to approve **Agreement No. NP2023-02 COOPERATIVE BUILDING MAINTENANCE CONTRACT** as presented. Bardwell seconded, and the motion was approved with all in favor, none opposed.

### 5.4. New Courier Contract:

**ACTION:** After brief discussion, Schaffer moved to approve the **Independent Contractor Agreement** for courier services as presented. Pittman seconded, and the motion was approved with all in favor, none opposed.

### 5.5. Other: New policy – 6.17 Procurement

**ACTION:** After brief discussion, Schaffer moved to approve policy **6.17 Procurement** as presented. Pittman seconded, and the motion was approved with all in favor, none opposed.



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### 6. UNFINISHED BUSINESS:

6.1. Other: None

### 7. NEW BUSINESS

7.1. **Director's Evaluation:** Pittman presented the Trustees' collective **EVALUATION OF LIBRARY DIRECTOR Pend Oreille County Library District, November 2022.**

**ACTION:** Peterson moved to approve a 6.5% increase to the Director's salary for 2023. Sarles seconded, and the motion was approved with all in favor, none opposed.

7.2. **Other:** There was discussion of conducting a Trustees' planning retreat in February or March 2023.

8. **RECAP AND FUTURE AGENDA ITEMS:** Mets Remodel; 2023 Budget; Newport Lease; CDC Grants; Capital Grants; 2023 Meeting Calendar; 2023 Levy Certification; 2023 Officer Election

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

The meeting adjourned at 5:27 p.m. The next regular meeting will be Thursday, November 17, 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