



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, August 25, 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: Brad Bardwell, Dan Peterson, Jeff Pittman, Beverly Sarles
(New Trustee Brad Bardwell was introduced.)
Trustees Absent: Carol Schaffer
Staff Present: Mandy Walters (Director), Denise Pontius (Finance Manager)
Recording Secretary: Dan Peterson (Trustee)
Public Present: Ted & Fran Maxwell

2. **CONSENT AGENDA** approved by consensus without objection:
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: July 28, 2022**
 - 2.3. **Approval of Voucher No. 21631 through No. 21665, dated July 1 through July 31, 2022, in the amount of \$83,522.94**
 - 2.4. **Policy Changes:**
 - 2.5. **New Employees / Volunteers: Kira Isbell**

3. **PUBLIC PRESENTATIONS:** None

4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$4,394 in property tax revenue (\$533,067 YTD); \$8,950 in FCC E-Rate Funding (reimbursement for ten laptops and ten Chromebooks); \$609 in investment interest (\$1,605 YTD); and \$1,155 in Contributions & Donations (Newport Friends - \$750, Newport Friends for Traveling Lantern - \$395, and Misc. - \$10)

Significant Expenses: Admin. Computer Tech \$7,423 (Exbabylon monthly - \$4,725, legacy virtual machines - \$471 and Azure project migration - \$2,227); Admin. Advertising \$472 (Mets remodel postcard); Services OCLC Cataloging & ILL \$3,741 (annual payment); Services Advertising \$448 (Newport Miner Summer Activities Guide); Services Copier Service Fees \$645 (Dec. 2021 – June 2022); Training Conference Expenses \$1,565 (ALA Town – total \$3,059); Capital Branch Renovation \$7,501 (Mets remodel architect – YTD total \$12,636)

As of July 31, we have received 60.3% of budgeted income (2021 – 64.7%) and spent 46.8% of budgeted expenses (2021 –47.9%).
 - 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:** Staff is working with shelving suggestions for better use. Discussion of payment procedures for the grant work to be done.



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5.2. **2023 Budget:** Staff provided a preliminary salary schedule and salary & benefits summary, based on an estimate for the state minimum wage to be announced September 30. The 2023 proposed budget will be provided in early October. Individual trustees will respond to staff with budget questions as needed, and the Chairman and Director will determine if an additional October meeting will be needed for budget discussion.

5.3. **Other:** Board members were thanked for their help in setting up the fair booth.

The lone lease will be reviewed soon.

Walters would like to request vacation time for September 14 – 16.

ACTION: Sarles moved to approve Walters' vacation request; Peterson seconded, and the motion was approved with all in favor, none opposed.

6. UNFINISHED BUSINESS:

6.1. **Other:** The letter to the Tax Policy Workgroup approved last month has been signed and sent.

7. NEW BUSINESS

7.1. **Other:** None

8. **RECAP AND FUTURE AGENDA ITEMS:** Mets Remodel; 2023 Budget

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:22 p.m. The next regular meeting will be Thursday, September 22, 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