



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, September 22, 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, Carol Schaffer
Staff Present: Mandy Walters (Director), Denise Pontius (Finance Manager)
Recording Secretary: Dan Peterson (Trustee)
Public Present: Nicole Dice (Pend Oreille County Treasurer)
2. **CONSENT AGENDA** approved by consensus without objection:
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: August 25, 2022**
 - 2.3. **Approval of Voucher No. 21666 through No. 21699, dated August 1 through August 31, 2022, in the amount of \$86,538.17**
 - 2.4. **Policy Changes:** None
 - 2.5. **New Employees / Volunteers:** None
3. **PUBLIC PRESENTATIONS:** In response to questions raised by a Trustee, Nicole Dice (Pend Oreille County Treasurer) discussed various investment opportunities for the District's funds. It was the consensus to continue with the Local Government Investment Pool (LGIP). Dice reported the District's funds as \$770,354.27 and the LGIP rate as of this morning as 2.43%
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$6,733 in property tax revenue (\$539,800 YTD); and \$1,005 in investment interest (\$2,611 YTD). The interest income for the first quarter averaged \$58 per month and the second quarter monthly average was \$274, so interest has gone up considerably.

Significant Expenses: Admin. Computer Tech \$7,598 (Exbabylon two months - \$7,329 and EnvisionWare project - \$269); Admin. Graphic Design & Printing \$1,217 (Summer Program Guides printing); Admin. Insurance \$8,347 (Enduris annual premium); Services Online Database Subscriptions \$2,265 (Ebsco Learning Express Library); Services Self-Check Licensing \$1,019 (EnvisionWare annual renewal); Training Conference Expenses \$1,653 (ALSC registration - Hampson \$499, YALSA registration - Burdick \$329, PNLA - Barton & Thomas \$825 - total PNLA cost \$1,825)

As of August 31, we have received 61.3% of budgeted income (2021 - 66.2%) and spent 54.9% of budgeted expenses (2021 - 56.0%).
 - 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:** The remodel project is progressing; the bid packet is available online; bids are expected to be reviewed and one approved at the October meeting.
- 5.2. **2023 Budget:** The preliminary budget, process, and compensation issues were discussed. Walters described some further adjustments yet to be made to the proposed budget to be provided prior to the October meeting.
- 5.3. **Ione Lease:** The proposed lease was reviewed and discussed. It includes a 5% rent increase, and the District will assume responsibility for janitorial services in the rooms it leases.

ACTION: Peterson moved to approve the INTER-LOCAL AGREEMENT FOR USE AND OCCUPATION OF PREMISES [with date corrected] with the Town of Ione, Schaffer seconded, and the motion was approved with all in favor, none opposed.

- 5.4. **Other:** In response to a question by a Trustee, Walters reported that it will be at least next month before there is anything to report regarding the Library Capital Improvement Grant application (for possible land acquisition and architectural services for a Newport facility).

6. UNFINISHED BUSINESS:

- 6.1. **Other:** None

7. NEW BUSINESS

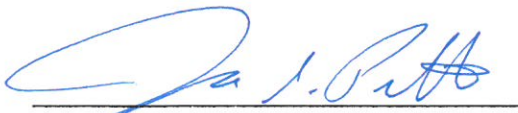
- 7.1. **Interest Rate Discussion:** [Accomplished with Nicole Dice earlier in the meeting]
- 7.2. **Other:** Trustees will meet (at 3:30 p.m.) in Executive Session one-half hour before the regular October meeting to conduct the Director's annual performance review.

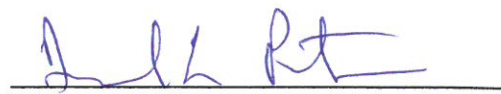
8. RECAP AND FUTURE AGENDA ITEMS: Mets Remodel; 2023 Budget; Ione Lease

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:33 p.m. The next regular meeting will be Thursday, October 27, 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