



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, January 26, 2023 * 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 4:05 p.m. by Chair Jeff Pittman
Trustees Present: Brad Bardwell, Jeff Pittman, Beverly Sarles, Carol Schaffer
Trustees Absent: Dan Peterson
Staff Present: Mandy Walters (Director), Denise Pontius (Finance Manager)
Recording Secretary: Denise Pontius
Public Present: None
2. **CONSENT AGENDA** approved by consensus without objection:
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: November 17, 2022**
 - 2.3. **Approval of Voucher No. 21753 through No. 21778, dated November 1 through November 30, 2022, in the amount of \$71,534.11**
 - 2.4. **Approval of Voucher No. 21779 through No. 21814, dated December 1 through December 31, 2022, in the amount of \$79,051.74**
 - 2.4. **Policy Changes:** Dress Code, Continuing Education
 - 2.5. **New Employees / Volunteers:** None
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

November Income: There was \$52,389 in property tax revenue (\$840,185 YTD); \$39,590 in Federal Grant/Better Health Together (\$62,745 YTD); \$2,452 in investment interest (\$8,064 YTD) and \$55,143 in Contributions & Donations (Estate of Roger Aydelott to be used for the Mets remodel).

November Significant Expenses: Training Conference Expenses - \$2,898 (\$914 WFOA Pontius - \$1,843 total, \$928 ALSC Hampson - \$1,777 total, \$773 Marketing Conference Walters, \$177 Ebook Conference Town & \$106 YALSA Burdick); Staff Meeting Expenses - \$178 (program meeting lunch); Capital Branch Renovation - \$680 (BuildingWork architectural services - Mets \$23,433 YTD); and Capital Equipment Computers - \$856 (Cataloging Laptop).

As of November 30, we have received 107.6% of budgeted income (2021 – 103.9%) and spent 74.7% of budgeted expenses (2021 – 77.5%).

December Income: There was \$11,657 in property tax revenue (\$851,842 YTD); \$43,390 in Timber Excise Tax (\$71,148 YTD); and \$2,948 in Investment Interest (\$11,012 YTD).

December Significant Expenses: Services Collection Digital - \$4,000 (Hoopla - \$7,000 YTD); Services Online Database Subscriptions - \$2,516 (Ebsco Information Package); Services Email - \$1,976 (\$476 Google two months & \$1,500 Patron Point Email Marketing); Services Advertising - \$1,067 (Staff Sweatshirts); Training Conference Expenses - \$1,952 (\$665 YALSA Burdick - \$1,100 total, \$683 Marketing Conference Walters - \$1,455 total, \$265 Ebook Conference Town - \$443 total, \$339 PNLA Thomas & Barton - \$1,825 total); Training Staff Meeting Expenses - \$506 (All Staff Training lunch); Facilities Small Tools & Equipment - \$641 (Calispel Computer Chairs - \$226 & Mets Easels & Bookshelf Dividers - \$415); and Capital Equipment - \$4,938 (lone Book Drop).



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As of December 31, we have received 113.8% of budgeted income (2021 - \$105.8%) and spent 82.1% of budgeted expenses (2021 – 86.5%).

- 4.2. **Credit Card Expenses:** All credit card payments have been reviewed and approved by Pittman.
- 4.3. **New Internet Contract:** A new internet contract has been signed for internet services with Wired or Wireless. This is the company that took over Pend Oreille Valley Networks. The contract has the same rates and terms as the previous POVN contract, with the exception that they will now provide greater bandwidth to the Newport Library.
- 4.4. **Board Members Contact Information:** A list of board members contact information needs to be provided to the Auditor's Office each year. Board Members were asked to verify current information and/or provide missing information.
- 4.5. **Other:** None

5. DIRECTOR REPORT:

- 5.1. **Grants:** Discussion was held about various grants that have been applied for.

Since no bids have been received for the Mets project, Walters would like to consider using MRSC Rosters. She has reached out to them but has not received a reply.

- 5.2. **Staffing Update:** One of the lone/Mets staff members has resigned and will be replaced by the person who is currently substituting at those branches. We will be advertising for a new substitute.
- 5.3. **Legislative Calls:** The Public Libraries of Washington holds calls with a lobbyist discussing bills that may affect public libraries. Walters plans to participate in at least some of these calls. As of now, the Library Capital Improvement program is not only fully funded, but the Governor is recommending doubling the budget. There is also some discussion about possibly scaling down the required grant match based on the size of a community served by a specific library.
- 5.4. **Database Update:** Mango is a foreign language learning database that was provided for us through CIN. It became one of our most used digital resources, but CIN decided to discontinue it. It is included in the 2023 budget.

CIN is also likely going to discontinue Freegal, one of the music streaming platforms. Since our patrons use it pretty heavily, Walters will explore what it would cost for us to fund this ourselves.

- 5.5. **Other:** Walters has been appointed to two leadership groups with the Association of Rural & Small Libraries.

The lone City Council has decided to allow us free use of the Community Center for the summer camp program this year. Our contract allows us free use of the room, but a special request was made due to the amount of time it would be needed.



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6. UNFINISHED BUSINESS:

- 6.1. **2023 Board Retreat:** Pittman & Bardwell will set up topics for the Board Retreat Agenda. Some ideas include the strategic plan, SWOT, community values, potential Newport land purchase, and lease agreements. Discussion was held about having the County Assessor and/or the Newport City Manager attend the retreat.
- 6.2. **Other:** None

7. NEW BUSINESS:


- 7.1. **Other:** None

8. **RECAP AND FUTURE AGENDA ITEMS:** Mets Remodel; CDC Grants; Capital Grants


9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:43 p.m. The board retreat will be Thursday, February 23 from 1:00 to 4:00 p.m. at the PUD Meeting Room, followed by the regular meeting at 4:00 p.m. at the District Office in Newport, with the option to meet in person or on Zoom.

Respectfully submitted by Denise Pontius,



Chair Jeff Pittman



Denise Pontius