

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

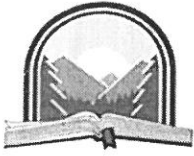
Thursday, November 17, 2022 * District Office in Newport and via Zoom
4:00 p.m. General Meeting

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: None
2. **CONSENT AGENDA** approved by consensus without objection:
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: October 27, 2022**
 - 2.3. **Approval of Voucher No. 21725 through No. 21752, dated October 1 through October 31, 2022, in the amount of \$73,288.51**
 - 2.4. **Policy Changes:** Travel & Training
 - 2.5. **New Employees / Volunteers:** None
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$232,032 in property tax revenue (\$787,796 YTD); \$6,336 in FCC E-Rate Funding (\$15,286 YTD); \$23,156 in Federal Grant/Better Health Together (Chromebooks & Hot Spots to be purchased in 2023); \$1,581 in investment interest (\$5,612 YTD) and \$1,756 in Contributions & Donations (\$1,000 from Newport Grizzly Center to purchase program supplies, \$750 from Newport Friends & \$6 Other).

Significant Expenses: Training Conference Expenses - \$679 (\$329 WFOA Pontius - \$929 YTD & \$350 ALSC Hampson - \$849 YTD); Capital Branch Renovation - \$4,546 (\$3,144 BuildingWork architectural services - Mets, \$22,753 YTD & \$1,402 Pend Oreille County building permits - Mets)

As of October 31, we have received 91.9% of budgeted income (2021 – 96.8%) and spent 68.1% of budgeted expenses (2021 – 69.7%).
 - 4.2. **Credit Card Expenses:** All credit card payments have been reviewed and approved by Pittman.
 - 4.3. **2023 Levy Certification:** The 2023 Tax Levy Certification was presented for approval (Resolution 2022-101).
ACTION: Schaffer moved to approve the 2023 Tax Levy Certification (Resolution 2022-101) as presented; Bardwell seconded, and the motion passed with all in favor and none opposed.
 - 4.4. **2023 Budget Approval:** The 2023 Budget (Resolution 2022-102) was presented and discussed.
ACTION: Schaffer moved to approve the 2023 Budget (Resolution 2022-102) as presented; Sarles seconded, and the motion passed with all in favor, none opposed.
 - 4.5. **Other:** None



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5. DIRECTOR REPORT:

5.1. Mets Remodel & Grant Bids:

District staff and consultant recommended approval of the Workpointe bid for furniture, with the addition of improvements to the children's area (\$8,000-\$9,000). The memorial gift of \$55,000 recently received will be used for additional project expense.

ACTION: Bardwell moved to approve the Workpointe bid with the addition; Peterson seconded, and the motion passed with all in favor, none opposed.

No construction bids were received. After discussion,

ACTION: Peterson moved to authorize the Director to proceed with preparing a direct bid contract for a qualified contractor; Schaffer seconded, and the motion passed with all in favor, none opposed.

5.2. Other: Walters would like to request vacation time from Dec. 22, 2022 through January 2, 2023.

ACTION: Schaffer moved to approve the Director's request for certain vacation days during the period December 22, 2022 through January 2, 2023; Bardwell seconded, and the motion passed with all in favor, none opposed.

6. UNFINISHED BUSINESS:

6.1. **2023 Board Retreat:** After discussion the date of February 23, 2023 from 1:00 – 4:00 p.m. (prior to the regularly scheduled meeting) was selected for an in-person Trustees planning retreat. Staff will secure a venue, and Pittman and Peterson will plan the retreat agenda in consultation with the Director, for review and discussion at the January meeting.

6.2. **Other:** None

7. NEW BUSINESS

7.1. **2023 Board Meeting Calendar:** A schedule for 2023 board meetings was presented and discussed. It was noted that the September and November dates vary from the fourth Thursday routine.

ACTION: Peterson moved to approve POCLD Board of Trustees 2023 Meeting Schedule with the addition of the Trustees Retreat; Schaffer seconded, and the motion passed with all in favor, none opposed.

7.2. **2023 Officer Election:** After discussion,

ACTION: Peterson moved to elect the slate of officers (remaining the same): Chair, Pittman; Vice chair, Sarles; Secretary, Peterson; Schaffer seconded, and the motion passed with all in favor, none opposed.

7.3. **Other:** None



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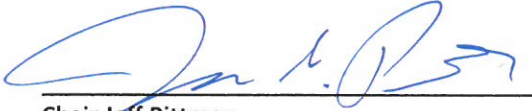
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8. **RECAP AND FUTURE AGENDA ITEMS:** Mets Remodel; CDC Grants; Capital Grants

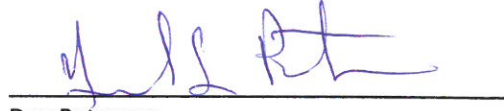
9. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:**

The meeting adjourned at 4:51 p.m. The next regular meeting will be Thursday, January 26, 2023 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