



# 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, February 23, 2023 \* District Office in Newport  
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, Jeff Pittman, Beverly Sarles, Carol Schaffer, Dan Peterson  
**Trustees Absent:**  
**Staff Present:** Mandy Walters (Director), Denise Pontius (Finance Manager)  
**Recording Secretary:** Dan Peterson  
**Public Present:** None
  
2. **CONSENT AGENDA** approved by consensus with the exception of Collection Development.
  - 2.1. **Approval of Agenda**
  - 2.2. **Approval of Minutes: January 26, 2023**
  - 2.3. **Approval of Voucher No. 21815 through No. 21848, dated January 1 through January 31, 2023, in the amount of \$89,286.52**
  - 2.4. **Policy Changes:** Collection Development
  - 2.5. **New Employees / Volunteers:** None
  
3. **PUBLIC PRESENTATIONS:** None
  
4. **FINANCE & FACILITIES MANAGER REPORT:**
  - 4.1. **Monthly Reports:**

Income: There was \$3,131 in property tax revenue; \$3,335 in investment interest (\$56 - Jan. 2022) and \$753 in Contributions & Donations (Newport Friends - \$750 and Misc. - \$3).

Significant Expenses: Services Online Database Subscriptions - \$2,725 (InfoUSA Marketing - \$1,125 and Mango Languages - \$1,600); Services Email - \$6,738 (Google Email - \$238 and Patron Point Email Marketing - \$6,500); Facilities Security System - \$2,192 (Newport Alarm annual service at five locations); Facilities Operating Leases & Rentals - \$16,062 (Town of Cusick annual lease - \$2,400, Town of Lone annual lease - \$8,662, and Cutter Theatre annual lease - \$5,000)

As of January 31, we have received less than 1% of budgeted income (2022 – less than 1%) and spent 5.8% of budgeted expenses (2022 – 6.1%).
  - 4.2. **Credit Card Expenses:** All credit card payments have been reviewed and approved by Pittman.
  - 4.3. **Other:** The Board directed Pontius to transfer \$100,000 to the investment account due to higher interest rates.
  
5. **DIRECTOR REPORT:**
  - 5.1. **Collection Development Policy Revision:** Walters explained the proposed changes to the Collection Development Policy and Board Members asked questions and discussed the changes.  
  
**ACTION:** Bardwell made a motion to approve the revised collection development policy as written; Schaffer seconded; all in favor; motion passed.



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5.2. **Annual Report:** Walters has almost all of the data compiled for the 2022 annual report. These should be ready to mail to all registered voters in the county by the end of March.

5.3. **Other:** There is a contractor potentially interested in bidding on the Metaline Falls project. Hopefully we will get a response within the next few weeks.

### 6. UNFINISHED BUSINESS:

6.1. **Board Retreat:** There was discussion of the preceding Board Retreat held from 1:00 to 4:00 p.m. at the PUD Meeting Room (agenda attached).

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 4:30 p.m. The regular meeting at will be held on March 23, 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



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### 2023 ANNUAL RETREAT

#### POCLD BOARD OF TRUSTEES AGENDA

February 23<sup>rd</sup>, 2023 / 1:00 PM – 4:00 PM

POPUD Meeting Room (130 N Washington, Newport)

- 1) CALL TO ORDER
- 2) PUBLIC COMMENTS (IF APPLICABLE)
- 3) INTRODUCTIONS OF BOARD MEMBERS
- 4) SWOT ANALYSIS (STRENGTHS, WEAKNESSES, OPPORTUNITIES, AND THREATS)
  - a. Develop a one- or two-page graphic
- 5) REVIEW 5-YEAR PLAN
  - a. What should the focus be for the next five years?
  - b. Have we achieved our goals for the prior five years?
  - c. Develop a checklist of goals for the next five years
- 6) BREAK
- 7) POTENTIAL BUILDING SITES FOR NEWPORT BRANCH
  - a. 310 N Washington Ave, Newport
  - b. Adjacent to Schools
- 8) GRANTS (INCLUDING LIBRARY CAPITAL IMPROVEMENT GRANT)
  - a. Consider contacting legislators (via a drafted letter or otherwise).
  - b. What sources should we explore to find additional grants?
- 9) LIBRARY ADDED VALUE
  - a. What services should the library district be focusing on offering?
  - b. What value would a new library offer the community?
  - c. How do we convey the added value of the library to the community?
  - d. Should we begin communicating with the community regarding a new library?
- 10) OPEN DISCUSSION
  - a. Topic(s) that any board member may want to discuss
- 11) ADJURN

# 2023 POCLD BOARD RETREAT

## SWOT ANALYSIS

### Strengths

- Having both Lone & Metaline
- Stable funding
- Current staffing
- Staff relationship with community
- Community partnerships
- Library director
- Board chemistry

### Weaknesses

- South county service gap
- Digital access costs
- Fundraising
- Communication (publicity)

### Opportunities

- Bookmobile (south county)
- Book Locker (south county)
  - Courier help potential
  - Commercial loc. req.
- Data analysis (Analytics on Demand)
- "Community Living Room" (messaging for new library)
- Board advocacy
- Friends of the Library colab.

### Threats

- Getting the word out (regarding desired projects)
- Fire risk (natural disasters)
- Funding
- Digital access costs
- Future staffing
  - Lone & Metaline
- Building leases
- County payroll (potential loss of county assistance)