



# 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, March 23, 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 4:00 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.
  - 2.1. **Approval of Agenda**
  - 2.2. **Approval of Minutes: February 23, 2023**
  - 2.3. **Approval of Voucher No. 21849 through No. 21872, dated February 1 through February 28, 2023, in the amount of \$67,410.43**
  - 2.4. **Policy Changes:** None
  - 2.5. **New Employees / Volunteers:** Auna Jones (temporary)
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
  - 4.1. **Monthly Reports:**

Income: There was \$61,506 in property tax revenue (\$64,638 YTD); \$3,574 in investment interest (\$6,909 YTD) and \$396 in Travel Reimbursements (Ebook Conference - Town).

Significant Expenses: Admin. Office Supplies - \$581 (2022 P.O. County Supplies - \$567 & Amazon - \$14); Admin. Director Meeting Expenses - \$205 (\$463 total); Services Program Performers - \$2,370 (Shadow Puppet Shows at Calispel, Mets & Newport); Services Mileage - \$79 (Walters Mets branch visit); Facilities Branch Improvement - \$130 (Calispel Storage Shelves)

As of February 28, we have received 6.4% of budgeted income (2022 – 7.4%) and spent 10.3% of budgeted expenses (2022 – 13.7%).
  - 4.2. **Credit Card Expenses:** There were no credit card payments in February.
  - 4.3. **Other:** The Board directed Pontius to transfer \$100,000 to the investment account due to higher interest rates. The transfer will be included in the March reports, which will be presented at the April meeting.
5. **DIRECTOR REPORT:**
  - 5.1. **Staffing Update:** A Newport staff member will be out for 12 – 18 weeks on a medical leave, so Auna Jones has been hired to fill in for her. There is also a substitute library assistant preparing to begin working in Lone & Mets, pending a background check.



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- 5.2. **Medical Leave:** Walters is scheduled for surgery on March 31 and anticipates being off for 1 – 2 weeks with a return to remote work the week of April 17. Staff have been prepped and she will keep Pittman in the loop as things progress.
- 5.3. **Cusick Community Center Room:** Walters and the Trustees discussed recent communications with the Town of Cusick Mayor regarding various issues including the Library District's facility lease agreement terms and rent, Community Center Room use, and vacancy of the Town Clerk position. At least one Trustee will plan to attend the next town council meeting with District staff.
- 5.4. **Other:** Blaine Harden, author of "Murder at the Mission", is scheduled to host community discussions in Cusick, Newport and Metaline Falls.

The Program Planning Committee will meet virtually in mid-April to organize the summer programs. We hope to have all of the Summer Program Guides ready in time to send one home with each public school child before the school year ends.

### 6. UNFINISHED BUSINESS:

- 6.1. **Other:** None

### 7. NEW BUSINESS:

- 7.1. **Other:** None

### 8. RECAP AND FUTURE AGENDA ITEMS: Mets Remodel; CDC Grants; Capital Grants; Calispel Valley Library Lease

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

The meeting adjourned at 5:07 p.m. The regular meeting at will be held on April 27, 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