



## 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, April 27, 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:** None  
**Staff Present:** Mandy Walters (Director)  
**Recording Secretary:** Dan Peterson  
**Public Present:** None
2. **CONSENT AGENDA** approved by consensus.
  - 2.1. **Approval of Agenda**
  - 2.2. **Approval of Minutes: March 23, 2023**
  - 2.3. **Approval of Voucher No. 21873 through No. 21898, dated March 1 through March 31, 2023, in the amount of \$82,886.80**
  - 2.4. **Policy Changes: 3.1 Leave**
  - 2.5. **New Employees / Volunteers: None**
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
  - 4.1. **Monthly Reports:**

Income: There was \$77,551 in property tax revenue (\$142,189 YTD); and \$3,383 in investment interest (\$10,292 YTD).

Significant Expenses: Admin. Computer Tech - \$17,792 (Exbabylon December, January & February); Admin. Director Meeting Expenses - \$615 (\$1,078 total); Services Online Database Subscriptions - \$1,591 (Princh mobile printing - \$996, Ebsco Auto Repair Source - \$595); Services Mileage - \$157 (Walters Mets branch visits); Training Conference Expenses - \$1,333 (Washington Library Association – Town)

As of March 31, we have received 13.4% of budgeted income (2022 – 14.6%) and spent 15.7% of budgeted expenses (2022 – 18.6%).
  - 4.2. **Credit Card Expenses:** All credit card payments have been reviewed and approved by Pittman.
  - 4.3. **New Credit Cards:** This will be discussed at a later date.
  - 4.4. **Other:** The transfer of \$100,000 to the investment account is reflected in the March report.
5. **DIRECTOR REPORT:**
  - 5.1. **Lease Updates:**

Pittman reported on the April 4 Cusick Town Council meeting he and library staff attended. Walters reported that the issue regarding the District scheduling its use of the community room in the absence of a town clerk has been resolved. Neither Pittman nor Walters have received any communication from the town since the meeting.

Walters reported that the current two-year lease with the City of Newport runs through the end of 2024.



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### 5.2. Grants Update:

Walters reported that the state Library Capital Improvement Program budget includes some funding for the District for Newport facility land acquisition and design services but is not final until signed by the governor.

Walters reported that no quotes have been received for work related to the Metalines Community Branch grant. Notice has recently been reissued to local newspapers. Ways to increase interest were discussed.

### 5.3. Other:

Walters reported on the District courier work currently being done by an independent contractor/subcontractor.

## 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; Newport Library Lease; New Credit Cards

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

The meeting adjourned at 4:58 p.m. The next regular meeting will be held on May 25, 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