



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, May 25, 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: Jeff Pittman, Beverly Sarles, Carol Schaffer, Dan Peterson
Trustees Absent: Brad Bardwell
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: April 27, 2023**
 - 2.3. **Approval of Voucher No. 21899 through No. 21926, dated April 1 through April 30, 2023, in the amount of \$72,694.00**
 - 2.4. **Policy Changes:** None
 - 2.5. **New Employees / Volunteers:** None
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$297,714 in property tax revenue (\$439,903 YTD); \$1,287 in U.S. Fish & Wildlife Subsidy; \$4,242 in investment interest (\$14,535 YTD); and \$950 in Contributions & Donations (\$200 – David & Holly Heavener & \$750 – Newport Friends).

Significant Expenses: Admin. Website Maintenance - \$982 (Zipline GA4 Migration - \$950 & Adobe Acrobat Pro - \$32); Services CIN Expenses - \$554 (Cloudnine); Services Copier Service Fees - \$642 (December - March); Training Conference Expenses - \$410 (Washington Library Association – Town \$1,743 total); Facilities Repairs & Maintenance - \$992 (Newport Receptacle Repair - \$210 & Office Handrails - \$782); Equipment Computers - \$738 (Chromebook & Case - \$199 & 20 Memory Sticks for Public Computers - \$539)

As of April 30, we have received 39.6% of budgeted income (2022 – 46.8%) and spent 20.4% of budgeted expenses (2022 – 24.8%).
 - 4.2. **Credit Card Expenses:** All credit card payments have been reviewed and approved by Pittman.
 - 4.3. **New Credit Cards:** Due to issues with the current credit cards, Walters and Pontius would like to cancel these cards and open new accounts at STCU. They would like to keep the current credit limits (Walters - \$10,000 and Pontius - \$15,000). Being able to go into a local bank to pay the balance and/or deal with any issues that arise will be very convenient.

ACTION: Peterson made a motion to approve applying for new credit cards at STCU with credit limits of \$10,000 for Walters and \$15,000 for Pontius; Schaffer seconded the motion; all in favor; motion approved.
 - 4.4. **Other:** There was discussion of past due patron accounts, collection policies and procedures. Bad debt in the amount of \$13,388.24 will be written off, representing the accumulation over about the past three years. Going forward, bad debt will be dealt with every six months.



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5. DIRECTOR REPORT:

- 5.1. **Ione Adventure Camp:** There are a few applicants for the Ione Adventure Camp and interviews will be conducted soon. The community is excited about the prospect.
- 5.2. **Courier Update:** Walters discussed the closure of this matter due to lack of response by May 19 to the District's certified letter. Staff reported that courier services would cost about \$3,000 more if provided by a District employee rather than an independent contractor.
- 5.3. **Other:** The Calispel Valley Library has been placed on the June 6 Cusick Town Council agenda. Walters will be attending in person and would like a Board member to attend as well. The Town did not notify the District of this.

The Newport Rodeo Parade is June 24 and the Ione Down River Days Parade is July 29.

Walters discussed increased reporting and accountability from Exbabylon regarding maintenance of the District's computer system, especially for the transition to cloud based products.

Walters discussed the idea of a Trustee subcommittee for capital funding issues. Pittman and Bardwell (in absentia!) volunteered.

Walters would like to request vacation time June 14-16 and 20-21 (June 19 holiday), and July 3-7 (July 4 holiday).

ACTION: Sarles made a motion to approve Walters' vacation time as requested; Schaffer seconded the motion; all in favor; motion approved.

6. UNFINISHED BUSINESS:

- 6.1. **Other:** There was discussion of simplifying the bid documents for the Mets remodel.

7. NEW BUSINESS:

- 7.1. **Other:** Newport Branch Supervisor Celene Thomas was applauded for her contribution to the success of the Renaissance Faire held at the Newport City Park on May 20.

8. RECAP AND FUTURE AGENDA ITEMS: Mets Remodel; CDC Grants; Capital Grants; Calispel Valley Library Lease; Newport Library Lease; Parades; Pend Oreille County Fair

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:36 p.m. The next regular meeting will be held on June 22, 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