



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, June 22, 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, Brad Bardwell
Trustees Absent: None
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: May 25, 2023**
 - 2.3. **Approval of Voucher No. 21927 through No. 21955, dated May 1 through May 31, 2023, in the amount of \$72,187.72**
 - 2.4. **Approval of Minutes: June 9, 2023 Special Meeting**
 - 2.5. **Policy Changes: None**
 - 2.6. **New Employees / Volunteers: None**
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$91,004 in property tax revenue (\$530,907 YTD); \$4,288 in investment interest (\$18,823 YTD); and \$9,514 in Contributions & Donations (\$9,000 – University of Washington, \$500 – Lone Friends & \$14 – other).

In response to a question, Walters described the University of Washington grant.

Significant Expenses: Admin. Design & Printing (annual report) - \$2,293 (Walt's Mailing - \$1,513 & Lemonade Graphics - \$780) ; Admin. Postage - \$1,387 (annual report); Services Program Performers (Renaissance Faire) - \$430 (Benjamin Kardos - \$150 & Athol Ironworks - \$280); Services Hot Spot Service CDC - \$1,800 (Mobile Beacon – 15 T-Mobile Hot Spots at \$120 each annual service); Services Mileage - \$78 (Pontius Spokane Recycles & Supplies); Services Advertising Programs - \$1,055 (Lamar Companies author visit billboard - \$800 & Petroglyph Ren Faire signs - \$255); Training Conference Expenses - \$348 (Washington Counties Insurance Fund – Pontius); Facilities Repairs & Maintenance - \$248 (Calispel Sewer Service) Equipment Other - \$1,065 (Newport Work Table - \$510 & Newport People Counter - \$555)

As of May 31, we have received 48.7% of budgeted income (2022 – 55.3%) and spent 25.2% of budgeted expenses (2022 – 31.9%).
 - 4.2. **Credit Card Expenses:** All credit card payments have been reviewed and approved by Pittman.
 - 4.3. **Other:** None



PEND OREILLE COUNTY LIBRARY DISTRICT

District Office: 116 S Washington Street, Newport, WA 99156

800-366-3654 WWW.POCLD.ORG

5. DIRECTOR REPORT:

- 5.1. **Ione Adventure Camp:** Camp is moving forward, fully staffed, with community volunteers doing lunches, etc. and funded in part by a Mountain West Bank donation of \$500 and an additional \$500 donation from Friends of the Library.
- 5.2. **Courier Update:** The new contractor is oriented, with everything going well in a timely manner.
- 5.3. **Mets Remodel Bid:** Bid was received and there is a meeting scheduled with District staff, architect and bidder to go over questions and missing items.
- 5.4. **Other:** Several items were discussed including upcoming parades, summer reading program, adult reading program with bingo sheets, Town of Cusick "Library Committee" for lease review, and RV Park lessees receiving library cards.

6. UNFINISHED BUSINESS:

- 6.1. **Other:** The Trustee subcommittee for Newport land acquisition was confirmed with Pittman and Bardwell as members.

7. NEW BUSINESS:

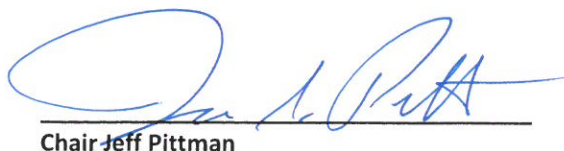
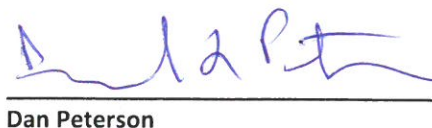
- 7.1. **Other:** None

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

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

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