



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, July 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 Vice Chair Beverly Sarles

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: June 22, 2023**

2.3. **Approval of Voucher No. 21956 through No. 21987, dated June 1 through June 30, 2023, in the amount of \$70,804.21**

2.4. **Policy Changes:** None

2.5. **New Employees / Volunteers:** Kara Matthews & Sophia Huffman

3. **PUBLIC PRESENTATIONS:** None

4. **FINANCE & FACILITIES MANAGER REPORT:**

4.1. **Monthly Reports:**

Income: There was \$14,051 in property tax revenue (\$544,957 YTD); \$43,606 in timber excise tax; \$4,633 in investment interest (\$23,456 YTD); and \$175 in Misc. Income (Ren Faire damage deposit refund).

Significant Expenses: Admin. Contingency - \$380 (courier contract legal fees); Services Collection Digital - \$1,750 (Freegal); Services Design & Printing - \$1,495 (Summer Program Guide graphic design); Services Program Performers - \$404 (HOOT program); Services Mileage - \$133 (\$78 - Walters Mets branch visit, \$6 - Town Camas visit & \$49 Thomas meetings); Equipment Computers - \$749 (3-D Printer)

As of June 30, we have received 54.2% of budgeted income (2022 – 58.7%) and spent 29.8% of budgeted expenses (2022 – 38.9%).

- 4.2. **Credit Card Expenses:** All credit card payments have been reviewed and approved by Pittman.

- 4.3. **Other:** In answer to a Trustee question, staff discussed higher expenses for computer services and printing.

5. **DIRECTOR REPORT:**

- 5.1. **Cusick Negotiation & Options:** Staff described two relocation options currently available. Trustees encouraged staff to further investigate these and other options, estimating the short and long term costs of relocation in comparison to Town of Cusick rent.

ACTION: After review and substantial discussion of the proposed facility lease changes initiated by the Town, Sarles motioned to authorize Walters to negotiate in response, including current rent increase to \$250 per month, June/July/August meeting room use increase to 25 hours per month, and Town responsibility for facility maintenance, with new lease to be effective January 1, 2024. Peterson seconded the motion. After further discussion, all Trustees voted in favor, approving the motion unanimously.



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- 5.2. **Mets Remodel Bid:** Staff, bidder and project consultants met as described at the last Trustee meeting. Walters discussed various options for keeping the final cost near budget and will continue to work toward bringing a final proposal to the Board for approval.
- 5.3. **Primetime Preschool Grant:** Discussion was held about this grant that has been approved for the Calispel Valley Library.
- 5.4. **Other:** Walters mentioned the passing of former District Trustee Diane Stone. As a long time Calispel Valley Library Friend, the branch may close August 10 during the memorial service in her honor.

Discussion was held about the final approval of the \$200,000 state grant for Newport facility planning and property acquisition.

6. UNFINISHED BUSINESS:

- 6.1. **Pend Oreille County Fair:** For various reasons, Walters and District staff have agreed to not sponsor a booth this year.
- 6.2. **Other:** None

7. NEW BUSINESS:

- 7.1. **Other:** None

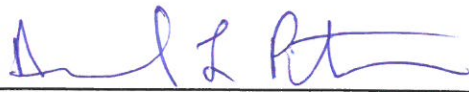
- 8. **RECAP AND FUTURE AGENDA ITEMS:** Mets Remodel; CDC Grants; Capital Grants; Calispel Valley Library Lease; Newport Library Lease

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:53 p.m. The next regular meeting will be held on August 24, 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,


Vice Chair Beverly Sarles


Dan Peterson