



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, August 24, 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: Kate Weiland (BuildingWork architect for Mets remodel)
2. **CONSENT AGENDA** approved by consensus.
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: July 27, 2023**
 - 2.3. **Approval of Voucher No. 21988 through No. 22020, dated July 1 through July 31, 2023, in the amount of \$81,597.86**
 - 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 \$6,303 in property tax revenue (\$551,261 YTD); \$5,070 in investment interest (\$28,527 YTD); and \$1,150 in Contributions & Donations (\$400 – Lone Friends & \$750 – Newport Friends).

Significant Expenses: Services Design & Printing - \$1,177 (Summer Program Guide printing); Services OCLC - \$3,882 (Annual cataloging & ILL service); Services Program Performers - \$5,608 (\$800 - Northwest Survival School, \$2,668 – Blaine Harden author talk, & \$2,140 – Red Yarn Productions shows); Services Mileage - \$333 (\$262 - Walters lone branch visits, \$47 – Walters Calispel subbing & \$24 Walters program meeting); Services Misc. - \$362 (\$262 – Thomas notary package & \$100 ARSL membership); Training & Conference Expenses - \$780 (\$305 - Chilcote PNLA registration & \$475 - Hampson ARSL registration)

As of July 31, we have received 55.3% of budgeted income (2022 – 60.3%) and spent 35.1% of budgeted expenses (2022 – 46.8%).
 - 4.2. **Credit Card Expenses:** All credit card payments were reviewed and approved by Bardwell.
 - 4.3. **Other:** None
5. **DIRECTOR REPORT:**
 - 5.1. **Cusick Negotiation & Options:** Walters reported on the recent Town Council meeting regarding the District's lease. Discussion followed.



PEND OREILLE COUNTY LIBRARY DISTRICT

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

800-366-3654 WWW.POCLD.ORG

- 5.2. **Mets Remodel Bids:** Walters and Weiland presented two bids.

ACTION: After review and discussion, Peterson moved to accept the bid from Northern Territory LLC, including Alternate 1.6-B (book sorting bins). Schaffer seconded the motion, and all Trustees voted in favor.

Weiland left the meeting.

- 5.3. **Newport Update:** Walters reported that a meeting is scheduled next week with City staff regarding a public process for community input regarding District property acquisition.

- 5.4. **Other:** Walters reported on the Primetime Preschool Grant change and the building committee meeting.

6. UNFINISHED BUSINESS:

- 6.1. **Other:** None

7. NEW BUSINESS:

- 7.1. **Other:** A letter in support of the Newport Creative District was presented.

ACTION: Pittman moved to send the letter. Bardwell seconded the motion, and all Trustees voted in favor.

Pittman led a discussion of bookmobiles.

8. **RECAP AND FUTURE AGENDA ITEMS:** Mets Remodel; CDC Grants; Capital Grants; Calispel Valley Library Lease; Newport Library Lease; 2024 Budget

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 5:17 p.m. The next regular meeting will be held on September 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