



## 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, October 26, 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, Brad Bardwell, Dan Peterson  
**Trustees Absent:** None  
**Staff Present:** Mandy Walters (Director), Denise Pontius (Finance Manager)  
**Recording Secretary:** Denise Pontius  
**Public Present:** None
2. **CONSENT AGENDA** approved by consensus.
  - 2.1. **Approval of Agenda**
  - 2.2. **Approval of Minutes: September 27, 2023**
  - 2.3. **Approval of Voucher No. 22047 through No. 22073, dated Sept. 1 through Sept. 30, 2023, in the amount of \$70,424.66**
  - 2.4. **Policy Changes:** 6.1 Non-Library Generated Signage (formerly Bulletin Boards)
  - 2.5. **New Employees / Volunteers:** None
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
  - 4.1. **Monthly Reports:**

Income: There was \$14,572 in property tax revenue (\$574,069 YTD); \$4,166 in Timber Excise Tax (\$47,772 YTD) \$5,714 in investment interest (\$39,847 YTD); and \$771 in Contributions & Donations (\$750 – Newport Friends & \$21 – Other)

Significant Expenses: Admin. Advertising - \$150 (Soccer Team Sponsorship); Services Design & Printing - \$975 (Graphic Design – Fall Program Guide); Services Mileage - \$96 (\$72 – Walters Mets branch visit & \$24 – Walters Calispel committee meeting); Services Leases & Rentals - \$210 (lone annual post office box rental); Services Misc. - \$100 (Town Notary License & Insurance); Training & Conference Expenses - \$575 (Chilcote PNLA lodging, \$1,185 total); Training Staff Meeting Expenses - \$151 (Program meeting lunch); & Capital Equipment Other - \$414 (Office refrigerator)

As of September 30, we have received 58.9% of budgeted income (2022 – 64.0%) and spent 45.2% of budgeted expenses (2022 – 61.2%).
  - 4.2. **Credit Card Expenses:** These will be reviewed and approved at a later date.
  - 4.3. **Funds Transfer:** A transfer of \$100,000 was made out of the investment account in order to cover October expenses. This will be reflected on the October reports.



## PEND OREILLE COUNTY LIBRARY DISTRICT

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

800-366-3654 WWW.POCLD.ORG

- 4.4. **2024 Budget:** The 2024 Salary Schedule was presented, reflecting a 4% increase in the base rates. The State minimum wage is increasing from \$15.74 to \$16.28 (3.4%), and the District's starting wage was raised from \$16.00 to \$16.65 (4%). All positions and steps were adjusted accordingly.

**ACTION:** Schaffer moved to approve the 2024 Salary Schedule as presented. Bardwell seconded, and the motion was approved with all in favor, none opposed.

After discussion of the 3% differential between steps and the total effect on the 2024 Budget, the following action was taken:

**ACTION:** Schaffer moved to approve no step increase for District employees in 2024. Peterson seconded, and the motion passed with all in favor, none opposed.

- 4.5. **Other:** None

### 5. DIRECTOR REPORT:

- 5.1. **Land Use Meetings & Surveys:** In October there were three land use meetings, plus an online survey for patrons of the Newport Library. The feedback has been overwhelmingly positive for the new library to be located on the property next to the school. Walters will aggregate the data and present it to the Newport City Council in late November or early December.
- 5.2. **Mets Remodel Update:** Discussion was held about the contract review. It has been suggested that we use a different format for the contract, which Walters is working on with the architects. When it is completed, it will be sent to an attorney for legal review. Shelving & furniture have been ordered.
- 5.3. **Friends of the Library:** The Newport Friends group has been having problems with theft of donated books. Several possible solutions were discussed.
- 5.4. **Other:** Walters would like to request vacation time for January 25-26 and 29-31.

**ACTION:** Peterson made a motion to approve Walters' vacation request. Sarles seconded the motion, and the motion was approved with all in favor, none opposed.

Walters updated the Board with the latest information regarding the Calispel Valley Library lease with the Town of Cusick. A meeting of the Town Library Committee was advertised as starting at 1:00, but when Walters arrived she was advised that the meeting had been held starting at 11:00 and there was a typo in the advertisement. The new prospective contract will be ratified at the November 7 Council meeting and presented to the Library Board after that. It should be available for discussion at the November 15 Board meeting.

### 6. UNFINISHED BUSINESS:

- 6.1. **Other:** None



## PEND OREILLE COUNTY LIBRARY DISTRICT

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

800-366-3654 WWW.POCLD.ORG

### 7. NEW BUSINESS:

- 7.1. **Executive Session to Discuss Personnel Issue:** Commenced at 4:59 p.m. and ended at 5:03 p.m. No action was taken.

**ACTION:** Pittman made a motion to approve employee termination. Schaffer seconded the motion, and the motion was approved with all in favor, none opposed.

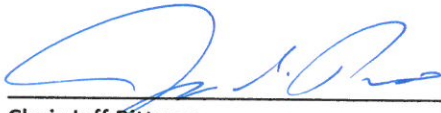
- 7.2. **Other: None**

8. **RECAP AND FUTURE AGENDA ITEMS:** Mets Remodel; Capital Grants; Calispel Valley Library Lease; Newport Land Comments; 2024 Budget; 2024 Levy Certification; 2024 Board Meeting Schedule & Retreat; 2024 Board Officers

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

The meeting adjourned at 5:10 p.m. The next regular meeting will be held on November 16, 2023 at 4:00 p.m. at the District Office in Newport, with the option to meet in person or on Zoom. There will be an executive session at 3:30 p.m. to discuss the Director's Evaluation.

Respectfully submitted by Denise Pontius,

  
Chair Jeff Pittman

  
Denise Pontius