



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

Wednesday, September 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 Chair Jeff Pittman
Trustees Present: Jeff Pittman, Beverly Sarles, Carol Schaffer, Brad Bardwell
Trustees Absent: Dan Peterson
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: August 24, 2023**
 - 2.3. **Approval of Voucher No. 22021 through No. 22046, dated August 1 through August 31, 2023, in the amount of \$83,758.86**
 - 2.4. **Policy Changes:** None
 - 2.5. **New Employees / Volunteers:** Brianna Oswood
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income: There was \$8,236 in property tax revenue (\$559,496 YTD); and \$5,606 in investment interest (\$34,133 YTD)

Significant Expenses: Admin. Insurance - \$9,114 (Enduris annual premium - property & liability); Services Collection Digital - \$4,500 (Hoopla); Services Online Database Subscriptions - \$2,585 (\$2,378 – Ebsco Learning Express, and \$207 – Cengage Learning Gale); Services Mileage - \$69 (\$47 – Hampson program meeting, \$10 – Burdick Camden game night & \$12 Town bubble machine program); Training & Conference Expenses - \$305 (Chilcote PNLA meals & mileage, \$610 YTD)

As of August 31, we have received 56.6% of budgeted income (2022 – 61.3%) and spent 40.6% of budgeted expenses (2022 – 54.9%).
 - 4.2. **Credit Card Expenses:** There were no credit card payments in August.
 - 4.3. **2024 Budget:** A rough draft was presented to the Board. This will be updated as more information is received on wages, benefits and leases.
 - 4.4. **Other:** None
5. **DIRECTOR REPORT:**
 - 5.1. **Cusick Negotiation & Options:** Discussion was held about the latest proposed terms received from the Town of Cusick, specifically the monthly rent amount, Community Center hours and terms of use, and required repairs and maintenance procedures. Also discussed was the initial lease term and additional options for renewal.



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ACTION: Bardwell made a motion to direct Walters to write a new contract for the Calispel Valley Library lease including the items discussed and then have the District lawyer review it before sending it on to the Town of Cusick; Schaffer seconded the motion; all in favor; motion is approved.

- 5.2. **Mets Remodel Update & Shelving Approval:** The contract from Northern Territory, LLC is currently being reviewed by District lawyers and should be ready for approval at the next board meeting. Quotes from Workpointe for shelving and furniture were presented and discussed. The furniture quote that was approved last year had to be updated due to inflation and is now approximately \$10,000 higher. The shelving quote needs board approval.

ACTION: Sarles made a motion to approve the Workpointe shelving quote in the amount of \$26,095.17; Schaffer seconded the motion; all in favor; motion is approved.

- 5.3. **Land Use Meetings:** There are three meetings scheduled to receive public comments on the potential use of the property owned by the City of Newport located next to the elementary school. The District would like to build a new library at that location. There will also be a survey available that library patrons can fill out.

- 5.4. **Tech Update:** Discussion was held about several updates and changes that Exbabylon would like to make to District technology.

- 5.5. **Other:** None

6. UNFINISHED BUSINESS:

- 6.1. **Other:** None

7. NEW BUSINESS:

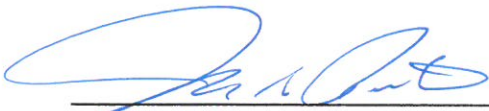
- 7.1. **Other:** None

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

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 5:22 p.m. The next regular meeting will be held on October 26, 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 Denise Pontius,


Chair Jeff Pittman


Denise Pontius