



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, November 16, 2023 * District Office in Newport and via Zoom

3:30 p.m. Executive Session – Discussion of Director's Evaluation

4:00 p.m. General Meeting

**Executive Session to discuss Director's Evaluation commenced at 3:30 p.m.
and ended at 4:00 p.m. No action was taken.**

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: Dan Peterson

Public Present: None

2. **CONSENT AGENDA** approved by consensus.

- 2.1. **Approval of Agenda**

- 2.2. **Approval of Minutes: October 26, 2023**

- 2.3. **Approval of Voucher No. 22074 through No. 22097,
dated Oct. 1 through Oct. 31, 2023, in the amount of \$92,281.63**

- 2.4. **Policy Changes: None**

- 2.5. **New Employees / Volunteers: Yadira Lamphere**

3. **PUBLIC PRESENTATIONS:** None

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

- 4.1. **Monthly Reports:**

Income: There was \$240,405 in property tax revenue (\$814,474 YTD); \$5,578 in investment interest (\$45,424 YTD); and \$1,017 in Contributions & Donations (\$1,000 – Grizzly Discovery Center & \$17 – Other)

There was a funds transfer of \$100,000 from the Investment account to the Spending account.

Significant Expenses: Admin. Mileage - \$66 (Pontius May – Sept. mileage); Admin. Director Meeting Expenses - \$75 (Walters registration); Services Collection Digital - \$3,000 (CIN Overdrive); Services CIN Expenses - \$4,033 (annual dues); Services Design & Printing - \$596 (Printing – Fall Program Guide); Services Mileage - \$275 (\$65 – Pontius Spokane recycles & supplies, \$66 – Walters lone branch visit & \$144 – Walters Mets branch visits); Services Misc. - \$212 (\$118 – Town Notary membership & \$94 Notary Answer Book); Capital Mets Remodel - \$26,938 (\$26,883 - furniture & \$55 – building permit renewal) and Capital Equipment Computers - \$208 (\$116 – Ipad & hotspot cases & \$92 – laptop memory)

As of October 31, we have received 80.1% of budgeted income (2022 – 91.9%) and spent 51.3% of budgeted expenses (2022 – 68.1%).

- 4.2. **Credit Card Expenses:** These have all been reviewed and approved by Pittman.



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- 4.3. **2024 Levy Certification:** The 2024 Tax Levy Certification (Resolution 2023-101) was presented for approval.

ACTION: Bardwell moved to approve the 2024 Tax Levy Certification (Resolution 2023-101) as presented. Schaffer seconded, and the motion passed with all in favor and none opposed.

- 4.4. **2024 Budget Approval:** The 2024 Budget (Resolution 2023-102) was presented and discussed.

ACTION: Peterson moved to approve the 2024 Budget (Resolution 2023-102) as presented. Sarles seconded, and the motion was approved with all in favor, none opposed.

- 4.5. **Other:** The State audits the District every three years, with the next audit scheduled for 2025.

5. DIRECTOR REPORT:

- 5.1. **Newport Survey Results & Council Presentation:** Walters is compiling the many responses and plans to present the results to the Newport City Council at their meeting on December 4 at 6:00 p.m.

- 5.2. **Mets Remodel Update:** The AIA template contract is still being drafted. The grant window has been extended beyond this year, so there is time to complete the contract. The first half payment for furniture has been made, with a February 2024 install expected (after remodel completion).

- 5.3. **Staffing Update:** The new library assistant has Sandpoint Library experience.

- 5.4. **Other:** Walters would like to request vacation time for December 22 – January 2, with a net of 5 PTO days due to the holidays in that period.

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

Walters updated the Board regarding the Calispel Valley Library lease with the Town of Cusick, describing the Town's response to the latest lease draft received earlier in the day. Discussion followed.

Walters reported a grant received for youth materials. Staff described the use and cost of Verizon hot spots.

6. UNFINISHED BUSINESS:

- 6.1. **Other:** None

7. NEW BUSINESS:

- 7.1. **2024 Board Meeting Schedule:** A schedule for 2024 Board Meetings and the Board Retreat was presented and discussed.

ACTION: Peterson made a motion to approve the 2024 Board Meeting Schedule with changes made. Sarles seconded the motion, and the motion was approved with all in favor, none opposed.



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7.2. 2024 Officer Election: After discussion, the following slate of officers was presented:

Chair – Brad Bardwell

Vice Chair – Jeff Pittman

Secretary – Dan Peterson

ACTION: Pittman made a motion to approve the slate as presented. Sarles seconded the motion; and the motion was approved with all in favor, none opposed.

7.3. Other: The Trustees presented to and discussed with the Director the results of their annual evaluation.

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

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 5:25 p.m. The next regular meeting will be held on January 24, 2024 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