



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, January 24, 2024 * 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 Brad Bardwell
Trustees Present: Jeff Pittman, Beverly Sarles, Brad Bardwell, Dan Peterson
Trustees Absent: Carol Schaffer
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: November 16, 2023**
 - 2.3. **Approval of Voucher No. 22098 through Voucher No. 22123, dated Nov. 1 through Nov. 30, 2023, in the amount of \$71,753.62**
 - 2.4. **Approval of Voucher No. 22124 through Voucher No. 22156, dated Dec. 1 through Dec. 31, 2023, in the amount of \$80,067.70**
 - 2.4. **Policy Changes:** None
 - 2.5. **New Employees / Volunteers:** Monica McMackin

3. **PUBLIC PRESENTATIONS:** None

4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

November Income: There was \$51,965 in property tax revenue (\$866,439 YTD); \$34,593 in timber excise tax (\$82,365 YTD); \$6,336 in FCC E-rate funding; and \$5,363 in investment interest (\$50,787 YTD).

November Significant Expenses: Admin. Contingency - \$360 (legal services – contract review); Services Online Database Subscriptions - \$2,642 (Ebsco package); Training Conference Expenses - \$1,324 (Oswood YALSA registration & flights - \$693 & Hampson ARSL lodging - \$631, \$1,106 YTD); Capital Equipment Computers - \$422 (hot spot cases - \$344 & laptop cases - \$78)

As of November 30, we have received 88.6% of budgeted income (2022 – 107.6%) and spent 56.0% of budgeted expenses (2022 – 74.7%).

December Income – There was \$11,227 in property tax revenue (\$877,666 YTD); \$5,182 in investment interest (\$55,969 YTD); \$841 in misc. income (State of Washington unemployment refund); and \$5,011 in contributions & donations (Dorothy Louise Kyler Fund - \$5,000 for children’s books & \$11 other).

December Significant Expenses: Admin. Computer Tech. - \$6,500 (Exbabylon Deep Freeze & Cloudnine projects); Admin. Mileage - \$105 (Pontius – Newport errands & Spokane supplies); Services Collection Digital - \$4,500 (Hoopla); Services Design & Printing - \$1,624 (Winter Program Guides graphic design & printing); Services Online Database Subscriptions - \$2,121 (Data Axle Reference Solutions); Services Mileage - \$361 (Oswood Newport programs - \$29, Thomas program meeting - \$24, Town Calispel programs - \$89, Walters Calispel library committee meetings - \$50, Walters Mets branch visits - \$144, & Walters Calispel sub - \$25); Services Advertising - \$500 (Staff T-shirts - \$495 & Facebook - \$5); Training Conference Expenses - \$735 (Oswood YALSA lodging, food & transportation, \$1,428 total); Capital Equipment Computers - \$197 (laptop/hot spot combo cases)

As of December 31, we have received 90.6% of budgeted income (2022 – 113.8%) and spent 61.2% of budgeted expenses (2022 – 82.1%).



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4.2. **Credit Card Expenses:** There are a number of these that need to be approved, and arrangements were made for various Trustees to sign items as needed.

4.3. **Other:** None

5. DIRECTOR REPORT:

5.1. **Newport City Council Update:** The Council plans to discuss land at the February 5 (6:00 p.m.) meeting. Walters will attend but not give a formal presentation.

5.2. **Mets Remodel Update:** The construction gantt chart provided is tentative. The contract drafting is in final stages almost ready for signatures. Efforts will be made to give the public as much notice as possible of the library closure for construction.

5.3. **Other: ACTION:** Pittman voted to approve the Facility Lease with the Town of Cusick. Peterson seconded the motion and all voted in favor, none opposed.

The Town of Lone has a new HVAC system on order which is expected to be installed in about two weeks. The library has been open.

A staff day idea for the District to facilitate payments by credit card was discussed.

6. UNFINISHED BUSINESS:

6.1. **Other:** None

7. NEW BUSINESS:

7.1. **Retreat Agenda:** Discussion of the February 29, 1:00 p.m. event included revisiting last year's SWOT exercise, and an hour presentation by Dig Chrismer of Innovia. Walters will finalize a venue.

7.2. **OAC Discussion:** Tabled

7.3. **Other:** None

8. **RECAP AND FUTURE AGENDA ITEMS:** Mets Remodel; Capital Grants; Credit Card Payments

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:38 p.m. The next meeting will be held on February 29, 2024, with the Board Retreat at 1:00 p.m. at the PUD Meeting Room and the General Meeting 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 Brad Bardwell

Dan Peterson