



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, February 29, 2024 * PUD Public Meeting Room in Newport
4:00 p.m. General Meeting

1. **CALL TO ORDER:** Following the annual Trustee retreat beginning at 1:00 p.m., the Board of Trustees meeting was called to order at 4:07 p.m. by Chair Brad Bardwell.
Trustees Present: Brad Bardwell, Dan Peterson, Jeff Pittman, Beverly Sarles, Carol Schaffer
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: January 24, 2024**
 - 2.3. **Approval of Voucher No. 22157 through Voucher No. 22192, dated Jan. 1 through Jan. 31, 2024, in the amount of \$100,879.61**
 - 2.4. **Policy Changes:** None
 - 2.5. **New Employees / Volunteers:** None
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

January Income – There was \$4,230 in property tax revenue; \$5,351 in investment interest (2023 - \$3,335); \$500 in sale of surplus property (snowblower); and \$905 in contributions & donations (Newport Friends - \$900 & other - \$5).

January Significant Expenses: Admin. Computer Tech. - \$11,364 (Exbabylon November - \$4,011, December - \$6,949 & workstation migration - \$404); Admin. Contingency - \$1,500 (Legal – Mets contract); Admin. Website Maintenance - \$687 (Zipline Interactive - \$655 & Adobe Acrobat - \$32); Services Collection Digital - \$1,750 (Freemal); Services Email & Patron Point - \$7,298 (Google Email - \$297 & Patron Point Email Marketing - \$7,001); Training Professional Development - \$525 (CPR training); Training Mileage - \$58 (Maxwell CPR training); Training Conference Expenses - \$351 (Hampson - ARSL meals & mileage, \$1,457 total); Training Staff Meeting Expenses - \$252 (CPR training meals); Facilities Security System - \$2,289 (Newport Alarm annual service at five locations); Facilities Operating Leases & Rentals - \$13,662 (Town of Lone annual lease - \$8,662 & Cutter Theatre annual lease - \$5,000); and Capital Branch Renovation - \$987 (Mets Drybox)

As of January 31, we have received less than 1% of budgeted income (2023 – less than 1%) and spent 6.1% of budgeted expenses (2023 – 5.8%).
 - 4.2. **Credit Card Expenses:** These have all been reviewed and approved.
 - 4.3. **Other:** None



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5. DIRECTOR REPORT:

- 5.1. **Circulation Data:** Walters discussed evaluating collections based on annual circulation and number of items. She will share this information with collection development staff.
- 5.2. **CLN eBook Review Request:** Discussion was held about the request by Community Library Network staff for a record of all new purchases on Overdrive/Libby. POCLD declined said request.
- 5.3. **Staffing Change:** The Newport Library is in the process of hiring a new Library Assistant after the previous person moved away.
- 5.4. **Capital Projects Update:** The contractor will work around the uneven floor in the Metaline Falls library branch site (Cutter Theatre).
- 5.5. **Other:** None

6. UNFINISHED BUSINESS:

- 6.1. **Other:** A subsequent (second) submission (deadline April 5, for additional funding of a Newport library site) to the State's Library Capital Improvement Project was discussed.

7. NEW BUSINESS:

- 7.1. **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 4:35 p.m. The next General Meeting will be held on March 28, 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 Brad Bardwell

Dan Peterson