



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, April 25, 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: Brad Bardwell, Dan Peterson, Jeff Pittman, Carol Schaffer
Trustees Absent: Beverly Sarles
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: March 28, 2024**
 - 2.3. **Approval of Voucher No. 22218 through Voucher No. 22242, dated March 1 through March 31, 2024, in the amount of \$59,530.66**
 - 2.4. **Policy Changes:** Upon request, the Naming Policy was pulled from the consent agenda for discussion later in the meeting.
 - 2.5. **New Employees / Volunteers:** None
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

March Income – There was \$70,407 in property tax revenue (\$133,326 YTD); \$4,987 in investment interest (\$15,680 YTD); and \$9,015 in contributions & donations (University of Washington - \$9,000 & other - \$15).

March Significant Expenses: Services Design & Printing - \$715 (graphic design – spring program guide); Services Online Database Subscriptions - \$625 (Auto Repair Source); Services Operating Leases & Rentals - \$350 (Ren Faire park rental & damage deposit); Facilities Operating Leases & Rentals - \$900 (Town of Cusick – January, February & March rent); Capital Branch Renovation - \$680 (Mets remodel – BuildngWork, LLC)

As of March 31, we have received 13.3% of budgeted income (2023 – 13.4%) and spent 14.5% of budgeted expenses (2023 – 15.7%).
 - 4.2. **Credit Card Expenses:** These have all been reviewed and approved.
 - 4.3. **Other:** A transfer from the reserve fund to the cash fund of \$100,000 was made in March.
5. **DIRECTOR REPORT:**
 - 5.1. **SB 5444:** This passed the legislature this year and adds libraries as a firearm sensitive place. The libraries will be required to post signs prohibiting firearms by July 1 and the patron code of conduct will need to be modified. This only prohibits open carry, which is not seen very often.



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5.2. Mets Construction Update: Construction is nearing the end but there is not a finish date yet. The estimate for paint came in at \$40,000, so we have elected not to move forward with that. There was a change order regarding the electrical/internet and the Cutter Theatre is determining if they should repair a crack discovered by the contractors, but other than that things are going smoothly.

5.3. Newport Facility: The grant request for \$2 million was submitted on April 5; it is unlikely we will find out anything until 2025. The budget estimate created by OAC was discussed. The new draft of the Interlocal Agreement was reviewed and discussed. The 65,000 sf property description is one half of the total 3 acre lot.

ACTION: Schaffer moved to approve the revised draft of the Interlocal Agreement with the City of Newport, as presented, incorporating changes requested by the City. Bardwell seconded the motion, and all Trustees voted in favor, none opposed, and none abstained.

5.4. Commerce Capacity Grant: Washington Commerce is working on an initiative assisting organizations in rural areas with capacity growth. It is a non-competitive grant and POCLD was encouraged to apply. This could fund the strategic plan in full with money left over for small feasibility study regarding the Newport Library.

5.5. Other: Due to billing issues with Exbabylon, there will some months with no expenditures and then a large amount all at once.

The proposed Naming Policy was discussed and will be brought back at the next meeting incorporating suggested changes.

The recent postcard and emailed distribution of the District 2023 Annual Report was discussed.

6. UNFINISHED BUSINESS:

6.1. Other: Discussion of the Board of Directors By-Laws revision and Director's annual review procedure was tabled due to Sarles' absence.

7. NEW BUSINESS:

7.1. Other: None

8. RECAP AND FUTURE AGENDA ITEMS: Mets Remodel; Capital Grants; Newport Facility; Board of Directors By-Laws

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:23 p.m. The next General Meeting will be held on May 23, 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