



# 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, May 23, 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 4:08 p.m. by Chair Brad Bardwell.  
**Trustees Present:** Brad Bardwell, Dan Peterson, Jeff Pittman, Carol Schaffer, Beverly Sarles  
**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: April 25, 2024**
  - 2.3. **Approval of Voucher No. 22243 through Voucher No. 22281, dated April 1 through April 30, 2024, in the amount of \$209,224.65**
  - 2.4. **Policy Changes:** Naming Policy
  - 2.5. **New Employees / Volunteers:** None
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
  - 4.1. **Monthly Reports:**

April Income – There was \$330,335 in property tax revenue (\$463,661 YTD); \$1,220 In Fish & Wildlife Subsidy; \$5,149 in investment interest (\$20,829 YTD); and \$1,532 in contributions & donations (Mets Friends - \$132 & Newport Friends - \$1,400).

April Significant Expenses: Admin. Computer Tech - \$6,745 (Exbabylon - \$32 domain registration, \$3,365 Feb. maintenance & \$3,348 March maintenance); Services Mileage - \$695 (Mets construction meetings - \$322, North County Chamber meetings - \$161, Lone & Calispel branch visits - \$92, Program meeting - \$70 & Calispel programs - \$50); Training Conference Expenses - \$1,717 (PNLA lodging & registration – Barton & Oswald); Capital Branch Renovation Mets Remodel - \$125,056 (Architecture - \$625, Construction - \$71,036, Furniture - \$26,883, Shelving - \$26,095, Drybox Rental - \$200 & Supplies - \$217); Capital Branch Renovation Other - \$3,523 (Calispel cabinets & slatwall panels); and Capital Computers - \$2,535 (three replacement computers)

As of April 30, we have received 41.0% of budgeted income (2023 – 39.6%) and spent 27.0% of budgeted expenses (2023 – 20.4%).
  - 4.2. **Credit Card Expenses:** These need to be reviewed and approved.
  - 4.3. **Other:** After additional research, it appears that switching credit cards to STCU is not an option as the County does not have a bank account there.



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### 5. DIRECTOR REPORT:

- 5.1. **Newport Facility/Grant Update:** Discussion. Current Lease Agreement will be extended two years before coordinating with the Interlocal Agreement.

**ACTION:** After discussion, Schaffer moved to approve the Interlocal Agreement with the City of Newport in the version presented. Pittman seconded the motion, and all trustees voted in favor, with none opposed, and the motion was thereby approved.

- 5.2. **Mets Construction Update:** Discussion of final work; June 5 at 5:00 p.m. ribbon cutting; June 3 at 2:00 p.m. Cutter Theatre Board preview; and final walk through scheduled for Thursday, May 30.

- 5.3. **Tech Incentive:** Discussion

- 5.4. **Trespassed Patron:** Discussion

- 5.5. **Other:** Walters requested vacation time for June 24 – 26 and August 5 – 9 and 12.

**ACTION:** After discussion, Peterson moved to approve the Director's vacation dates as presented. Bardwell seconded the motion, and all trustees voted in favor, none opposed, and the motion was thereby approved.

### 6. UNFINISHED BUSINESS:

- 6.1. **Bylaw Updates:** Discussion

- 6.2. **Revised Director Review Form:** Discussion

- 6.3. **Other:** None

### 7. NEW BUSINESS:

- 7.1. **Other:** None

### 8. RECAP AND FUTURE AGENDA ITEMS: Mets Remodel; Capital Grants

### 9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:54 p.m. The next General Meeting will be held on June 27, 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