



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, June 27, 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 4:01 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: May 23, 2024**
 - 2.3. **Approval of Voucher No. 22280 and Voucher No. 22282 through Voucher No. 22305, dated May 1 through May 31, 2024, in the amount of \$96,003.35**
 - 2.4. **Policy Changes:** None
 - 2.5. **New Employees / Volunteers:** See separate action below under Unfinished Business.
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

May Income – There was \$73,698 in property tax revenue (\$537,359 YTD); \$4,701 in investment interest (\$25,529 YTD); and \$38,800 in Library Capital Grant (Mets remodel).

May Significant Expenses: Admin. Computer Tech - \$3,332 (Exbabylon April maintenance); Admin. Mileage - \$127 (Pontius March & April); Admin. Insurance Enduris - \$130 (Mets increased value); and Capital Branch Renovation Mets Remodel - \$30,258 (Architecture - \$437 & Construction - \$29,821).

As of May 31, we have received 50.7% of budgeted income (2023 – 48.7%) and spent 32.8% of budgeted expenses (2023 – 25.2%).
 - 4.2. **Credit Card Expenses:** These have all been approved.
 - 4.3. **Other:** None
5. **DIRECTOR REPORT:**
 - 5.1. **Newport Grant Update:** The initial grant has been relinquished. Walters will put together an RFQ for architecture sometime in August. Discussion was held about potential collaboration with Youth Emergency Services in the building project.
 - 5.2. **Mets Construction Update:** The grand reopening was a huge success and feedback was excellent.
 - 5.3. **Commerce Capacity Grant:** Walters will be reviewing bids received for this up to \$40,000 grant for strategic planning and Newport building feasibility.



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- 5.4. **Other:** Discussion was held about Walters' upcoming presentation at the Association of Rural & Small Libraries

Discussion was held about the recent Didgeeridoo Down Under and Ren Faire events.

6. UNFINISHED BUSINESS:

- 6.1. **Board Bylaws:** Bardwell presented the revised bylaws.

ACTION: Pittman moved to adopt the revised Bylaws as presented by Bardwell; Schaffer seconded the motion; all Trustees voted in favor, none opposed and the Bylaws were thereby adopted.

- 6.2. **Director's Evaluation Changes:** Bardwell presented the final draft of the Director's annual evaluation process Guide, and discussion was held.

- 6.3. **Other:** Due to omission from the above Consent Agenda,

ACTION: Sarles moved to approve the new hire of Payton Longly as summer intern; Schaffer seconded the motion; all Trustees voted in favor, none opposed and the new hire was thereby approved.

7. NEW BUSINESS:

- 7.1. **Other:** None


8. **RECAP AND FUTURE AGENDA ITEMS:** Commerce Capacity Grant, Mets Construction Costs, 2025 Budget

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:27 p.m. The next General Meeting will be held on July 25, 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