



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, July 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, Beverly Sarles

Trustees Absent: None

Staff Present: Mandy Walters (Director)

Recording Secretary: Dan Peterson

Public Present: None

2. **CONSENT AGENDA** approved by consensus.

- 2.1. **Approval of Agenda**

- 2.2. **Approval of Minutes: June 27, 2024**

- 2.3. **Approval of Minutes: July 15, 2024 Special Meeting**

- 2.4. **Approval of Voucher No. 22306 through Voucher No. 22339, dated June 1 through June 30, 2024, in the amount of \$130,832.18**

- 2.4. **Policy Changes:** Pulled from Consent Agenda for discussion, 6.5 Display, 6.28 Programming

- 2.5. **New Employees / Volunteers: None**

3. **PUBLIC PRESENTATIONS:** None

4. **FINANCE & FACILITIES MANAGER REPORT:**

- 4.1. **Monthly Reports:**

June Income – There was \$14,051 in property tax revenue (\$551,409 YTD); \$20,893 in timber excise tax; \$4,861 in investment interest (\$30,391 YTD); \$250 in misc. income (Ren Faire deposit refund); and \$498 in contributions & donations (Calispel Read to Grow grant - \$250, Lone Friends playhouse - \$243 & misc. - \$5).

June Significant Expenses: Admin. Website Maintenance - \$407 (Adobe - \$32 & Ingram website reviews - \$375); Admin. Mileage - \$80 (Pontius May); Services Design & Printing - \$975 (Summer Program Guides); Services Program Performers - \$1,925 (Didgeridoo Down Under - \$1,800 & Ren Faire Magic Show - \$125); Services Mileage - \$804 (Walters May & June Mets remodel); Services Advertising - \$1,400 (Author Josh Powell billboard - \$1,365 & Ren Faire Facebook - \$35); Training & Conference Expenses - \$373 (Pontius WCIF mileage & meals); Capital Branch Renovation Mets Remodel - \$58,898 (Alarm Installation - \$493, Construction - \$57,921 & Other - \$484); Capital Computers - \$535 (Office Printer - \$385, Computer Memory - \$86 & Hot Spot Cases - \$64).

As of June 30, we have received 54.1% of budgeted income (2023 – 54.2%) and spent 40.6% of budgeted expenses (2023 – 29.8%).

- 4.2. **Credit Card Expenses:** These have all been approved.

- 4.3. **Other:** None



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5. DIRECTOR REPORT:

- 5.1. **Mets Alarm Upgrade:** The alarm system at the Mets Library is older than the units in the other libraries. The Cutter Theatre offered to split the cost of an upgrade if they can tie into the library fire alarm. Expected costs are less than \$500.
- 5.2. **YES Meeting:** Walters met with representatives from Youth Emergency Services regarding sharing costs for architecture on a community building/library. They will meet again once the District gets a better idea on pricing.
- 5.3. **Other:** Summer programming is going well.

The District has been added to 211 resources as a cooling center.

Walters reported ongoing discussion with other community entities for opportunities to partner in planning the new facility.

Walters is canceling the Board approved August vacation dates and would like the Board's permission to have Bardwell approve alternative dates, if needed, before the next Board meeting.

ACTION: Peterson moved to authorize Bardwell to approve Walters' alternative vacation dates if needed prior to the next meeting. Schaffer seconded, all voted in favor, none opposed or abstained, motion thereby approved.

Discussion of policies **6.5 Display** and **6.28 Programming**.

ACTION: Pittman moved to approve policy changes to 6.5 Display and 6.28 Programming as presented. Sarles seconded, all voted in favor, none opposed or abstained, policies thereby adopted.

6. UNFINISHED BUSINESS:

- 6.1. **Other:** None

7. NEW BUSINESS:

- 7.1. **Indexing Resolution:** Discussion of recent public records requests.

ACTION: Peterson moved to approve RESOLUTION 24-01: A RESOLUTION TO DECLARE PUBLIC DISCLOSURE INDEXING AS UNDULY BURDENSOME AS REQUIRED BY RCW 42.56 ("Indexing Resolution"). Pittman seconded, all voted in favor, none opposed or abstained, resolution thereby adopted.

- 7.2. **Other:** Peterson noted his term ending 2024 and not seeking to serve another.



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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 4:30 p.m. The next General Meeting will be held on August 22, 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