



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, October 24, 2024 * District Office in Newport and via Zoom
3:45 p.m. Executive Session to discuss Director's Review * 4:00 p.m. General Meeting

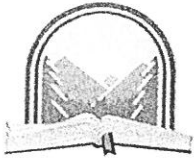
1. **CALL TO ORDER:** After the 3:45 p.m. Executive Session to discuss the Director's annual performance review, the Board of Trustees meeting was called to order at 4:01 p.m. by Chair Brad Bardwell.
Trustees Present: Brad Bardwell, Dan Peterson, Jeff Pittman, Carol Schaffer, Beverly Sarles
Trustees 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: September 24, 2024**
 - 2.3. **Approval of Voucher No. 22403 through Voucher No. 22435, dated September 1 through September 30, 2024, in the amount of \$93,921.01**
 - 2.4. **Policy Changes: 3.1 Leave**
 - 2.5. **New Employees / Volunteers: None**
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE & FACILITIES MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

September Income – There was \$15,760 in property tax revenue (\$581,728 YTD); \$2,530 in timber excise tax (\$23,423 YTD) \$4,859 in investment interest (\$44,828 YTD); \$400 in misc. income (Calispel Table Top Role Playing Games grant); and \$848 in travel reimbursements (WLA Conference – Barton & Oswood).

September Significant Expenses: Admin. Computer Tech. - \$19,190 (August, January – April & June service); Admin. Legal Fees - \$4,489 (public records requests); Admin. Travel Mileage – \$324 (Director's Meeting - \$245 & Newport errands - \$79); Services Design & Printing - \$1,277 (Fall Program Guides); Services Travel Mileage - \$358 (Ione & Mets branch visits - \$228, Calispel subbing & programs - \$75, & CIN meeting- \$55); Training Professional Development - \$140 (Public Records Act Basics); Training & Conference Expenses - \$1,929 (ARSL - \$1,221 & WCIF - \$708, total cost); and Capital Computers - \$2,095 (Calispel & Newport laptops)

As of September 30, we have received 59.1% of budgeted income (2023 – 58.9%) and spent 57.4% of budgeted expenses (2023 – 45.2 %).
 - 4.2. **Credit Card Expenses:** These need to be approved.
 - 4.3. **2025 Salary Scale:**

ACTION: After review and discussion, Peterson moved to approve the 2025 Salary Scale as presented. Sarles seconded the motion. All trustees voted in favor, none opposed.
 - 4.4. **2025 Budget:** The final version of the budget will be presented for approval at the next meeting.
 - 4.5. **Other:** It would be best to hold the November meeting in person as the budget and levy requests need to be signed and turned into the County by the end of November.



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5. DIRECTOR REPORT:

- 5.1. **Strategic Planning:** Discussion of the December 5 "Retreat" involving a cross-section of District stakeholders to provide input to the plan which will have been submitted to the State Department of Commerce by November 30.
- 5.2. **Credit Card Acceptance:** Discussion of the process for this benefit to patrons.
- 5.3. **Newport Architecture RFQ:** Discussion of this process.
- 5.4. **Other:**

ACTION: Pittman moved to approve the Director's vacation request for December 26, 27 & 30 and January 2 & 3. Schaffer seconded the motion. All Trustees voted in favor, none opposed.

6. UNFINISHED BUSINESS:

- 6.1. **Other:** None

7. NEW BUSINESS:

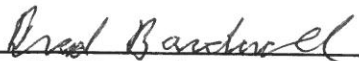
- 7.1. **Director's Review:**

ACTION: After presentation to the Director the annual performance review, and after discussion, Peterson moved to set the Director's 2025 annual salary at \$90,000.00. Schaffer seconded the motion. All Trustees voted in favor, none opposed.

- 7.2. **Other:** None

8. **RECAP AND FUTURE AGENDA ITEMS:** 2025 Budget & Levy Requests, 2025 Election of Board Officers, 2025 Board Meeting Schedule, New Board Member, Leave Policy
9. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:** The meeting adjourned at 4:55 p.m. The next General Meeting will be held on Thursday, November 21 at 4:00 p.m. at the District Office in Newport, with the preference to meet in person or on Zoom.

Respectfully submitted by Dan Peterson,


Chair Brad Bardwell


Dan Peterson