



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, August 22, 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

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: July 25, 2024**

- 2.3. **Approval of Voucher No. 22340 through Voucher No. 22374, dated July 1 through July 31, 2024, in the amount of \$103,135.80**

- 2.4. **Policy Changes: 6.6 Eligibility of Patrons**

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

3. **PUBLIC PRESENTATIONS:** None

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

- 4.1. **Monthly Reports:**

July Income – There was \$6,457 in property tax revenue (\$557,867 YTD); \$4,709 in investment interest (\$35,099 YTD); \$7,000 Commerce Capacity Grant; and \$925 in contributions & donations (Newport Friends - \$900 & misc. - \$25).

July Significant Expenses: Admin. Insurance - \$10,121 (Enduris property & liability annual premium); Services Collection Digital - \$6,500 (Freegal - \$3,500 and Hoopla - \$3,000); Services Design & Printing - \$2,406 (Summer Program Guides printing); Services OCLC - \$4,007 (cataloging & ILL annual subscription); Services Online Database Subscriptions - \$604 (Proquest WSL bundle - \$397 & Cengage Learning - \$207); Services Program Performers - \$3,353 (Newport Ren Faire mermaids - \$400, Josh Powell presentations at Calispel, Mets & Newport - \$1,753 & Jenks Music performances at Calispel, Lone & Newport - \$1,200); Services Operating Leases & Rentals - \$732 (Newport Ren Faire toilet rental - \$516 & Lone post office box - \$216); Training & Conference Expenses - \$1,052 (Pontius WCIF lodging - \$267, total cost \$640, and Town & Walters ARSL registration - \$785); Facilities Branch Improvement - \$592 (Calispel range finders - \$186 & slatwall holders - \$406); Facilities Repairs & Maintenance - \$708 (Newport air conditioning repair, cost shared with City of Newport); Capital Branch Renovation Mets - \$3,093 (architecture - \$1,658, Drybox rental - \$100, video conferencing monitor & mount - \$857, artwork - \$400 & misc. - \$78)

Calispel Valley Library remodel project total cost (2021 – 2024) was \$8,129.55.

Metalines Community Library remodel project total cost (2022 – 2024) was \$271,571.88. Total grants and contributions received was \$133,532.00.

As of July 31, we have received 55.7% of budgeted income (2023 – 55.3%) and spent 46.8% of budgeted expenses (2023 – 35.1 %).



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4.2. **Credit Card Expenses:** These need to be approved.

4.3. **2025 Preliminary Budget:** Discussion of impact of Washington State's minimum wage (yet to be determined) increase on pay scale steps.

4.4. **Other:** None

5. DIRECTOR REPORT:

5.1. **Resolution 24-2: A Resolution Relating to Charging Fees for Public Records:** Discussion was held about formally adopting the state's fee schedule as it would be burdensome to determine actual costs.

ACTION: Pittman moved to approve Resolution 24-2 Charging Fees for Public Records, Schaffer seconded the motion, all present voted in favor, none opposed.

5.2. **Public Records Update:** Discussion was held about updating Policy 6.16 Public Records Request.

ACTION: Peterson moved to approve the revised Policy 6.16 Public Records Request, Schaffer seconded the motion, all present voted in favor, none opposed.

5.3. **Resolution 24-3 Appointment of Agent to Receive Claims for Damages:** Discussion was held about the decision to appoint the Library Director as the Agent to Receive Claim for Damages.

ACTION: Peterson moved to approve Resolution 24-3 Appointment of Agent to Receive Claims for Damages, Schaffer seconded the motion, all present voted in favor, none opposed.

5.4. **Other:** Discussion of removing panhandling prohibition from Policy 6.14 Patron Code of Conduct, due to legal requirements.

ACTION: Pittman moved to approve the revised Policy 6.14 Patron Code of Conduct, Schaffer seconded the motion, all present voted in favor, none opposed.

6. UNFINISHED BUSINESS:

6.1. **Other:** None

7. NEW BUSINESS:

7.1. **Bylaws Review:** per Trustee calendar

7.2. **Other:** None



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8. **RECAP AND FUTURE AGENDA ITEMS:** 2025 Budget, 2025 Salary Scale, Public Records Requests

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

The meeting adjourned at 4:45 p.m. The next General Meeting will be held on September 24, 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