



# 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

Tuesday, September 24, 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), 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: August 22, 2024**
  - 2.3. **Approval of Voucher No. 22375 through Voucher No. 22402, dated August 1 through August 31, 2024, in the amount of \$83,527.21**
  - 2.4. **Policy Changes: 6.23 Library Card Terms & Conditions**
  - 2.5. **New Employees / Volunteers: None**

3. **PUBLIC PRESENTATIONS:** None

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

##### 4.1. Monthly Reports:

August Income – There was \$8,102 in property tax revenue (\$565,968 YTD); \$4,870 in investment interest (\$39,970 YTD); and \$2,000 Commerce Capacity Grant (\$9,000 YTD).

August Significant Expenses: Admin. Strategic Plan - \$8,500; Services Online Database Subscriptions - \$2,497 (Ebsco Learning Express Library); Services Travel Mileage - \$347 (Mets branch visits - \$161, Calispel subbing - \$25, Newport programs & meeting - \$161); Training & Conference Expenses - \$1,163 (PNLA - \$1,111, total \$2,827 & WLA - \$52, total \$312); and Facilities Repairs & Maintenance - \$407 (Newport electrical repairs)

As of August 31, we have received 57.1% of budgeted income (2023 – 56.6%) and spent 51.8% of budgeted expenses (2023 – 40.6 %).

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

- 4.3. **2025 Preliminary Budget:** Discussion of inclusion of grant for remodel of Newport branch restrooms, new computers, and impact of minimum wage on salaries.

- 4.4. **Other:** None

#### 5. DIRECTOR REPORT:

- 5.1. **LCIP Grant:** The District was not selected for a 2024 LCIP Grant.

- 5.2. **ARSL Report:** The ARSL Conference went well and Walters' presentation was standing room only. She has been asked to present virtually by three partial state consortiums.



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- 5.3. **CIN Courier:** Brief discussion of schedule change.
- 5.4. **Other:** Busy events schedule first week of October; Newport branch electrical work.
6. **UNFINISHED BUSINESS:**
  - 6.1. **Other:** None
7. **NEW BUSINESS:**
  - 7.1. **Director's Review:** To be distributed to Board members prior to the 3:45 p.m. executive session scheduled before the next regular board meeting.
  - 7.2. **Other:** None
8. **RECAP AND FUTURE AGENDA ITEMS:** 2025 Budget, 2025 Salary Scale, Public Records Requests
9. **ADJOURNMENT; NEXT MEETING DATE AND PLACE:** The business portion of the meeting adjourned at 4:11 p.m. and Pontius left the meeting. The next General Meeting will be held on Thursday, October 24 at 4:00 p.m. at the District Office in Newport, with the option to meet in person or on Zoom.
10. **PRESENTATION:** Janet Nelson of ReThinking Libraries discussed their facilitation of "Understanding Community Needs" as part of the strategic planning grant. Trustees introduced themselves and gave input on various community and library issues. This portion of the meeting ended at 5:47 p.m.

Respectfully submitted by Dan Peterson,

Chair Brad Bardwell

Dan Peterson