



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, February 27, 2025 * 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 Vice Chair Jeff Pittman
Trustees Present: Seth Massey, Jeff Pittman, Beverly Sarles, Carol Schaffer
Trustees Absent: Brad Bardwell
Staff Present: Mandy Walters (Director), Denise Pontius (Finance Manager)
Recording Secretary: Denise Pontius
Public Present: None

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

- 2.1. **Approval of Agenda**
- 2.2. **Approval of Minutes: January 23, 2025**
- 2.3. **Approval of Voucher No. 22522 through Voucher No. 22546, dated Jan. 1 through Jan. 31, 2025, in the amount of \$74,076.54**
- 2.4. **Policy Changes:** None
- 2.5. **New Employees / Volunteers:** Maria Dispenza

3. **PUBLIC PRESENTATIONS:** None

4. FINANCE MANAGER REPORT:

4.1. **Monthly Reports:**

Income – There was \$23,076 in property tax revenue; \$4,137 in investment interest; and \$928 in contributions & donations (Newport Friends - \$900 & other - \$28).

Significant Expenses: Admin. Legal Fees - \$864 (Public Records); Admin. Misc. - \$179 (Public Libraries of Washington annual membership); Services Online Database Subscriptions - \$1,125 (Reference Solutions package); Facilities Security System - \$2,192 (Exbabylon annual service at five locations); Facilities Operating Leases & Rentals - \$13,962 (Town of Cusick January rent - \$300, Town of Lone annual lease - \$8,662 & Cutter Theatre annual lease - \$5,000)

As of January 31, we have received 2.8% of budgeted income (2024 – less than 1%) and spent 6.0% of budgeted expenses (2024 – 6.1%).

- 4.2. **Credit Card Expenses:** There are a number of these that need to be approved, and arrangements were made for various Trustees to sign items as needed.

- 4.3. **Other:** None

5. DIRECTOR REPORT:

- 5.1. **Strategic Plan:** There was discussion about the high level plan. The consultants had meetings with the public and POCLD staff members. They found that POCLD facilities and a lack of space are the biggest weakness.

ACTION: Sarles made a motion to approve the strategic plan as presented. Schaffer seconded the motion, all in favor, none opposed. Motion is approved.



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- 5.2. **Development Officer:** This will be discussed in more detail at a later date.
- 5.3. **Library Legislative Day:** Walters was able to meet with Rep. Abell, Rep. Engell and an aide for Senator Short, and was able to encourage them to preserve the LCIP program and to consider lowering the match for rural/distressed libraries.
- 5.4. **CIN/INL Update:** There was discussion on the potential impacts of significant changes within CIN/INL. There will be more information on this after the March 4 CIN meeting.
- 5.5. **Other:** Walters will be doing fraud prevention training at the Camas Center in March. This is being sponsored by the Kalispel Tribe.

BuildingWork was the successful presenter among the architecture firms for the new library building in Newport. More details will be forthcoming.

6. UNFINISHED BUSINESS:

- 6.1. **Other:** None

7. NEW BUSINESS:

- 7.1. **Other:** None

8. **RECAP AND FUTURE AGENDA ITEMS:** Capital Grants; Credit Card Payments; Strategic Plan; Newport Bathroom Project; CIN/INL Update

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:35 p.m. The next meeting will be held on March 27, 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 Denise Pontius,

Vice Chair Jeff Pittman

Denise Pontius