



## 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, March 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 Chair Brad Bardwell

**Trustees Present:** Brad Bardwell, Seth Massey, Jeff Pittman, Beverly Sarles, Carol Schaffer

**Trustees Absent:** None

**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: February 27, 2025**

2.3. **Approval of Voucher No. 22547 through Voucher No. 22571, dated Feb. 1 through Feb. 28, 2025, in the amount of \$73,295.17**

2.4. **Policy Changes:** None

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

3. **PUBLIC PRESENTATIONS:** None

4. **FINANCE MANAGER REPORT:**

- 4.1. **Monthly Reports:**

Income – There was \$58,307 in property tax revenue (\$81,383 YTD); and \$3,999 in investment interest (\$8,135 YTD).

Significant Expenses: Admin. Computer Tech. - \$8,132 (December expenses - \$3,567, January expenses - \$3,570, Decommission ITIVA server - \$963 & Domain registration - \$32); Admin. Legal Fees - \$528 (Public Records); Admin. Website - \$791 (Zipline Interactive - \$675 & Buffer, Adobe & iStock Photo - \$116); Admin. Travel Mileage - \$83 (Digital Equity Meeting - \$27 & CIN Meeting - \$56); Services Travel Mileage - \$388 (Dec. staff meeting - \$16, lone branch visits - \$70, Mets branch visits - \$248, program meeting - \$27 & Calispel Friends meeting - \$27); Services Misc. - \$280 (lone notary expenses)

As of February 28, we have received 9.0% of budgeted income (2024 – 6.3%) and spent 12.0% of budgeted expenses (2024 – 10.9%).

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

- 4.3. **Other:** Carlos Sanchez is retiring from the lawn care business, so we will have to find someone new.

5. **DIRECTOR REPORT:**

- 5.1. **CIN/INL Update:** The Joint Powers Agreement will be approved or declined at the April meeting.

- 5.2. **Newport Building Plan:** The BuildingWork proposal was discussed at length. There were concerns about the reserve account balance and the timing of the project. Discussion will continue at the April meeting.

- 5.3. **Newport Bathroom Remodel:** The grant requirements were discussed. Walters will be hosting a meeting after May 1 with disabled members of the community to see if this is actually the project they feel they need.



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- 5.4. **Other:** The "Senior Scam Shield" class at the Camas Center went well. It will be hosted at additional locations in the future.

Walters would like to request vacation time for June 30 – July 3 and August 4 – 15 (subject to change).

**ACTION:** Bardwell made a motion to approve the vacation requests with the ability to change the dates if needed; Massey seconded the motion; all in favor; none opposed.

### 6. UNFINISHED BUSINESS:

- 6.1. **Other:** None

### 7. NEW BUSINESS:

- 7.1. **Other:** None

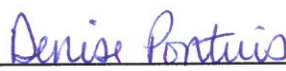
### 8. RECAP AND FUTURE AGENDA ITEMS: Newport Bathroom Project; CIN/INL Update; Newport Building Plan

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

The meeting adjourned at 4:56 p.m. The next meeting will be held on April 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 Denise Pontius,

  
Chair Brad Bardwell

  
Denise Pontius