



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, April 24, 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: March 27, 2025**

2.3. **Approval of Voucher No. 22572 through Voucher No. 22608, dated March 1 through March 31, 2025, in the amount of \$82,697.63**

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 \$57,264 in property tax revenue (\$138,647 YTD); and \$3,587 in investment interest (\$11,723 YTD).

Significant Expenses: Admin. Accounting & Audit - \$678 (credit card set up charge - \$500 & OTC payroll Feb. & March - \$178); Admin. Computer Tech. - \$8,096 (Sept. expenses - \$742, Feb. expenses - \$7,322 & domain registration - \$32); Admin. Services Other - \$1,440 (new logo design); Admin. Travel Mileage - \$112 (Pontius Jan. - March); Admin. Director Meeting Expenses - \$1,131 (registration, lodging, meals & mileage); Services Design & Printing - \$1,248 (Spring Program Guide design & printing); Services Online Database Subscriptions - \$656 (Auto Repair Source); Services Travel Mileage - \$628 (Calispel branch visit & Scam Class - \$53, lone branch visits - \$140, Mets branch visits - \$252, Teen Center & CIN meetings - \$121 & Thomas - Camden Game Nights - \$62); Services Misc. - \$121 (program meeting lunch); Training Professional Development - \$418 (Barton – Collections for Teens & Programs and Spaces & Services for Teens); Training Conference Expenses - \$670 (WLA registration – Town & Walters); Facilities Repairs & Maintenance - \$928 (Calispel front door - \$254, lone new door locks - \$172 & Newport bathroom - \$502)

As of March 31, we have received 15.1% of budgeted income (2024 – 13.3%) and spent 18.8% of budgeted expenses (2024 – 14.5%).

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

- 4.3. **Other:** None

5. **DIRECTOR REPORT:**

- 5.1. **CIN/INL Update:** The Joint Powers Agreement is still not completed. The deadline for comments is July 11 with potential for passage at the July meeting.



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- 5.2. Newport Building Plan:** The BuildingWork proposal discussion was continued from the March meeting. In addition, Walters met with the team at YES and they are willing to put \$50,000 into the design process. An MOU with YES draft was presented and discussed.

ACTION: Schaffer made a motion for Walters to execute the contract with BuildingWork as presented; Pittman seconded the motion; all in favor; none opposed. Motion is approved.

ACTION: Schaffer made a motion to approve the MOU with YES as presented; Sarles seconded the motion; all in favor; none opposed. Motion is approved.

- 5.3. Other:** A change to the Patron Code of Conduct was discussed. To make it more clear, the word "commercial" will be added to the solicitation prohibition.

ACTION: Pittman made a motion to approve the updated Patron Code of Conduct; Schaffer seconded the motion; all in favor; none opposed. Motion is approved.

6. UNFINISHED BUSINESS:

- 6.1. Other:** None

7. NEW BUSINESS:

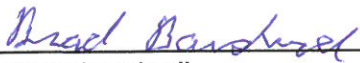
- 7.1. Other:** Schaffer is planning to move out of the area in September or October. The Board will start looking for a new member.

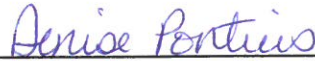
8. RECAP AND FUTURE AGENDA ITEMS: Newport Bathroom Project; CIN/INL Update; Newport Building Plan

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:55 p.m. The next meeting will be held on May 22, 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