



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, May 22, 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: April 24, 2025**

2.3. **Approval of Voucher No. 22609 through Voucher No. 22636, dated April 1 through April 30, 2025, in the amount of \$86,443.45**

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 \$329,504 in property tax revenue (\$468,152 YTD); \$1,147 in Fish & Wildlife Subsidy; \$3,952 in investment interest (\$15,674 YTD); and \$1,122 in Contributions & Donations (Calispel collection - \$100, Newport Friends - \$900 and Other - \$122).

Significant Expenses: Admin. Computer Tech. - \$4,714 (\$20,943 YTD); Admin. Communication - \$1,651 (Annual Report postage); Services Courier - \$2,714 (CIN 2nd & 3rd quarters - \$1,114 & POCLD Robert Reinhardt - \$1,600); Services Travel Mileage - \$183 (Calispel programs - \$18, Mets branch visit - \$84, CIN meeting - \$55 & Program meeting - \$26); Services Misc. - \$137 (program meeting lunch); Training Professional Development - \$1,012 (Library Management Training – Hampson, Thomas & Walters); Training Conference Expenses - \$2,443 (WLA lodging, meals & transportation – Town & Walters; \$3,113 total); Facilities Repairs & Maintenance - \$525 (Newport bathroom)

As of April 30, we have received 47.8% of budgeted income (2024 – 41.0%) and spent 25.9% of budgeted expenses (2024 – 27.0%).

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

- 4.3. **Other:** None

5. **DIRECTOR REPORT:**

- 5.1. **CIN/INL Update:** The May CIN meeting was cancelled. Discussion was held about an article in the CDA Press referencing potential litigation.



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- 5.2. **Newport Building Update:** Walters met with the architect about the schedule. There will be meetings in Newport on June 10.
- 5.3. **State & Federal Funding Impacts:** So far, it does not appear that there will be too much of an impact on POCLD.
- 5.4. **Other:** The new logo is now complete. Walters is working with the website host to update the color scheme in order to better incorporate the imagery.

Author Tim Egan will be speaking on June 16 in Newport and Metaline Falls. Prior to his visit there will be a speaker from the forest service and a movie screening in Metaline Falls.

6. UNFINISHED BUSINESS:

- 6.1. **Other:** None

7. NEW BUSINESS:

- 7.1. **Other:** Discussion was held about the plan for a new finance manager and the need for a new board trustee.

8. RECAP AND FUTURE AGENDA ITEMS: Newport Bathroom Project; CIN Update (Evergreen Library Alliance); Newport Building Plan

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:42 p.m. The next meeting will be held on June 26, 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