



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, June 26, 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: May 22, 2025**
 - 2.3. **Approval of Voucher No. 22637 through Voucher No. 22660, dated May 1 through May 31, 2025, in the amount of \$79,939.01**
 - 2.4. **Policy Changes:** None
 - 2.5. **New Employees / Volunteers:** Yadira Lamphere
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income – There was \$75,563 in property tax revenue (\$543,715 YTD); \$32,671 in Timber Tax; \$3,816 in investment interest (\$19,490 YTD); and \$10,000 in ALA Accessibility Grant.

Significant Expenses: Admin. Computer Tech. - \$4,402 (\$25,345 YTD); Admin. Legal Fees - \$266 (\$1,658 YTD); Admin. Other - \$1,440 (\$2,880 YTD – new logo); Services Program Performers - \$5,902 (Tim Egan \$5,000 program & \$902 flights); Training Conference Expenses - \$1,049 (2023 WLA preconference - Town \$100 & WCIF mileage, meals & lodging – Pontius \$949); Capital Equipment Other - \$1,458 (lone shelving)

As of May 31, we have received 59.8% of budgeted income (2024 – 50.7%) and spent 32.4% of budgeted expenses (2024 – 32.8%).
 - 4.2. **Credit Card Expenses:** These have all been approved.
 - 4.3. **Other:** Discussion was held about transferring money to the reserve account.
5. **DIRECTOR REPORT:**
 - 5.1. **CIN Update:** There has been a motion to dissolve CIN and this decision must go through all Boards before it can be enacted. There is also a request by Community Library Network (CLN) to implement changes to the catalog.

ACTION: Bardwell made a motion to approve a vote for dissolution of CIN effective 9/30/25; Schaffer seconded the motion; all in favor, none opposed.

After much discussion, it was determined that the CLN catalog changes request would require more information. A special meeting was called for July 10 at 11:00 a.m.



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- 5.2. **Newport Facility Update:** The architects met with staff members and did a site survey. Walters will be attending the July 7 Newport City Council meeting to update them.
- 5.3. **Metalines Hours Adjustment:** The Mets Library has been open on Saturdays since January. The door count is not high enough to justify continuing past the end of the trial. They will go back to three days per week beginning in July.
- 5.4. **Other:** Discussion was held about the impact of Federal cuts on library program funding. The Tim Egan author visit was a great success with 108 attendees in Newport and 51 attendees in Metaline Falls.

6. UNFINISHED BUSINESS:

- 6.1. **Other:** None

7. NEW BUSINESS:

- 7.1. **Other:** None

- 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 4:59 p.m. A special meeting will be held on July 10 at 11:00 a.m. The next regular meeting will be held on July 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