



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, August 28, 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, Jeff Pittman, Beverly Sarles, Seth Massey
Trustees Absent: Carol Schaffer
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: July 24, 2025**
 - 2.3. **Approval of Voucher No. 22694 through Voucher No. 22725, dated July 1 through July 31, 2025, in the amount of \$98,126.19**
 - 2.4. **Policy Changes: 6.23 Library Card Terms & Conditions**
 - 2.5. **New Employees / Volunteers: None**
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income – There was \$13,826 in property tax revenue (\$574,370 YTD); \$3,808 in investment interest (\$27,226 YTD); and \$6,202 in contributions & donations (YES architectural contribution - \$5,281, Newport Friends - \$900 & misc. - \$21).

Significant Expenses: Admin. Computer Tech. - \$4,104 (\$32,722 YTD); Admin. Website - \$1,244 (Zipline color scheme change - \$1,200, Adobe - \$32 & Buffer - \$12); Services OCLC Cataloging & ILL - \$4,138 (annual charge); Services Program Performers - \$1,565 (Tim Egan travel & Newport refreshments - \$360, Ren Faire magic show & wirebending - \$305 & Frances Morgan magic shows - \$900); Capital Renovation - \$8,138 (Newport architect - \$10,562 YTD); Capital Equipment Computers - \$1,104 (Calispel OPAC computer)

As of July 31, we have received 64.3% of budgeted income (2024 – 55.7%) and spent 47.3% of budgeted expenses (2024 – 46.8%).
 - 4.2. **Credit Card Expenses:** These have all been approved.
 - 4.3. **Other:** A transfer in the amount of \$100,000 was made to the Investment Account.
5. **DIRECTOR REPORT:**
 - 5.1. **CIN/ILG Update:** All libraries in the new InlandShare Library Group (ILG) will be closed Sept. 29 & 30 as the system will be down for the transition. Pend Oreille County Library staff will be doing some training and deep cleaning. The POCLD courier schedule will be reduced to two days per week and a new contract has been sent to Robert Reinhardt.
 - 5.2. **Hiring Update:** We have received a number of good applicants for the Finance Manager position. Interviews will be scheduled after September 2.



PEND OREILLE COUNTY LIBRARY DISTRICT

District Office: 116 S Washington Street, Newport, WA 99156

800-366-3654 WWW.POCLD.ORG

- 5.3. **Newport Building Progress:** Walters took the initial building layout to Newport City Council and they were supportive of our lot orientation preference. Kate from BuildingWork plans to visit in October and public meetings will be scheduled for input.
- 5.4. **Other:** Discussion was held about potential 2026 LCIP funding for improvements at the Calispel & Lone libraries.

There will be a community read of "1984" beginning September 8 and the documentary "Free for All: the Public Library" will be screened at both the Roxy Theatre and the Cutter Theatre as part of Banned Books Week in October.

A new copier and coin machine have been ordered for the Newport Library. Other branches will receive upgraded equipment at a later date, as the budget allows.

There was discussion about a computer replacement schedule.

6. UNFINISHED BUSINESS:

- 6.1. **Other:** None

7. NEW BUSINESS:

- 7.1. **Bylaw Review:** Board members reviewed the bylaws and had no comments.
- 7.2. **Other:** The September board meeting will be changed to Wednesday, September 24 due to a scheduling conflict. There will be an executive session at 3:30 p.m. for the Director's Review and the general meeting will begin at 4:00 p.m.

8. RECAP AND FUTURE AGENDA ITEMS: Director's review, ILG updates, Finance Manager position, 2026 Budget, LCIP grant

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:37 p.m. The next meeting will be held on September 24, 2025, with an executive session at 3:30 p.m., followed by the general meeting 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,

Brad Bardwell
Chair Brad Bardwell

Denise Pontius
Denise Pontius