



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, October 23, 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 4:02 p.m. by Chair Brad Bardwell

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

Trustees Absent: Seth Massey

Staff Present: Mandy Walters (Director), Denise Pontius & Lonnie Walkup (Finance Managers)

Recording Secretary: Denise Pontius

Public Present: None

2. CONSENT AGENDA approved by consensus.

2.1. **Approval of Agenda**

2.2. **Approval of Minutes: August 28, 2025 & September 24, 2025**

2.3. **Approval of Voucher No. 22749 through Voucher No. 22781,**

dated September 1 through September 30, 2025, in the amount of \$79,784.10

2.4. **Policy Changes:** 4.1 Benefits for Personnel

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

3. PUBLIC PRESENTATIONS: None

4. FINANCE MANAGER REPORT:

4.1. Monthly Reports:

Income – There was \$16,927 in property tax revenue (\$596,752 YTD); \$4,309 in investment interest (\$35,610 YTD); and \$1,949 in Contributions & Donations (YES Newport architecture - \$1,553, Mets Friends - \$179, Lone Friends - \$200 & Misc. \$17).

Significant Expenses: Admin. Computer Tech. - \$3,727 (\$40,905 YTD); Training Conference Expenses - \$1,098 (Marketing conference - \$550 & WCIF - \$548); Capital Renovation - \$2,110 (Newport architect - \$15,777 YTD)

As of September 30, we have received 69.4% of budgeted income (2024 – 59.1%) and spent 60.1% of budgeted expenses (2024 – 57.4%).

4.2. **Credit Card Expenses:** Arrangements were made for these to be approved.

4.3. **Other:** Discussion was held about the State Audit, which will begin on Monday.

5. DIRECTOR REPORT:

5.1. **CIN/ILG Update:** There were a number of issues that came up during the transition process, but most of them have been resolved. There are some challenges on the staff side with CIN items.

5.2. **Newport Building Progress:** The architectural process for the new building is on hold until it can be determined where the city wells are located. It appears that a survey may need to be done.

The ALA grant requirements for the new bathroom project have been completed. This project can now go out for bids.



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5.3. **Other:** Discussion was held about the need for an alarm system in the District Office. The current one is quite old and needs to be completely redone. No decision was made.

Walters would like to request vacation time for December 26 and 29-30.

ACTION: Bardwell made a motion to approve the vacation request; Schaffer seconded the motion; all in favor; motion passed.

6. UNFINISHED BUSINESS:

6.1. **Director's Compensation:** In lieu of a pay increase in 2026, Walters would like to have 80 additional personal leave in addition to her regularly accrued time. The additional hours would need to be used within the calendar year. Discussion was held about the cost savings to the District.

ACTION: Sarles made a motion to approve the additional leave hours request; Schaffer seconded the motion; all in favor; motion passed.

6.2. **Other:** None

7. NEW BUSINESS:

7.1. **Retreat Agenda:** Discussion was held about potential topics for the upcoming Board Retreat. Items suggested included the levy lid lift history and timeline. Sarles offered to host the meeting at the WSU Extension Office.

7.2. **2026 Budget & Salary Scale:** The 2026 Budget & Salary Scale were presented and discussion followed. Walters would like to include a step increase for all employees who have been with the District for at least one year.

ACTION: Pittman made a motion to approve the 2026 Salary Scale and include a step increase in the 2026 Budget for all employees who have been with the District for at least one year; Schaffer seconded the motion; all in favor; motion passed.

7.3. **Other:** Schaffer has turned in her resignation letter and this will be her last meeting. She was thanked for her years of service. Walters will notify the County and a search will begin for her replacement.

8. **RECAP AND FUTURE AGENDA ITEMS:** ILG updates, 2026 Budget, 2026 Levy Certification, LCIP grant, Audit, Newport Building, ALA grant

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:58 p.m. The next meeting will be held on November 20, 2025 with the Board Retreat at 1:00 at the WSU Extension Conference Room and 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