



## PEND OREILLE COUNTY LIBRARY DISTRICT

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

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### Board of Trustees Minutes of Regular Meeting

Wednesday, September 24, 2025 \* District Office in Newport and via Zoom

3:30 p.m. Executive Session \* 4:00 p.m. General Meeting

1. **CALL TO ORDER:** After the 3:30 p.m. Executive Session to discuss the Director's annual performance review, 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 with the exception of the minutes, which will be presented at the next meeting.
  - 2.1. **Approval of Agenda**
  - 2.2. **Approval of Minutes: August 28, 2025**
  - 2.3. **Approval of Voucher No. 22726 through Voucher No. 22748, dated August 1 through August 31, 2025, in the amount of \$76,912.77**
  - 2.4. **Policy Changes:** 4.5 Remote Work
  - 2.5. **New Employees / Volunteers:** None
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE MANAGER REPORT:**
  - 4.1. **Monthly Reports:**  
Income – There was \$5,455 in property tax revenue (\$579,825 YTD); \$17,456 in timber excise tax (\$50,127 YTD); and \$4,076 in investment interest (\$31,301 YTD).  
  
Significant Expenses: Admin. Computer Tech. - \$4,455 (\$37,178 YTD); Admin. Website - \$1,099 (Springshare website calendar); Services Online Database Subscriptions - \$2,622 (Ebsco Learning Express Library); Capital Renovation - \$3,105 (Newport architect - \$13,667 YTD)  
  
As of August 31, we have received 67.1% of budgeted income (2024 – 57.1%) and spent 53.6% of budgeted expenses (2024 – 51.8%).
  - 4.2. **Credit Card Expenses:** There were no credit card payments in August.
  - 4.3. **Other:** None
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.
  - 5.2. **Facilities:** The Facility Committee met and discussed potential 2026 projects for the Calispel & Lone branches. The Newport Library project is expected to go out for bid in late October or early November following community meetings, and will likely not be completed until 2026.
  - 5.3. **Newport Building Progress:** The architect is concerned about the location of wells on the property. More details will be available at a later date.



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- 5.4. **Other:** After interviewing six great candidates for the Finance Manager position, Lonnie Walkup was selected and has accepted the employment offer.

**ACTION:** Sarles made a motion to approve Lonnie Walkup as the new Finance Manager; Massey seconded the motion; all in favor; none opposed; motion is passed.

### 6. UNFINISHED BUSINESS:

- 6.1. **Other:** None

### 7. NEW BUSINESS:

- 7.1. **Director's Review:** Discussion was held about the Review. All board members agreed that Walters continues to do a great job as Director.


- 7.2. **Other:** Discussion was held about the upcoming November retreat and signatures on the Board By-Laws.


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

### 9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:45 p.m. The next meeting will be held on October 23, 2025 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