



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

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,

Brad Bardwell
Chair Brad Bardwell

Denise Pontius
Denise Pontius