



PEND OREILLE COUNTY LIBRARY DISTRICT

Board of Trustees Minutes of General Meeting

Thursday, April 23, 2026 * District Office in Newport and via Zoom
4:00 p.m. General Meeting

1. **CALL TO ORDER:** The Board of Trustees general 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: None
Staff Present: Mandy Walters (Director), Lonnie Walkup (Finance Manager)
Recording Secretary: Lonnie Walkup
Public Present: None
2. **CONSENT AGENDA** approved by consensus.
 - 2.1. **Approval of Agenda**
 - 2.2. **Approval of Minutes: March 19, 2026**
 - 2.3. **Approval of Voucher No. 22938 through Voucher No. 22980, dated March 1 through March 31, 2026, in the amount of \$84,383.20.**
 - 2.4. **Policy Changes:** None
 - 2.5. **New Employees / Volunteers:** None
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income – There was \$84,087 in property tax revenue (\$145,900 YTD); \$3,312 in investment interest (\$10,819 YTD).

Significant Expenses: Admin. Computer Tech. - \$5,212 (\$16,611 YTD); Data Analytics \$2,308
Capital Expenditures - \$1,380

As of March 31st, we have received 15.6% of the budgeted income (2025 – 15.1%) and spent 22.3% of the budgeted expenses (2025- 18.8%).
 - 4.2. **Credit Card Expenses:** These have all been approved.
 - 4.3. **Other:** None
5. **DIRECTOR REPORT:**
 - 5.1. **Removal of policy 2.1 Disbursement of Salary & Expense:** Walters recommended for removal due to the policy being covered in other areas.

Action: Sarles made the motion to remove policy 2.1 Disbursement of Salary & Expense; Pittman seconded the motion; none opposed; motion is passed.
 - 5.2. **FMLA Changes:** Discussion was held regarding the differences between federal FMLA requirements and WA PFMLA. The library employs less than 50 and is not required to follow federal FMLA.



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- 5.3. **Estate Gift:** Lone Library is listed in Estate documents to receive \$1,000 when Estate is settled.
- 5.4. **WA Fair Chance Act:** Walters is updating application materials to follow new rules.
- 5.5. **LCIP Update:** Applications have been submitted. Discussed Lone's joint use of the building and how it may affect the application.
- 5.6. **Restroom Remodel Update:** One of the Newport restroom remodels is almost complete.
- 5.7. **Other:** Inter library loans, Walters recommended an update from 4 to 6 free loans at a time. This would modify policy 6.23.

Action: Pittman moved to accept the change to policy 6.23 and allow 6 free loans instead of 4; Massey seconded the motion; none opposed; motion is passed.

6. UNFINISHED BUSINESS:

- 6.1. **Other:** None

7. NEW BUSINESS:

- 7.1. **Other:** None

8. RECAP AND FUTURE AGENDA ITEMS:

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 5:01 p.m. The next regular meeting will be held on May 28, 2026 at 4:00 p.m. at the District Office in Newport, with the option to meet in person or on Zoom.

Respectfully submitted by Lonnie Walkup,

Brad Bardwell

Brad Bardwell (Jun 23, 2026 17:13:18 GMT)

Chair Brad Bardwell

Lonnie Walkup

Lonnie Walkup (Jun 16, 2026 10:07:03 PDT)

Lonnie Walkup

Minutes 4-23-26

Final Audit Report

2026-06-23

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-  Document created by Miranda Walters (mwalters@pocld.org)
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