



PEND OREILLE COUNTY LIBRARY DISTRICT

Board of Trustees Minutes of General Meeting

Thursday, May 28, 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 4:01 p.m. by Chair Brad Bardwell
Trustees Present: Brad Bardwell, Jeff Pittman, Beverly Sarles
Trustees Absent: Seth Massey
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: April 23, 2026**
 - 2.3. **Approval of Voucher No. 22981 through Voucher No. 23010, dated April 1 through April 30, 2026, in the amount of \$97,175.00.**
 - 2.4. **Policy Changes: 6.29 Friends of the Library Policy** – Board Chair requested move to new business
 - 2.5. **New Employees / Volunteers:** None
3. **PUBLIC PRESENTATIONS:** None
4. **FINANCE MANAGER REPORT:**
 - 4.1. **Monthly Reports:**

Income – There was \$337,108 in property tax revenue (\$483,008 YTD); \$3,639 in investment interest (\$14,458 YTD).

Significant Expenses: Admin. Computer Tech. - \$4,800 (\$21,412 YTD); Conference expense \$978
Capital Expenditures - \$17,154

As of April 30th: we have received 48.9% of the budgeted income (2025 – 47.8%) and spent 30.4% of the budgeted expenses (2025- 25.9%).
 - 4.2. **Credit Card Expenses:** These have all been approved.
 - 4.3. **Other:** Reviewed Board required signatures and where reports are located.
5. **DIRECTOR REPORT:**
 - 5.1. **Restroom Remodel Update:** One restroom is complete. Receiving positive feedback from patrons.
 - 5.2. **ARSL Conference Presentation:** Walters provided update on attendance
 - 5.3. **Other:** Reviewed upcoming Author presentation and Ren Faire outcomes.



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Walters would like to request approval for vacation time July 7th – 10th

ACTION: Sarles motioned to approve, Jeff Pittman seconded the motion, no objections, all in favor, none opposed. Motion is approved.

Additional vacation days requested July 24th-Aug 3rd.

ACTION: Pittman made a motion to approve, Sarles seconded the motion, no objections, all in favor, none opposed. Motion is approved

6. UNFINISHED BUSINESS:

6.1. Other: None

7. NEW BUSINESS:

7.1. Other: 6.29 Friends of the Library Policy, discussed changes in janitorial services

8. RECAP AND FUTURE AGENDA ITEMS:

9. ADJOURNMENT; NEXT MEETING DATE AND PLACE:

The meeting adjourned at 4:47 p.m. The next regular meeting will be held on June 25, 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 \(Jul 17, 2026 19:51:44 GMT\)](#)

Chair Brad Bardwell

Lonnie Walkup

[Lonnie Walkup \(Jul 17, 2026 10:37:43 PDT\)](#)

Lonnie Walkup

Minutes 5-28-26

Final Audit Report

2026-07-17

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