

Whitman County Library
Board of Trustees Meeting
Whitman County Library, Colfax
March 17, 2020

Present: Cindy Alred, Kristie Kirkpatrick, Steve Balzarini, Bob Bates, Heather Lustig, Suzanne Schmick, Shirley Cornelius, and Sheri Miller

Chairman Steve Balzarini called the meeting to order at 4:02 p.m.

There were no additions or modifications to the agenda.

New Business:

Kristie updated the board on the precautions and planning that the library is undertaking in regards to Coronavirus. She consulted with Board Chair Steve Balzarini and it was decided that closing all library buildings effective March 20th was in the best interests of the patrons and staff. While libraries are not on Governor Inslee's list of institutions that should be closed, most in the state are doing so. The Board concurred that the library buildings should remain closed until it is safe to reopen.

All Colfax staff have been advised to work on tasks inside the library between 8:00 AM and 5:00 PM. Branch managers are working in their branches normal branch hours. Currently Colfax staff is mailing out materials to patrons who request them but that may be re-assessed if the mailing costs are too high. Patrons have been notified to keep materials they have requested, or any in their possession until the library re-opens instead of returning them to the bookdrops.

An update was proposed to the emergency procedures portion of WCL's policy manual. Kristie introduced Resolution 2020-07, which would expand item P of the policy manual in regards to better reflect possible situations when Whitman County Library services could be limited, modified, and/or library closure indicated. The resolution was approved by a vote of the board.

Whitman County Library's 75th Anniversary is coming up this summer and at this time celebration plans include media releases, a banner for parades, and small parties at each branch. The library director and some of the board plan to partake in the Lacrosse Festival parade in June where WCL is to serve as grand marshal.

March Library Supporter of the month is the St John/Endicott schools for their partnership with the library in various after school STEAM projects. Nichole presented the award during a program at the school.

Don Appel who has worked in technology support for 15 years is retiring on April 30. The library is advertising for a replacement and Sheri Miller is leading the search. We are also looking for a new branch manager for Oakesdale. The last day for the current branch manager is April 29. Additional help is also needed in the circulation department in Colfax.

A donation has been received from State Bank to expand hours at the Garfield branch. Grant submissions have been made a renovation of the library facility in Albion Town Hall with the

METER Foundation. A .09 grant has been submitted to improve the Oakesdale branch and Sheri was successful in her grant to NovatusEnergy to provide expanded hours in the Rosalia and Oakesdale branch libraries.

A board training session is set for April 21 from 4:00 to 9:00 PM. A Zoom meeting may be set up to schedule the training or it may be delayed to May.

Kristie introduced Resolution 2020-18. Updates to Meeting Room Application and Fee Schedule. The changes allow for local non-profits to hold private meetings free of charge in the library meeting room and/or Tech Center when they are available.

Continuing Business:

Joy Neal has set up a separate email address to handle the director's search. Plans call for announcing Kristie's retirement on April 17 along with the first official advertising for the position.

Monthly Business:

Minutes from the February 2020 meeting were reviewed and approved by a vote of the board.

Financial reports including the March payroll and accounts payable vouchers of \$85,694.94 were presented to the Board. There was no additional discussion and Resolutions #2020-05 and #2020-06 was approved by a vote of the board.

For February, traditional circulation and program attendance saw slight increases system-wide. Use of downloadable books continues to rise.

Upcoming events include the play May's Vote on 5/15. There is a strong possibility that this may be delayed due to the current health crisis. There is also the Osborne Film Festival coming up on May 5 at the high school and related reception at the library on May 8. There is a possibility that this may be cancelled also. There is also an optional nonprofit board tune-up retreat at the county on May 2.

Upcoming Board Meetings and trainings:

The next board meeting will be on Tuesday, April 21 at 4 p.m. at the Colfax Library.

Steve adjourned the meeting at 4:50 p.m.

Shirley Cornelius, Secretary

Steve Balzarini, Chair