

**Whitman County Library**  
**Board of Trustees Meeting**  
Public Meeting (via Zoom)  
May 19, 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 4:09 p.m.

There was one addition to the agenda in regards to additional grants at the end of continuing new business.

**New Business:**

Kristie updated the board on the current status of library services during COVID-19. Property taxes collected in April were higher than expected but we are still watching finances closely as we don't know what the rest of the year will bring in property tax collection and additional expenditures in relation to Covid-19.

James has installed new computer monitors in each branch to allow for online meetings (Zoom) for staff and hopefully as a service to patrons in the future. Funding for this upgrade came from the Libey account held by Friends of the Library.

Cloth face masks have been made and donated to the library by Gloria Lanhoff and Peggy Curtis. These will be used by staff and leftovers can be shared with patrons.

Whitman County Library is part of a collaborative started by the Stevens County Library that has applied for an Innovia grant to help fund group purchases of COVID-19 safety and sanitizing products.

Staff has been exploring curbside service and other new online service ideas. We hope to know soon if we can start curbside service for book and movie checkouts.

Planning for summer reading programs for all ages is much more difficult thanks to Coronavirus. The branch managers had a Zoom staff meeting on 5/15 and discussed collaboration with local schools for distributing information and materials. Other items discussed were online programming ideas and curbside pickup. A 2<sup>nd</sup> branch meeting is scheduled for next week. For the adult program, Sarah is working on a coloring page competition and a reading challenge. Nichole is considering some of the same things for teens. Information for summer reading will hopefully be on our website by June 1.

The town of Oakesdale has asked the library to end Wi-Fi service between 8:00 PM and 5:00 AM to help cut down on suspicious people and activities outside of the library. It is hoped that 24/7 service can resume shortly.

**Continuing Business:**

Joy Neal, the consultant for the director search, has 17 candidates so far for the position. Fifteen of those candidates have an MLS degree, with at least three from Washington and one from Montana.

A Board training for supervising and evaluating a library director is set for Thursday, May 28, from Carolyn Petersen of Washington State Library via Zoom. This meeting begins at 4 p.m. and has been shortened to 90 minutes.

New staff include Javad Reneau who will assist James maintain our website and technology. Shelly Ausmus our Tekoa branch manager has been hired to manage the Oakesdale branch as well. Current substitutes from Tekoa and Oakesdale will help fill in with any scheduling conflicts.

A grant of \$10,000 has been received from the METER foundation to improve the Albion branch. Kristie has been talking to the mayor of Albion and is working to get a contract approved stating the scope of the work that needs to be done.

WCL has also applied for an Innovia grant called, "For the Health of It" that would focus on improving health and wellness countywide. That proposal has been updated to include more online programming and delivered services as a result of COVID-19. Grant results are expected by June 6<sup>th</sup>.

Another grant proposal to Washington State Library (funded by Institute of Museum and Library Services) would provide 24 wireless hotspots to check out to rural residents.

Other items to the agenda include two .09 grant funding requests. One grant request is for \$20,000 for the town of Oakesdale for a new library front door and the other is a \$46,000 request from the Lacrosse Community Pride for updates to the Rock houses. Results should be known by June 16. Friends of the Library have pledged matching funds for successful funding of the grants.

### **Monthly Business:**

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

Financial reports including the May payroll and accounts payable vouchers of \$74,519.28 were presented to the Board. There was no additional discussion and Resolutions #2020-11 and #2020-12 was approved by a vote of the board.

All branch locations were closed in April so traditional usage of materials was not reported. Electronic usage was strong with eBook usage increasing by 680 uses (+30%) and database usage up by 341 (+9%). One of our newly added databases, Kanapy is a movie streaming product that saw 163 uses in its first month. Kanapy started as a trial product but has now been paid for through a patron donation. Usage of the Whitman County Heritage and Lynda databases were strong while a number of free resources were added to WCL's website that don't allow the tabulation of usage.

Kudos to branch managers in Endicott, St. John and Tekoa and also, Sarah Phelan in Colfax for venturing into the world of online programming. Kudos also to Nichole for her work on the

STEM bag project with SEL. In April, of the 1187 people participating in programs, most were online attendees or received a STEM bag through their school lunch program.

The library has had very strong public communication throughout this process via Facebook, twitter, the newsletter, blogs, some correspondences through the Friends and news media coverage. We hope that the Gazette's weekly library calendar will resume this week as well.

Upcoming events include the Board Training session on Thursday, May 28 from 4:00 to 5:30 PM by Carolyn Peterson, Washington State Library.

**Upcoming Board Meetings and trainings:**

Tuesday, June 16 at 4:00 PM will be the next board meeting either at the library or by Zoom meeting.

**Steve adjourned the meeting at 4:52 p.m.**

DocuSigned by:

*Shirley Cornelius*

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Shirley Cornelius, Secretary

DocuSigned by:

*Steve Balzarini*

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Steve Balzarini, Chair

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