

**Whitman County Library  
Board of Trustees Meeting**  
Whitman County Library, Colfax  
January 21, 2020

**Present:** Heather Lustig, Kristie Kirkpatrick, Steve Balzarini, Bob Bates, Shirley Cornelius, and Sheri Miller

Vice Chair Steve Balzarini called the meeting to order at 4:00 p.m.

There were no additions or modifications to the agenda.

**New Business:**

January Library Supporter of the month is Sharon Lindsay. Sharon has helped the library in many different ways from teaching photography classes to providing equipment the library can use. The award was presented at the January Friends' meeting. February supporter of the month will be St John-Endicott School District.

Amy Ferguson, library assistant in the Colfax Library has taken on an expanded role as the new Albion branch manager. She has been busy adding new programs, expanded marketing and has lots of ideas for future programs. She'll continue with duties in Colfax as well.

**Continuing Business:**

The board received a new director search schedule timeline based on Kristie's retirement date from consultant Joy Neal.

Kristie has been working with the people with the Robert Osborne Foundation for an exhibit and film festival. They will provide 10 years of opening clips from the Turner Movie Classics (TMC) to be held in conjunction with showing a classic film. The film festival will be the first week of May and it is hoped that the scholarship recipients from Colfax High School Robert Osborne scholarship might also be announced or participate in some way. As part of the exhibit, TMC will also be compiling a video that can be looped and hopefully contributing additional exhibit items.

**Monthly Business:**

Minutes from the December 2019 meeting were reviewed and approved by a vote of the board.

Financial reports including the December payroll and accounts payable vouchers of \$111,567.39 were presented to the Board. There was no additional discussion and Resolutions #2020-01 and #2020-02 was approved by a vote of the board.

December's usage statistics were very strong with traditional, digital and database circulation all rising. Likewise, program attendance also rose for all ages. Facebook visits, website use and other electronic communications and measures saw about a 15% dip overall. Volunteer hours nearly tripled.

Year-end statistics were then reviewed. Circulation of materials for 2019 was basically even with the previous year. Traditional and database usage dropped but digital (eBook) use saw strong gains. Attendance at library programs rose by 7% for all ages, or over 2000 visits. Electronic outreach rose greatly with Sarah being praised for her work on Facebook, Instagram, Blog and Newsletter. Amy Ferguson has taken over Twitter. Database usage continues to drop as the library continues to scrutinize every purchase in that area. One exception is The Whitman County Heritage collection. Kristie praised Kathy Buchholz for her work.

Branch activity levels that combine hours open with various service measured were reviewed. Colfax remained steady at 36 activities transacted per hour. Branches with highest activity levels were Malden, LaCrosse and Endicott. Farmington was extremely low at less than 3 transacted per hour. Branch managers were praised for the workload they carry, especially when considering they generally are working alone.

Hours donated by volunteers increased by 562 in 2019 for a total of 2234. This puts us more in line with year's past after experiencing a big drop in 2018. Kristie praised Catalina's work with the statistics and development of the new charts to visually demonstrate library usage.

Upcoming events include the play "May's Vote" on 4/15/20. The play about women's suffrage is about May Hutton from Spokane who helped bring women's vote to the state of Washington and nationwide. The play is being brought to Colfax through the help of a generous donor and will be held in conjunction with an exhibit from Nancy Rothwell on women's suffrage.

#### **Upcoming Board Meetings and trainings:**

The next board meeting will be on Tuesday, February 18 at 4 p.m. at the Colfax Library.

**Steve adjourned the meeting at 4:45 p.m.**

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Shirley Cornelius, Secretary

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Suzanne Schmick, Board Chair