

Whitman County Library
Board of Trustees Meeting
Whitman County Library, Colfax
November 12, 2019

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

Board Chair Suzanne Schmick called the meeting to order at 4:03 p.m.

There were no additions or modifications to the agenda. Jim Retzer, incoming mayor of Colfax, was in attendance and was introduced to the board.

New Business:

The 2020 WCL budget was presented to the board and after a brief discussion, Resolution #19-28 was adopted by a vote of the board.

November Library Supporter of the month is Dana Hogan of Garfield. Dana has tirelessly devoted her time to supporting the Garfield branch and its programs and services. December supporter of the month will be Pioneer Title who for the last several years has donated a Christmas tree for a raffle to benefit the Center.

Kristie presented a copy of the director's goals for 2020. Time was given to the board to review the goals.

Continuing Business:

The Board of Trustees approved the "Strategic Plan: 2020 and Beyond" that was distributed and reviewed during the October meeting.

Monthly Business:

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

Financial reports including the October payroll and accounts payable vouchers of \$95,565.59 were presented to the Board. There was no additional discussion and Resolutions #2019-26 and #2019-27 were approved by a vote of the board. Resolution #19-25, Petty Cash Balances, was presented to the board. Due to increased postage costs and decrease usage in some branches, petty cash balances at the branches were changed to reflect that trend. The resolution was approved by a vote of the board. As required by RCW 84.52.020, the board chair signed a document certifying the 2020 levy amount. Approved by a vote of the board was resolution 19-24, allowing the district to collect an additional 1% of the 2018 approved levy amount.

Kristie praised Catalina for her work compiling the statistics and the ease of reading the new charts. For October, traditional circulation was strong with an increase of 600 checkouts from the same time last year. Branches posting strong increases are Colfax, Endicott, Garfield, LaCrosse, Rosalia and Uniontown. Digital checkouts also saw a significant rise while

databases usage continues to fall. Program attendance was really strong for all age groups and nearly every location.

Also praised were library volunteers who logged 312.5 hours in October, doubling last year's figures. Some of the volunteers include Center for Civic Engagement Student from WSU working in Albion, Palouse and Colfax, LDS Missionaries in Colfax, an employee in Tekoa free to WCL thanks to funding from by Rural Resources and others.

The board reviewed the proposed contract with Joy Neal who will coordinate with the hiring process of a new director. After discussion, the board approved by a vote their acceptance of the contract offered by Joy. The December meeting will include a skype call with Joy to go over the hiring timeline process. The board also reviewed an updated position description for the library director.

Upcoming Board Meetings and trainings:

The next board meeting will be on Tuesday, December 17 at 4 p.m. at the Colfax Library. Skype call scheduled with Joy Neal.

2020 schedule, 3rd Tuesday of each month at 4:00 PM,

Suzanne adjourned the meeting at 5:17 p.m.

Shirley Cornelius, Secretary

Suzanne Schmick, Vice-Chair