

Whitman County Library
Board of Trustees Meeting
Public Meeting at the Center, Colfax Library
August 11, 2020

Present: Cindy Alred, Kristie Kirkpatrick, Steve Balzarini, Bob Bates, Heather Lustig, and Shirley Cornelius. No guests requested attendance at the meeting and the Zoom portion of the meeting was canceled.

Chair Steve Balzarini called the meeting to order at 4:01 p.m.

Kristie asked for an addition to the agenda, requesting an executive session to discuss a personnel issue. Board chair called the session immediately announcing the Board would return to regular session at 4:10 PM. The board returned to regular session at 4:08 PM.

New Business:

The board spoke of the remaining applicant for library director and voted unanimously to offer the position to Kylie Fullmer. Kristie proposed that Steve send a letter on behalf of the Board of Trustees offering the position to Kylie and clearly outlined the out the pay, benefits and specifics of the job. This process was advised by Carolyn Peterson from Washington State Library. The board approved Steve's sending of the letter.

Kristie updated the board on the current status of library services during COVID-19. The library is scheduled to re-open with limited services on August 20. Branch hours will remain the same as before we closed in March but the main library will be open with limited service to allow for additional cleaning and staffing. Colfax's curbside hours will remain from 10:00 AM to 5:00 PM Monday through Friday and from 1:00 to 5:00 PM on Saturday. The board also reviewed and informational sheet that will be given to every library patron entering the library that details Whitman County Library's policies in regards to re-opening.

The library is working on two different CARES grant funding opportunities. One is with the County to pick up funding for PPE and cleaning materials along with more laptops to be used for additional curbside internet access. In addition, The Port of Whitman County has asked WCL to partner in assisting our towns in applying and in ways that would benefit the library and/or school students. Each town is eligible up to \$25,000 in direct CARES funding that many are letting go by the wayside currently. The Port may have additional funds to finish the library in Lamont along with providing better broadband access.

Resolution 2020-17 was presented to the board. This resolution is to update rules governing the library in the wake of Covid-19. After review, the resolution was approved by a vote of the board. Procedures for ongoing library director performance appraisals were presented to the board in the form of Resolution 2020-18. The resolution was approved by a vote of the board after review.

Both of the .09 Whitman County grants that the library helped with have both been funded. The town of Oakesdale received \$15,000 to fix the front door and step, making it safer and accessible to those with disabilities. Friends of the Library received a \$46,000 grant in partnership with LaCrosse Community Pride to complete the Ice Age Museum Visitor's Center,

a next step in the Rock Houses projects. That project has also scored very highly on a WA State funded grant application that we hope will be funded in early 2021.

The Center will be housing a permanent Cashup Davis exhibit which includes his top hat and telescope along with a video with more historical information about his life. The library also hopes to apply for inclusion on the National Register of Historic Places. Sue Hallett, president of the Friends of the Library, has been working on the application with Michael Houser, director of the Department of Archaeology and Historic preservation. The application is due this fall.

Whitman County's Heritage collection received grant funding for 2020-21. Thanks to Kathy Buchholtz for her work with this important online collection. Nichole has also applied for funding from the Pullman Hospital's Women's Guild for a mother and child exercise class.

Continuing Business:

Work is continuing on the updates to the Albion library from the grant received from the METER Foundation. The new furnace and electrical work are complete. Carpeting is set to be installed. Volunteers from the Foundation have been working to paint and move the furniture and shelves.

Bob Bates two consecutive 5 year terms on the Board of Trustees conclude on December 31. A candidate is needed to fill his position. The board was asked to brainstorm residents that would be good in the position and forward names to Kristie.

Monthly Business:

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

Financial reports including the August payroll and accounts payable vouchers of \$123,040.06 were presented to the Board. There was no additional discussion and Resolutions #2020-19 and #2020-20 was approved by a vote of the board.

Kristie gave a short overview of library usage which shows that circulation is down 70% but e-book checkout continues to be strong.

The next meeting will be Tuesday, September 15 at 4:00 PM at the Center in Colfax.

Steve adjourned the meeting at 5:03 p.m.

Shirley Cornelius, Secretary

Steve Balzarini, Chair