

**Whitman County Library**  
**Board of Trustees Meeting**  
Public Meeting at the Center, Colfax Library  
September 15, 2020

**Present:** Kristie Kirkpatrick, Kylie Fullmer, Steve Balzarini, Bob Bates, Heather Lustig, Suzanne Schmick, Sheri Miller, and Shirley Cornelius. Board Member Cindy Alred attended by Zoom call.

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 4:05 PM.

**New Business:**

Kristie welcomed Kylie Fullmer as the new Whitman County Library director. Kylie started her new position on Tuesday, September 8, one day after Whitman County wildfires claimed the Malden branch of the library. Since that time Kylie has been working with town and county officials, insurance adjusters, and community members assessing the loss and determining what the library's next steps will be. The library carries insurance coverage of \$39,000 on contents with a \$1,000 deductible. Kylie noted that staff are determining what all was in the library at the time of the fire and we hope to have something back to the appraiser soon.

Kristie updated the board on the current status of library services during COVID-19. The library re-opened with limited services on August 20. After reviewing how the re-opening has proceeded up to this point, the library hopes to be open more hours during the week. The library continues with virtual services such as Trivia and branch book club meetings. The Colfax library will be holding its book club meeting for September in person at the Center. Through the state library, the library has received three different CARES grants. One was used to purchase a washer and dryer, one provided funding for two hot spots which will provide greater internet access, and the other grant was used for Story Time bags. A grant has also been submitted to the County for additional CARES funding and would provide computers, Wi-Fi access, additional staff time, and more PPE supplies.

The Port of Whitman County and WCL staff members met with Lamont town leaders to discuss finishing the library in Lamont with \$25,000 in additional CARES Funding. The town was also informed that there may be additional funds to help them with this project. At this point in time, the town of Lamont will have to decide if they want to finish the library. Staff members have also been working with other town leaders about how they can go about using some of the additional CARES funding in a collaborative way.

**Continuing Business:**

Work is almost complete on the Albion library from the grant received from the METER Foundation. The library is still not open to the public at this time because it shares an entrance with the food bank and because of COVID risks, the town wishes that to remain closed at this time.

Bob Bates two consecutive 5 year terms on the Board of Trustees conclude on December 31. The board was again asked to brainstorm residents that would be good in the position and forward names to Kylie.

### **Monthly Business:**

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

Financial reports including the August payroll and accounts payable vouchers of \$94,549.65 were presented to the Board. There was no additional discussion and Resolutions #2020-21 and #2020-22 was approved by a vote of the board.

Kristie provided the Board with usage statistics for July and August. She reviewed that WCL has provided mailing services for much of the closure which began on March 16<sup>th</sup>. Curbside pickup of materials was added in mid-June and library doors opened to the public on Thursday, August 20. Since that time, we've seen substantial drops in traditional circulation while online usage of downloadable/digital items (Ebooks, Kanapy) and online programming have increased.

For July, the trend continues with traditional materials checkout dropping by 80% and eBook use rising by 8%. Program attendance (participation) dropped by 51% which isn't terrible under the circumstances. Kristie reviewed some of the programs being held and the creative efforts of staff to provide services. Computer usage statistics are being tabulated in a few ways, some visually and some estimation. Kylie will be reviewing this process.

For August the numbers are looking better but we should also remember that it is traditionally the slowest month of the year for WCL business. WCL saw traditional checkouts drop by 48% while downloadable usage grew by 10%. Program participation dropped by only 31%. Kristie again reviewed some of the creative programming happening across Whitman County.

Looking at database usage, Kristie thanked Catalina for including notations about how each usage is counted. ABC Mouse has seen big drops since it is only available for "in-library usage, not online." Whitman County Heritage usage also remains strong and Kanapy is remaining consistent. Kristie commented that while usage of databases remains disappointing, many come to the library at little or no cost, while others serve as a reference resource countywide (instead of sitting on Colfax reference shelves.)

The next meeting will be Tuesday, October 20 at 4:00 PM at the Center in Colfax.

**Steve adjourned the meeting at 4:55 p.m.**

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Shirley Cornelius, Secretary

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Steve Balzarini, Chair