

**Whitman County Library  
Board of Trustees Meeting  
Public Meeting by Zoom  
January 19, 2021**

**Present:** Kylie Fullmer, Steve Balzarini, Heather Lustig, Sheri Miller, Suzanne Schmick, Ronda Penwell, and Shirley Cornelius.

Chair Heather Lustig called the meeting to order at 4:04 p.m.

There were no additions or modifications to the agenda.

**New Business:**

Because of the resignation of Trustee Cindy Alred, there is now a Trustee vacancy for Position 2. Currently there are four applicants for the position, three from Colfax and one from Endicott. The board would like to see more applicants from outlying communities and it is hoped by the end of the month after outreach to those communities, there will be more applicants for the board to review.

Kylie presented the board with an updated library fee and fine schedule. The consolidated one page schedule will have final approval at the February board meeting.

As COVID-19 vaccinations become more widely available, it is hoped that most of the staff members will take advantage of the opportunity to get vaccinated. There are no plans for a mandatory vaccination policy but staff are exploring the idea of developing a voluntary plan.

The Board reviewed documents from the last meeting on 2021 Board goals. Items discussed included visiting branch libraries, compiling items talked about in the previous meeting, and adding the Trustees to the Friends of the Library email list to become better acquainted with what the Friends do for the library.

**Continuing Business:**

New COVID restrictions and guidelines have been released by the state. Currently the East region which is the region the library is in and all other regions in the state are in Phase One of the guidelines. There has been talk within the state that there are new guidelines for libraries in Phase One but those guidelines have not been released. For now the library is continuing with operations at 25% capacity and the limiting of time spent by the patron in the library.

Work continues with the funds received from Cares Act Funding. The two hot spots currently available were checked out during the holidays to patrons. The rest are now ready to be checked out to branches county-wide. The hot spots require Verizon coverage and Lacrosse and Endicott do not have Verizon coverage so will not have hotspots for patrons to use at this time. Laptops for patrons to use have been purchased and are beginning to make their way to the branches.

Bev Pearce, Palouse Library manager, is retiring at the end of March. Advertising for her position begins in February and the hope is a new manager will be in place by the end of February with Bev providing training in March. The library is partnering with the Medication

Education & Disposal Project (MED-Project) to provide pre-paid mailing envelopes for residents to dispose of expired, unwanted or unused medications safely and for free. All branches except St. John, Colfax, Palouse, and Tekoa whose towns have their own disposal sites, will have mailers available. The Malden library is continuing to add more hours but no permanent site for the library has been decided on at this time.

Sheri is using funds donated by United Way to provide an online magic show and accompanying to-go kits for county youth. Sheri also has been using the Schools Out Washington Grant to purchase memberships for branch managers at Education.com. She is working on other programming ideas for the use of the remaining funds. Funds have all been spent for the Innovia "For the Health of It" grant. Over 800 activity bags went out to youth, teens, adults, and seniors. With some remaining funds, youth and exercise kits were purchased and will be available for checkout.

McKinistry, the company who helps governments extend the life of their buildings, has completed some minor roof and furnace repairs for the library. Because we do not qualify for building grants at this time, a long term assessment of projected improvements for the Colfax building has been put on hold. We hope to have more of a plan by the next meeting.

December's supporter of the month is the Pine Creek Community Restoration group in Malden who have championed the return of the Malden Library and have worked on WCL's behalf to secure a new temporary location for the library.

### **Monthly Business:**

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

Financial reports including the November payroll and accounts payable vouchers of \$60,912.07 were presented to the Board. There was no additional discussion and Resolutions #2021-01 and #2021-02 were approved by a vote of the board.

Kylie provided the Board with usage statistics for December. Rural Heritage numbers continue to be the best in the state with over 4,000 hits for the month of December. This was aided by posts in regard to St. John which always draws a lot of interest from those interested in genealogy.

Kylie read a thank you note from Shelly Ausmus, branch manager of Tekoa and Oakesdale thanking the board for the lunch provided in a library wide meeting Zoom meeting in early December.

Kylie noted that in the board packet for the month, there was an article from *The Atlantic*, "Why Some Libraries are Ending Fines". She asked the board to review in conjunction with the new Fine and Fee schedule handed out.

Upcoming events include a Pet Show and Tell by Zoom on Thursday, January 28.

The next meeting will be Tuesday, February 16 at 4:00 PM, likely by Zoom if the governor's orders have been extended.

**Heather adjourned the meeting at 5:01 p.m.**

*Shirley Cornelius*

Shirley Cornelius, Secretary

DocuSigned by:

*Heather Lustig*

Heather Lustig, Chair

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**Whitman County Library Board of Trustees Regular Meeting**  
**AGENDA**  
**February 23, 2021**  
**Via Zoom**

*The mission of Whitman County Rural Library is to be our community's #1 resource for information, recreation, and discovery.*

**Call to Order**

- Additions or modifications to the agenda.
- Visitor sign in for those wishing to speak  
*A maximum of five minutes is allowed for unscheduled visitors, unless the Board approves a longer period. The Board will determine speaker placement within the agenda.*

**New Business**

- Facilities Assessment Proposal – Scott McGann, McKinstry
- Trustee Vacancy: Position 2
- Policy Approval: Fee and Fine Schedule, Resolution 21-06
- Policy Review: Overdue Fines
- Emergency Backup Location for County Elections Center
- Director 6-Month Evaluation

**Continuing Business**

- COVID-19 Plans
- CARES Act Funding
- Branch Updates
- Grants Updates
- January Library Supporter of the Month

**Monthly Business**

- Approval of January 19, 2021 Minutes
- Financial Reports
- Resolutions 21-04 and 21-05 to Accept Monthly Vouchers
- Library Usage Reports
- Library Success Stories
- Trustee Training - Broadband Plans for Rural America

**Adjourn**

**Upcoming meeting schedule:**

Monthly meeting, 3<sup>rd</sup> Tuesday of each month at 4pm

Next Meeting: March 16, location TBD, 4pm