

Whitman County Library
Board of Trustees Meeting
Public Meeting by Zoom
February 23,2021

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

Chair Heather Lustig called the meeting to order at 3:59 p.m.

There were no additions or modifications to the agenda.

New Business:

There have been no new applications for the Trustee Position #2 vacancy which resulted from Cindy Alred's resignation from the board. Kylie has some leads on possible new applicants and will follow through and report at the next meeting.

The new fee schedule that was presented last month has two additions to it. A USB Drive can be purchased for \$3.00 each and a lost ILL item has a fee of \$50.00 attached to it. Resolution 21-06 Fee Schedule with these changes was formally presented to the board and approved by unanimous vote.

The board was appraised of the current overdue fine policy. The patrons receive warnings up to a month and a half after the due date of the item. After that the status of the item is turned to lost. After 6 additional months, the item is sent to collection. The library currently has \$8,000 in past due fines. Kylie will work on a policy for how we handle overdue items for the March meeting.

Library staff is currently working with the Whitman County Auditor to set up the library as an emergency backup for county elections.

The director will have been with the library six months on 3/6. Steve Balzarini will collect information for a 6 month evaluation of her performance.

Continuing Business:

The east region of Washington's Covid-19 plan was moved to Phase 2. During that time, updated guidance for libraries came out and the library moved back to curbside service. New guidelines for libraries were then released and after two weeks of just curbside service we were allowed to open back up with operations at 25% capacity and limited time for patrons to be in the library. On February 19, the staff had a virtual staff party sponsored by the Friends of the Library that was well attended by the staff. We hope to have more staff morale boosting activities in the future.

Work continues with the funds received from Cares Act Funding. Webcams, laptops, and hot spots have been deployed to all the branches. Next up will increasing the band width of Wi-Fi service.

Mailers have been distributed to all the branches participating in the MED-Project Medicine Disposal Program. Patrons will be able to mail their unused medicines to the location listed on the envelope. Branches continue to distribute Storytime to go packets. The Albion branch has started up a seed library. The Malden-Rosalia branches along with some local businesses have donated tree seedlings for patrons to plant during Arbor Day for those people that have requested them.

Work is wrapping up on the Meter Foundation grant for the remodel of the Albion Library. An online program called Beanstalk has been purchased with the School's Out Washington grant to help with summer reading programs.

January's supporter of the month is Bob Bates, who served ten years as Whitman County Library Board Trustee.

Monthly Business:

Minutes from the January 2021 meeting were reviewed and approved by a vote of the board.

Financial reports including the January payroll and accounts payable vouchers of \$113,332.43 were presented to the Board. There was no additional discussion and Resolutions #2021-04 and #2021-05 were approved by a vote of the board.

Kylie provided the Board with usage statistics for January. Rural Heritage posted its highest statistics ever in January with almost 8,000 hits. This is about four times higher than a normal month, and about twice as high as our previous high month. Laptops and hot sports are now available to all branches for checkouts and we are starting to see these items being checked out.

A recent library success story was the day the library opened back up for public use. The library had a steady stream of patrons come in for the first day back to in person checkouts.

President Biden is looking to expand broadband service across the country and Broadband action teams will likely be put into place. Those action teams may involve the library but at this point in time, we don't exactly know what that will look like.

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

Heather adjourned the meeting at 4:56 p.m.



Shirley Cornelius, Secretary

DocuSigned by:



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Heather Lustig, Chair