

**Whitman County Library
Board of Trustees Meeting**

Public Meeting in Colfax Branch of Whitman County Library
July 20, 2021

Present: Kylie Fullmer, Steve Balzarini, Suzanne Schmick, Sheri Miller, Shirley Cornelius, Ronda Penwell, and Sue Kreikemeier.

Vice Chair Suzanne Schmick called the meeting to order at 4:00 p.m.

Approval of Consent Agenda:

Minutes from the June 2021 meeting were approved by a vote of the Board.

May payroll and accounts payable vouchers of \$113,213.81 were also presented to the Board. Resolutions #2021-16 and #2021-17 were approved by a vote of the Board.

Reports:

Financial reports including a statement of activity and financial position for the six months ending June 30 were presented to the Board. July payroll and accounts payable vouchers along with the July credit card transactions were also reviewed by the Board.

Under the Director's Report, Whitman County Library on June 30 returned to 100% occupancy and added additional evening hours. In accordance with the state's updated mask policy, we are requesting but not requiring mask usage for fully vaccinated patrons and staff. Unvaccinated people are required to continue wearing a mask.

In facility news, all library locations will be closed August 2-8 for routine building and technology maintenance. Colfax will be having carpets cleaned and some painting done. Branches are working with their towns to clean windows, make small repairs, and clean out storage areas.

On the technology front, the library has officially moved to a new domain name. The new website address is www.whitcolib.org and staff emails now end in whitcolib.org. As part of that change, all staff have been moved to cloud based Office 365 for the email platform. We have also added some new Gale databases that will help students and job seekers with additional resources. We receive the databases at a discounted rate through the State Library and replaced the ProQuest databases that we were using.

Summer reading officially started on June 14 and so far 69 readers have already reached their summer reading goal. Readers of all ages have until August 31 to reach their reading goals to receive prizes. Participants and track their reading and activities using the new online tracking system, Beanstack. In-person outdoor programs have started this month at most branches and the Colfax library. Libraries are offering a mixture of outdoor and virtual programs along with grab bags for summer reading activities.

In grants and donations news, the library is eligible for up to \$9,893 from the State Library in ARPA funding for workforce development, digital inclusion efforts, virtual programming needs, and PPE needs. Requests were put in for ongoing hotspot costs, hand sanitizer stations, receipt printers for branches (reducing contact between patrons and staff), secure lockers for outside pickup, and a career database. Sue, Kylie, and Sheri are working on a grant application for the Women's Leadership Guild to support children's emotional well-being by connecting library resources, emotional support animals, and a corresponding book for families with children.

In library usage circulation numbers and program attendance in Palouse were up substantially from the previous period last year. Palouse also had nine new patrons sign up for a library card last month. Our librarian there started in March and has been actively engaged in community outreach. The library has also changed the way we handle program attendance. The resulting change has resulted in lower numbers compared to last year but are more reflective of what is currently going on in the library.

There was no June supporter of the month as the Friends of the Library have decided to move to a quarterly recognition of volunteers, donors, and supporters

In a success story for the library, the Washington State Advisory Council on Historic Preservation unanimously voted to add the Colfax Library to the Washington Heritage Register earlier this month. It is the first building of architect Warren Heylman to be included in the Heritage Register. The state has now nominated the building for inclusion on the National Register and we should hear in August if that application is approved.

Continuing Library Business:

The Board reviewed the current fixed asset policy of the library and reviewed proposed changes to that policy to bring it more in line with current practices of other public libraries.

New Library Business:

Resolution 21-18, 2021 Budget Revision, was presented to the Board and after some discussion, was voted on and approved.

Resolution 21-19, Transfer Funds to P1FCU, was presented to the Board and was voted on and approved. Current Accounts Payable and Payroll Imprest Funds are being held at US Bank.

A surplus list of items was presented to the Board. A motion was made and approved to surplus the items presented.

Juneteenth is now a federal and state holiday. After discussion, the Board decided to table the decision of whether to recognize this as a paid holiday for library staff until the November meeting.

Adjourn:

Suzanne adjourned the meeting at 4:50 p.m.

Next Meeting:

The next meeting will be Tuesday, August 17 at 4:00 PM at the Colfax Library

DocuSigned by:

Shirley Cornelius

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Shirley Cornelius, Secretary

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Suzanne Schmick

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Suzanne Schmick, Vice-Chair