

**Whitman County Library
Board of Trustees Meeting**

Public Meeting in Colfax Branch of Whitman County Library
August 17, 2021

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

Chair Heather Lustig called the meeting to order at 4:00 p.m.

Approval of Consent Agenda:

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

May payroll and accounts payable vouchers of \$132,154.40 were also presented to the Board. Resolutions #2021-20 and #2021-21 were approved by a vote of the Board.

Reports:

Financial reports including a statement of activity and financial position for the seven months ending July 31 were presented to the Board. August payroll and accounts payable vouchers along with the August credit card transactions were also reviewed by the Board.

Under the Director's Report, Whitman County Library has had several staff employees test positive in the last two weeks along with another employee having to isolate after being exposed. Because of the rising cases and the fact that we serve vulnerable populations, we are asking all staff to wear masks in public areas beginning August 10. For our patrons, we are still not requiring masks for the vaccinated. We are continuing to offer in-person outdoor programs. County metrics are continuing to be monitored and we will be responding accordingly.

In staff news, Clancy Pool will officially retire from the library after serving the library for 29 years on October 8. Tia Langston, our Endicott branch manager also had to resign due to a change in family circumstances. The library is in the process of hiring for both positions and hope to have permanent managers in the St John and Endicott library soon.

All library locations were closed from August 2 through 8 for routine maintenance such as carpet cleaning, painting, and fire alarm testing. McKinstry was here last week to fix a slow leak in our HVAC system. We knew the leak needed to be fixed but with the higher temperatures, the leak was getting worse and it was felt that it needed to be fixed now. After a recent Department of Labor and Industries inspection, it was found that besides doing a 5 year load test on our elevator, we also need to do a 5 year load test on the dumbwaiter. L&I is also requiring some repairs to the dumbwaiter so it was decided to decommission the dumbwaiter. With savings from not performing a 5 year load test, an annual maintenance contract, and repairs, the cost of decommissioning will be paid off in two years.

Summer reading will be ending at the end of the month and we already have 238 readers complete their challenge. The main library and branches are continuing to offer grab bags along with outdoor programming including Bon Voyage grab bags for adults. The library will also be at the fair again this year with a booth and we will have a signup sheet soon for volunteers. The library is also having a yard sale on August 27 and 28 that will benefit the library. The library is looking for donations to the sale and will keep 20% of the proceeds.

In grants and donations news, STEM kits purchased from the recent Innovia grant have arrived and Nichole has started popup outdoor STEM programming with the kits. She is also using part of the funds to purchase fun sticker posters to keep older kids engaged. Jody Opheim donated LEGO baseplates from her business Opheim Consulting and worked with State Bank Northwest to donate \$900 to purchase Lego blocks for a Lego Challenge to be held in Garfield, Palouse, and Farmington this fall.

In library usage circulation numbers and program attendance in Palouse, Colton, Lacrosse, and St. John were up substantially probably due to the increase in in-person programming. Use of the HeritageQuest database continues to be high.

The Friends of the Library will be having their quarterly meeting on the second Tuesday of September, which is on the 14th.

In Foundation news, there is a new artist in residence in the small room through the end of September, Ernie Weiss. Also the Colfax Chamber is temporarily renting the tech office in the Center as their Chamber headquarters until a more permanent location can be found.

In a continuation of a success story for the library, the library has officially been listed on the National Register of Historic Places.

Continuing Library Business:

Resolution 21-22, Fixed Asset Policy, was voted on and approved.

The board continued from last month a discussion on Personnel Policy, section XIX H.2:Library Closures-Juneteenth, State and Federal Holiday. It was brought to the board's attention that the state holiday is for all public employees and the library falls under that directive. The board would have to approve a resolution if they did not want to approve the holiday. The Policy was tabled to the November meeting.

New Library Business:

With the increase in positive Covid cases among staff, the administrative leave policy that the board approved last December to be used until a vaccine was in place was reviewed and decided to be extended through December. At that time, the policy will need to be reviewed to decide if it needs to be carried through 2022.

After some discussion about mandatory Covid vaccinations for employees, the board decided at this time that they would not require mandatory Covid vaccinations.

Adjourn:

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

Next Meeting:

The next meeting will be Tuesday, September 21 at 4:00 PM at the Colfax Library

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Shirley Cornelius, Secretary

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Shirley Cornelius

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Heather Lustig, Chair