

**Whitman County Library  
Board of Trustees Meeting**  
Whitman County Library, Colfax  
February 13, 2017

Present: Steve Balzarini, Bob Bates, Heather Lustig, Shirley Cornelius, Kristie Kirkpatrick, and Molly Overby.

Board chair Bob Bates called the meeting to order at 4:02 p.m.

Bob asked if there were any additions or modifications to the agenda and there were no additions or modifications.

**New Business:**

Molly Overby, Senior Services coordinator, was introduced to the board. Molly started with the library in 2015 as the mail clerk, then moved to circulation and eventually ordering nonfiction material, interlibrary loans, Twitter posting and Senior Services program coordinator. In her role with the seniors, Molly oversees the coloring and cookies class, pie and bingo, and outreach to the seniors at Hill Ray and The Courtyard. The board thanked Molly for all her contributions to the library and she left the meeting.

Washington State Library (WSL) is an important resource to WCL. We've received consultation, staff and Board training and many federal grants from LSTA administered by WSL. A new report on WSL's impact for our region is forthcoming.

Resolution 2017-8, updating the Meeting Room rules, was read and discussed. Updated language included the addition of proof of insurance for use of the room. Steve made a motion to approve the resolution and Heather seconded. The resolution was passed.

Resolution 2017-5, updating the language for the Display Loan agreement. The policy is being updated for current practices. Heather moved and Steve seconded. The motion was approved as read.

Resolution 2017-7- updating the language for the exercise/waiver liability for exercise classes held in the library to match procedural practices. Steve moved and Heather seconded the motion that the resolution should be signed. The resolution passed.

**Monthly Business**

There was no new discussion on the January minutes that were distributed earlier. Steve moved to approve the minutes and Heather seconded the motion. The motion was approved.

Financial reports including the monthly payroll and accounts payable vouchers of \$75,687.62 and the January MasterCard transactions were presented. Thirteen month reports were presented at the February meeting. Because the meeting was held early in the month, bank and Whitman County Treasurer's statements had not been received and therefore no revenues were recorded for property taxes. There was no additional discussion and Steve moved and Heather seconded to approve Resolution #2017-6. The motion was approved.

Kristie reviewed the annual circulation reports for 2016. The high point of her report and the entire year has been program attendance. Children's attendance which was already extremely high grew by 4%, teens by 66% and adults by 34%. 250 more children's programs were offered while 400 more adult programs were offered. In all, attendance was 38,946 for 2016.

As expected, traditional circulation dropped by 8% as did some of the service measures like reference service, holds filled and database usage. Website usage and catalog transactions also dropped by about 12%. Exceptions are "in library" computer use and digital (downloadable audio and eBooks) which both rose by about 10%. Kudos were given to Endicott, Farmington and Malden whose circulation rose in 2016.

The Board reviewed the branch activity noting how busy each location is when factoring in all services. Kudos to Colfax, Rosalia, Lacrosse, St. John for being busiest but also, to all staff who are working so hard to meet patron needs.

### **Continuing Business:**

Confirmation has been received that Heather Lustig was approved by the commissioners as a WCL board member.

Holly Meyer, Colton branch manager, was hired to also fill the vacancy at the Uniontown branch. With Holly filling both roles coordinating programs between the two branches will be much improved.

In other business, Friends renewals are going out, Amazon Smile's quarterly distribution to the Friends amounted to \$92, the most ever. Upcoming events include "The Age of Sailing" which covers two Wednesday's in March and the photography exhibit in the Center, "Why I moved to Colfax" which will be on display March 1 through April 30.

There was no other continuing business.

The next board meeting will be on Monday, March 20, at the Colfax Library at 4:00 PM. The decided to cancel the April board meeting because of the time commitment for the April 3 Trustee Training in Clarkston.

Steve moved that the meeting be adjourned. The meeting was adjourned by Board Chair Bob Bates at 5:03 PM.

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Shirley Cornelius, Secretary

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Andrea Miller, Vice Board Chair