

**Whitman County Library  
Board of Trustees Meeting**  
Whitman County Library, Colfax  
January 25, 2017

Present: Steve Balzarini, Andrea Miller, Suzanne Schmick, Bob Bates, Shirley Cornelius, Kristie Kirkpatrick, and Heather Lustig.

Proposed board chair Bob Bates called the meeting to order at 4:05 p.m.

Bob asked if there were any additions or modifications to the agenda. Kristie asked that election of 2017 officers be added to the agenda. The item was moved to the top of the agenda under new business. Other business was also moved to the top to leave ample time for the new board member interview.

**New Business:**

A suggestion of rotating the Board officers for 2017 was made, meaning Bob Bates would be Chair, Andrea Miller Vice-Chair and Suzanne Schmick Secretary. Steve moved and Andrea seconded the motion to approve the slate. The motion was approved.

Guest Heather Lustig was introduced as a candidate for the Whitman County Library Board of Trustees. Heather is a substitute para-educator at Steptoe and the Colfax School District where her children attend. She is from the Endicott/Dusty area.

A copy of the 2017 Friends Newsletter was circulated to the Board and will be mailed to all library Friends. Kristie praised the Board for their most valued donation to WCL – time.

A letter to Gary Libey on behalf of The Board, Friends and Staff was signed by Chair Bob Bates. It praised Gary and Trudy for their many contributions to the district.

Upcoming events include an appearance on February 9 at the Endicott Library by Tod Marshall, Washington State 2017 Poet Laureate. On the same night is the highly successful Trivia Night at The Hyde Out in Colfax. On February 3, there will be a Valentine's craft night at the Center. Funds raised above the cost of the event will be donated to the Center remodeling project.

The winter has affected the library more than usual this year with dying furnaces and leaking roofs. Two older furnaces broke down and were replaced with high efficiency furnaces that included an Avista rebate. Leaks included one at the back of the Center and in the main library in the office area upstairs. The Center leak was fixed and the leaking in the library has stopped. The library will investigate getting the leaks fixed in the spring when it warms up and dries off. There was also a broken water pipe in front of the Center that was fixed by the city.

Resolution 2017-2, updating the Application for Meeting Room Use, was read and discussed. Updated language included removing language about the use of firearms. Added were cancellation fees, fees for groups outside of Whitman County, and the cleaning of tablecloths. Notation was made that the language should read, "to update the meeting room application for use". Suzanne made a motion to approve the resolution as changed and Steve seconded. The resolution was passed.

Resolution 2017-3, updating the Interlibrary Loans Policy, was read and discussed. The policy is being updated for current practices. Andrea moved and Suzanne seconded the motion. The motion was approved as read.

Resolution 2016-19 or 2017-4 – Levy lid increase. The assessor’s office asked for an additional resolution for the financial reason the Library requested an additional one percent levy lid increase. The resolution was originally passed in November 2016. At this point in time, we are uncertain if it needs to be a brand new resolution or just added on to the original resolution. Steve moved and Suzanne seconded the motion that the resolution should be signed. The resolution passed.

### **Monthly Business**

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

Financial reports including the monthly payroll and accounts payable vouchers of \$87,193.42 and the December MasterCard transactions were presented. Thirteen month reports will be presented at the February meeting. There was no additional discussion and Andrea moved and Suzanne seconded to approve Resolution #2017-1. The motion was approved.

Kristie reported that the library statistical reports from the past 3 years are in question. Staff changes and errors went undetected until recently. The reports should be accurate now but the accuracy of past reports we compare with are in question. Because of these issues, the annual statistics will be delayed. With all of that said, Dec. of 2015 shows an overall drop in traditional circulation of 10%. Colton, Endicott, Malden and St. John did show sizeable increases.

Attendance at children’s programs saw a decrease this month while teen attendance saw a 150% increase and adult attendance 100%+. Electronic measure were really strong this month. Database usage grew thanks to ABC Mouse and use of the Rural Heritage collection doubling. The only down side was the first ever drip on digital checkouts. With a new staffer at the helm, Kristie is hopeful we’ll see increased usage of this product. Besides the usual reports, Kristie shared a system wide overview that is attached.

### **Continuing Business:**

Heather Lustig, board candidate, was interviewed briefly by the board. Heather was excused after the interview and the board voted to approve her nomination to the board.

There was no other continuing business. The next board meeting will be on Monday, Feb. 13, at the Colfax Library at 4:00 PM.

Steve moved that the meeting be adjourned. The meeting was adjourned by Board Chair Bob Bates at 5:15 PM.

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Shirley Cornelius, Secretary

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Bob Bates, Board Chair