

Whitman County Library Board of Trustees Regular Meeting
AGENDA
January 19, 2021
Via Zoom

The mission of Whitman County Rural Library is to be our community's #1 resource for information, recreation, and discovery.

Call to Order

- Additions or modifications to the agenda.
- Visitor sign in for those wishing to speak
A maximum of five minutes is allowed for unscheduled visitors, unless the Board approves a longer period. The Board will determine speaker placement within the agenda.

New Business

- Trustee Vacancy, Position 2
- Review Fee and Fine Schedule
- Staff Vaccinations
- Board 2021 Goals

Continuing Business

- COVID-19 Plans
- CARES Act Funding
- McKinstry Facilities Assessment
- Branch Updates
- Grant Updates
- December Library Supporter of the Month

Monthly Business

- Approval of December 15, 2020 Minutes
- Financial Reports and Resolutions 21-01 and 21-02 to Accept Monthly Vouchers
- Library Usage Reports
- Correspondence
- Trustee Training – *The Atlantic* article “Why Some Libraries are Ending Fines”

Adjourn

Upcoming meeting schedule:

Monthly meeting, 3rd Tuesday of each month at 4pm

Next Meeting: February 16, 4pm, location TBD (Colfax or Zoom)

**Whitman County Library
Board of Trustees Meeting
Public Meeting by Zoom
December 15, 2020**

Present: Kylie Fullmer, Steve Balzarini, Bob Bates, Heather Lustig, Sheri Miller, Shirley Cornelius, and Ronda Penwell.

Chair Steve Balzarini called the meeting to order at 4:03 p.m.

There were no additions or modifications to the agenda.

New Business:

Under the Families First Coronavirus Response Act passed earlier in the year, employees are granted up to 80 hours of administrative leave based on the employee's full time equivalent for quarantine related absences. Because the library is under the legal limit of employees required for the act, the library had chosen not to follow the act at that time. Because of the rise in local cases, more of the staff are being affected by the consequences of COVID restrictions. To reduce the economic impact to the employees, it was voted on and approved by a vote of the board to fund up to 80 hours of administrative leave for each employee affected by the quarantine sanctions.

McKinstry, Inc., a regional company with an office in Spokane who specializes in effectively using building space, has been working with us on creating a preliminary facilities assessment of our building in Colfax. While doing that, they have repaired a furnace on the roof and are planning to fix a few minor leaks on the roof.

Kylie presented the board with her 2021 goals which includes revising the format of the policy manual, completing an equipment inventory, exploring a new online cataloging system, and completing a facilities assessment.

Hillary Langlois, Colfax staff member, resigned her library assistant position to take another position within the County. At the present time, the library plans to fill her hours with current staff.

Bob Bates whose two terms ends on December 31, was recognized for his 10 years of service to the library with a signed book of memories and his name on a trustee plaque within the library. Cindy Alred's resignation from the board for personal reasons was accepted by the board. Heather Lustig will be the 2021 Board Chairwoman with Suzanne Schmick as the Vice-Chair. Board Secretary will be named after the two trustee positions are filled which could be February or March.

Ronda Penwell was introduced as a prospective board member. Kylie went over the qualifications of a trustee to Ronda. The trustees then asked questions relative to the position. The board felt there was not a need to call an executive session to discuss qualifications and she was recommended and approved to the board by a vote of the trustees.

Continuing Business:

Current COVID restrictions have been extended until January 4. At that point in time, the library will review its processes and proceed from there.

Work continues with the funds received from the Cares Act Funding. James has begun to circulate hotspots and webcams to the branches and PPE touchless hand sanitizer stations have been purchased and are being distributed to the branches.

Cooperative Cares Funding with Whitman County towns needed to be completed by November 30. Kylie and James worked with the towns of Endicott, Garfield, Oakesdale, and Rosalia to secure laptops and more PPE supplies.

A pop-up library for Malden has been established in one of the trailers that Avista has provided. Regular hours of the library will soon be resuming. Long-term plans for a more permanent location have not been established. Malden has a new mayor and is also looking for a new city clerk and a final decision may not be forthcoming for a while.

Work has been completed for the Innovia For the Health of it Grant. 200 health related bags for age groups went to Seniors, Adults, Teens, and Youth. The funds have been received for the Schools Out Washington grant and Sheri is exploring different options to distribute the funding.

November's supporter of the month is Cossette Hauck from Albion. She was recognized for her outstanding support of Albion programming from promoting, attending, and assisting with library programs.

Monthly Business:

Minutes from the November 2020 meeting were reviewed and approved by a vote of the board.

Financial reports including the November payroll and accounts payable vouchers of \$106,227.77 were presented to the Board. There was no additional discussion and Resolutions #2020-31 and #2020-32 were approved by a vote of the board.

Kylie provided the Board with usage statistics for November. Programming attendance and circulation numbers were down reflecting the new COVID restrictions but online usage continues to rise.

Included in the board packets for board training and information was a short infographic on Rural Libraries in America.

The next meeting will be Tuesday, January 19 at 4:00 PM, likely by Zoom if the governor's orders have been extended.

Steve adjourned the meeting at 5:05 p.m.

Shirley Cornelius

Shirley Cornelius, Secretary

DocuSigned by:

Heather Lustig

Heather Lustig, Chair

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