

**Whitman County Library  
Board of Trustees Meeting  
Public Meeting by Zoom  
March 16,2021**

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

Chair Heather Lustig called the meeting to order at 4:02 p.m.

There were no additions or modifications to the agenda.

**New Business:**

Kylie presented a facilities assessment proposal from McKinistry, a national contracting company that works with companies and governments to extend the life of their buildings, on what their assessment of our building's needs are and the timeline needed to correct any problems. This timeline gave different option scenarios of good, better, and best solutions and the related costs to proceed with those solutions. In conjunction with some repairs that were done earlier to our roof and our roof furnace, they have offered some solutions that we can do ourselves in the meantime. McKinistry's fee for overseeing all of these projects would be around \$20,000 but if we move forward in a timely manner with the project, their fee would be rolled in with the total project cost. With rumored funding available from The American Rescue Plan Act, May or June of this year may be a good time to move forward with the project.

**Continuing Business:**

The library is still taking applications for Trustee Position 2 with the hope of having someone from outside of the Colfax area apply for the position. Guest Sue Kreikemeier asked a few question about what the trustee position entails.

Kylie and the staff are still working on a circulation policy draft. Because our current policy has not been in a written mode, it has taken longer to build a policy that will be in written form. There will be a draft available for the board to review at the next meeting.

Steve Balzarini is working on compiling staff evaluations for the director's six month performance evaluation. He will be working with the rest of the board to perform the evaluation in an executive session at the beginning of the April board meeting.

All counties in Washington State will move to Phase 3 of the state's reopening plan next week. There has been no specific guidance given to libraries at this time but we know we can move from 25 to 50% occupancy. For most of our branch libraries, this will only increase the amount of people allowed in by one person. In the Colfax library, that will increase the amount of patrons allowed in from 11 up to 20 people. There has been no update on whether library staff can be moved up the vaccination scheduled timeline although many of the staff have already received their vaccination. With more employees receiving the vaccine, it was discussed and decided that administrative leave should be extended to any employees who have an adverse reaction to the vaccine.

Branch updates include the Albion library which is launching a seed library. Teen and Tween trivia is being held in Endicott and a virtual Pokemon event and toy sleepover is being held at the Garfield library. Garfield also hosted a Blind Date with a book event and the drawing winner has asked to remain anonymous. The Malden and Rosalia libraries are holding a joint Arbor Day event where they hope to distribute 200+ trees with donations from local businesses. Rosalia is also hosting a Black-out Poetry event. The Palouse Library has a new librarian, Sarah Bofenkamp, and the community is hosting a joint retirement party for Bev Pearce and a welcoming party for Sarah.

In grant news, radios increasing Wi-Fi efficiency continue to be rolled out. Library staff is learning how to use Beanstack, an online reading tracking program with staff planning on hosting a spring reading program starting in April and a summer reading program starting in June.

**Monthly Business:**

Minutes from the February 2021 meeting were reviewed and approved by a vote of the board.

Financial reports including the February payroll and accounts payable vouchers of \$96,546.53 were presented to the Board. There was no additional discussion and Resolutions #2021-07 and #2021-08 were approved by a vote of the board.

Kylie provided the Board with usage statistics for February. Rural Heritage usage continued to be high in February with around 4,300 hits. February continued to see some of our highest numbers for digital checkouts. There were 37 checkouts of laptops and hotspots for February which is good considering they have been available for just over a month. Moving forward the staff will be looking at ways to draw patrons back in the library.

February's supporters of the month are Mary DeGon, Pam Jacobs, and the Town of Oakesdale for supporting the Oakesdale Library with extraordinary effort during the pandemic and for helping make the library a safer and more attractive place for the community to visit using town grant funds.

Our February library success story was the 21<sup>st</sup> annual Food for Fines month. 46 Residents donated over \$600 worth of food or non-perishable household items to area food pantries. The donations and turnout was comparable to previous drives that were held in non-Covid times.

Kylie included in the board packets information on Megapublishers and the Impact on Library Collections. A brief discussion followed on how this has affected our purchasing.

The next meeting will be Tuesday, April 20 at 4:00 PM either by Zoom or in-person depending on state guidelines.

**Heather adjourned the meeting at 5:17 p.m.**

*Shirley Cornelius*

Shirley Cornelius, Secretary

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*Heather Lustig*

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Heather Lustig, Chair