

**Whitman County Library
Board of Trustees Meeting**

Public Meeting at the Colfax Branch of the Whitman County Library
January 17, 2023

Present: Suzanne Schmick, Ronda Penwell, Heather Lustig, Cindy Alred, Sue Kreikemeier, Cody Allen, Sheri Miller, Shirley Cornelius, and guest Mary Pauls.

Chair Suzanne Schmick called the meeting to order at 4:00 p.m.

There is one addition to the agenda (volunteer applications) and no modifications.

Approval of Consent Agenda

Minutes of the December 20, 2022 meeting, and Resolutions 23-01, 23-02, and 23-03 were approved by a vote of the Board.

Reports

December financial documents were presented and there were no additional comments on the documents.

In the director's report, Cody is working with the Washington State Department of Revenue on a Family Tax Credit in which signups occur all year long. The twice annual Washington State Library's Director's retreat is occurring at the end of this month in Seattle. Cody submitted a proposal for the cost of registration for the Washington Library Association annual conference that was accepted. For the proposal, Cody will be leading a 75 minute presentation at the conference in conjunction with the Asotin County Library to present their different Digital Navigation Grants. In the past month, there has also been discussion with staff on stepping away from sensitive patron information. The Friends of the Library will be conducting bi-monthly officers meeting with a regular Friends of the Library meeting occurring monthly. Cody has also been working on a memorandum of understanding with the Friends of the Library, staff raises, and strategic planning moving forward.

Continuing Business

In branch news, the Farmington branch has been having issues with losing power and James has been working on the problem. Endicott has also been having issues with moisture in the basement that could lead to possible mold problems. Cody plans to meet with the town to see if a humidifier can be put in the library. All branches now have expanded hours for the Digital Navigation grant.

Library usage was down over 2000 items in 2022 compared to 2021. The good news is that program attendance is growing month by month and our online data bases are seeing more use.

On the Digital Navigation Grant news, there have been 5 to 10 requests a week for help with no advertising. Remote session webinars start next week and laptop ordering will begin soon.

Applications for the laptops will be taken from February 1 through March 31 with laptops being sent to patrons in April.

There has been no communication this month with the WSU professor about Indigenous Land Acknowledgement.

The current list of ten paid holidays was presented to the board along with a summary of the cost of adding another paid holiday in June 19th to our current list of holidays. A motion was made and approved to add June 19th as another paid holiday for full time staff. If any additional federal holidays are approved, one of the current eleven paid holidays can be used as a floating holiday to cover other future holidays.

New Business

Staff Raises will go into effect with the February 1 payroll.

New board officers for 2023 will be Ronda Penwell, chair; Sue Kreikemeier, vice-chair, and Heather Lustig, Secretary.

Cody is working on a new Volunteer Application that would include screening of applicants with background checks for any volunteer that works with direct library programming.

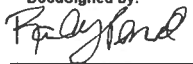
Adjourn

The meeting was adjourned at 5:10 PM by chair Ronda Penwell.

Next Meeting

The next regular meeting will be Tuesday, February 21 at 4:00 PM at the Colfax branch of the Whitman County Library.

Shirley Cornelius

DocuSigned by:

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Ronda Penwell, Chair