

**Whitman County Library
Board of Trustees Meeting**
Public Meeting at the Colfax Branch of the Whitman County Library
February 21, 2023

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

Chair Ronda Penwell called the meeting to order at 4:04 p.m.

There are two additions to the agenda, exit conference for the state audit and a resolution to increase the imprest amount for the Accounts Payable Fund.

The Spokane office of the Washington State Auditor met with the board by TEAMS to present the results of an accountability audit for the years 2019-2021. The auditors presented a clean report to the board and the results of the audit will be published on the Washington State Auditor's web page on February 27.

Approval of Consent Agenda

Minutes of the January 17 meeting, and Resolutions 23-04, 23-05, and 23-06 were approved by a vote of the Board.

Reports

January financial documents were presented and there were no additional comments on the documents. The board also reviewed Resolution 23-06 which increased the Accounts Payable imprest fund from \$100,000 to \$150,000 due to the amount needed to pay for the Digital Navigation Grant

In the director's report, Cody is continuing to work with the Washington State Department of Revenue on a Family Tax Credit in which signups occur all year long. There are a few dates at the branches booked for the Department of Revenue to present their information but the amount of information about the program has been limited. A Headquarters Outlook Calendar is being developed that will show which employees are out of the office and also who has booked the meeting rooms. It is hoped that the calendars will help with the confusion about staffing and scheduling. Cody has also been going to St. John to help with after school programs and has helped Malden put together the branch manager's desk. Because of a staffing and bus shortage with the Colfax Schools, bussing to the Third Thursday event has been put on hold. Bussing has provided children the opportunity to attend special programs so we will see how it affects our attendance in the future. Cody is also working on a district wide travel policy that will hopefully clear up what is district paid travel.

Continuing Business

The Palouse branch has received several grants lately including one from Penguin Random House for young adult books, Prime Time Reading, and a travel grant from Washington Library Association to the annual meeting. Endicott is continuing to have issues with moisture in the

basement that could lead to possible mold problems. Cody plans to meet with the town to see if something can be done about the moisture.

Circulation for January was on an upward trend but database usage showed a decline.

On the Digital Navigation Grant news, applications for the laptops have gone out. Another online webinar will be on Thursday night and Pullman Marketing plans on visiting each branch between March and June.

In an update on land acknowledgement, Cody and Sue will be meeting a WSU professor on Wednesday, February 22 to discuss an appropriate response for the library.

New Business

Staff are currently reviewing the ILL/Request policy that the library has. Currently a patron can request 5 items a month. Is that too much or too little?

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

Adjourn

The board went into executive meeting at 4:50 PM to discuss the Director's annual review. The board came back into regular session at 5:30 PM and then was adjourned by chair Ronda Penwell.

Next Meeting

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



Shirley Cornelius



Ronda Penwell, Chair