

**Whitman County Library  
Board of Trustees Meeting**  
Public Meeting at the Colfax Branch of the Whitman County Library  
April 18, 2023

**Present:** Ronda Penwell, Heather Lustig, Cindy Alred, Sue Kreikemeier, and Cody Allen

Chair Ronda Penwell called the meeting to order at 4:00 p.m.

There were no additions or modifications to the agenda.

### **Approval of Consent Agenda**

Minutes of the March 21 meeting, and Resolutions 23-09 and 23-10 were approved by a vote of the Board.

### **Reports**

March financial documents were presented and an explanation was given about the increased spending caused by the Digital Navigation Grant. A revised budget will be coming in the next several months.

In the director's report, Cody went over a new purchasing card for grant expenditures for Sarah Bofenkamp. Recent staff departures include Sarah Phelan in April and Kathy Carr at the end of May. The collection department has spent the last month removing the music CD's from our collection as there is not a big need for CD's. In the last month, we have moved from a Quickbooks payroll system to Paylocity. The new system will help us move away from a spreadsheet time reporting system to a web based system that coordinates with our payroll system making it easier to use.

### **Continuing Business**

In Branch news, Holly Meyer has decided not to continue as branch manager of the Uniontown library but will continue as the Colton branch manager. We are in the process of currently hiring a new manager for Uniontown. We are also applying for a Meter grant to fix up the Farmington branch.

March circulation was essentially flat and database usage is still down but improved over the previous month. Program attendance continues to rise.

The board went over a draft of the volunteer policy. The board discussed the policy and decided to add notes with one being how volunteers can't work with patrons until they pass a background check and the volunteer also can't be left alone with a patron without a staff member even if they have cleared a background check.

The board gave the director their notes about his annual review and the director will have time to review them and ask follow-up questions at the May meeting and then the review will be complete.

## **New Business**

Staff compensation and retention: Because of the current economic conditions and our desire to retain quality staff, the director introduced the idea of a new compensation plan. The board agreed that a need was present and discussion ensued on how WCL stacks up for compensation in the local community as far as an employer goes. More discussion is planned in the coming months.

The board will have a brief introduction at the annual meeting and be present to talk with the staff. The board expressed a desire to be more actively involved with the staff so future plans will be considered for social events for staff and the board to mingle.

## **Adjourn**

The meeting was adjourned at 5:03 PM by chair Ronda Penwell.

## **Next Meeting**

The next regular meeting will be Tuesday, May 16 at 4:00 PM at the Colfax branch of the Whitman County Library.



Shirley Cornelius



Ronda Penwell, Chair