

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

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

Chair Ronda Penwell called the meeting to order at 4:05 p.m.

There were no additions or modifications to the agenda.

### **Approval of Consent Agenda**

Minutes of the June 20 meeting, and Resolutions 23-17 (Payroll), 23-18 (Accounts Payable), 23-19 (Imprest Fund), and 23-20 (Ill Policy) were approved by a vote of the Board.

### **Reports**

June financial documents were presented to the board and a brief explanation about them was given. A 2023 budget revision was presented to the board for their review and will be voted on at the next meeting.

In the director's report, the digital grant is officially done although we are still giving out laptops. The next round of Department of Commerce digital grants is now open. It looks like the Dept of Commerce is looking for agencies to collaborative on this next round of grants and several libraries across the state are looking to form that collaboration with the State Library to manage and be a fiscal agent for that grant. The Colfax Summerfest Festival is this Saturday and the Library are hosting an artist reception for those artists that have displays in the Center. Whitman County Public Health Department has bicycle helmets to give away and those will be disbursed on Saturday also. Summer reading programs are winding down. The director went to the Uniontown town council meeting last Thursday to discuss how the library operates in Uniontown including how the library finances operations. Two branch managers are leaving the library for other employment and we have been advertising for their positions. Startup Palouse will be meeting virtually this fall with a focus on Malden and Pine City and hope to use the library for people to meet up in. The Friends are hosting an Ice Cream Social tomorrow and hope to do a fall fundraiser.

### **Continuing Business**

In Branch news, there are two branch managers leaving. Advertising is out to fill the positions.

In Library usage, circulation continues to decline although not at an alarming rate. Program attendance and computer usage is up. The newsletter is going out by Mail Chimp once a month but usage is up from when it was last sent out. Database usage continues to go down including Rural Heritage usage.

The director went over the need for Resolution 23-20, Inter Library Loan. Our current policy is unclear for requests and purchasing and wasn't using staff time and effort efficiently. The new policy would look clearly spell out the ILL and request procedure and many requests the patron may make and how often.

The director is working on additional processes for staff compensation and hope to have a plan in place by this fall.

### **New Business**

In the next couple of months, the director hopes to start strategic planning with the board for future operations.

### **Adjourn**

The meeting was adjourned at 5:15 PM by chair Ronda Penwell.

### **Next Meeting**

The next regular meeting will be Tuesday, August 15, at 4:00 PM at the Colfax branch of the Whitman County Library.



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Shirley Cornelius



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Ronda Penwell, Chair