

**Whitman County Library
Board of Trustees Meeting**

Public Meeting at the Colfax Branch of the Whitman County Library
November 21, 2023

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

Ronda Penwell called the meeting to order at 3:58 p.m.

There were no additions or modifications to the agenda.

Approval of Consent Agenda

Minutes of the October 17 meeting, and Resolutions 23-32, 23-33, and 23-34 were approved by a vote of the Board.

Reports

October financial documents were presented to the board and a brief explanation about them was given.

In the director's report, Cody is meeting with Colfax High School officials about exploring the idea of providing library services to the high school. By adding their collection to our collection, it would allow the high school to have new material. At this time, we don't know if that would include staffing one of our employees there part time or whether remote checkout would be involved. Asotin, Stevens, and Whitman County Libraries are forming a coalition to see if they can continue searching for opportunities for digital navigation funding. Greg Partch and Kristie Kirkpatrick met with Cody to see about how they could take the Cashup Davis display out to other parts of the county. The Osborne family reached out in October about continuing talks for ways to use the money donated from the Trust to the Library. There is a new solar company, Vesper Energy, who is putting up a solar farm near Thornton, and is reaching out to local nonprofits about their quarterly giving program back to the local communities. The library is applying for a \$3,000 grant to replace Ozobots for the Stem Program. The winter luncheon will be on 12/1 and the board is invited to attend. Also on that day is the Winterfest Celebration in Colfax. The library will be in the parade, Santa will be at the library, and there will be a Polar Express reading under the library's tree. Jingle and Mingle is on December 15. Suzy McNeilly and Jil Mohr are stepping down as officers of the Friends. There will be an election of officers in January.

Continuing Business

In Branch news, the insurance adjustor was at the Rosalia library and recommended a structural engineer to examine the building before the claim is finalized. Endicott would like some updated ADA improvements including an automatic door opener. In Malden, the town is finalizing a design for the new community center. Albion also needs some ADA improvements including some Braille signs.

In Library usage, circulation is down overall. Online catalog transactions are unavailable this month. Database and Rural Heritage statistics are going up and down. Facebook usage is good and the newsletter continues to have a good response.

The entire board reviewed the new personnel policy going into effect on 1/1/2024. A summary of the changes will be a 32 hour work week, a progression of personal days for years of service, 8 hours of vacation earned every month with a limit of 96 hours at the end of each year, and instead of converting sick leave over 480 hours to vacation there will be a payout of ¼ of the hours over 480 at the end of the year into additional vacation. A resolution will be presented at the December meeting. The board also approved by a vote a 3.5% pay raise for all part-time employees and a 2% raise for the director.

New Business

The Town of Endicott asked for a one year extension of their current inter local agreement so the new clerk and mayor can review the details of the contract. Cody will sign paperwork agreeing to the extension.

The Chamber of Commerce would like to put their office in the front of the Center instead of their current office. Cody will discuss with the Friends at their board meeting on Wednesday.

Sue Kreikemeier's 5 year term is up on 12/31 and she has agreed to serve another term.

Adjourn

The meeting was adjourned at 5:40 PM by Ronda Penwell.

Next Meeting

The next regular meeting will be Tuesday, December 19, at 4:00 PM at the Colfax branch of the Whitman County Library.



Shirley Cornelius



Ronda Penwell, Chair