

**Whitman County Library
Board of Trustees Meeting**
Public Meeting at the Colfax Branch of the Whitman County Library
March 19, 2024

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

Cindy Alred called the meeting to order at 4:00 p.m.

There was one addition to the agenda, the director review will be moved from old business to an executive session.

Approval of Consent Agenda

Minutes of the February meeting and Resolutions 24-06 and 24-07 were approved by a vote of the Board.

Reports

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

In the director's report, Cindy Hall has been hired to help with shelving and to fill in on circulation shifts. The library will be hosting week long spring break activities. Cody attended a Secretary of State webinar on cybersecurity and he and James are going to have the state auditors in to review our cybersecurity procedures. The Friends of the Library are now having their monthly meetings after the board meeting. The first meeting is tonight at 6:00 PM after the library meeting. Cody also attended a webinar hosted by the Spokane Library on how they evaluate programs. Food for Fines traditionally held in February just wrapped up for the month. Donations have been dropping but probably is more of a function of the library doing away with fines. The Penny drive returns in April and it also is a program that has donations dropping. We will see how the drive goes but may go to a different format in the future. James is working on a bug in our Horizon program where the title hold is taking away an item hold. We also have an Ipad out for a Libby display so we can show patrons how to use Libby.

Continuing Business

In branch news, Malden is taking bids for the new community center and they should be breaking ground soon. Pat Voge of Voge's Books in Rosalia would like to donate her building to the town so that they could use it for a library and a community center. The building is in fairly good shape and only needs a few improvements to be able to use. There are several grants out there including a library capital improvement grant from the State Library that could be used for remodeling along with some of the insurance money that the town received for the damage done to the building. We also have a couple of branches that needs ADA improvements and there are also grants that we could apply for those improvements.

In Library usage, circulation is still flat. Traditional physical usage is down but digital use and attendance is up. Facebook is up and Instagram usage continues to rise with minimal amount of effort.

New Business

The library recently had an incident of suspected child abuse that was reported by WSU Civic Engagement Students. The library itself does not have an established protocol on suspected child abuse so the director will look into a policy for staff reposting.


Adjourn

The meeting went into executive session at 4:50 PM to review the director's evaluation, and returned by 5:28 PM and the meeting was then adjourned by Cindy Alred.

Next Meeting

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

Shirley Cornelius


Cindy Alred, Vice-Chair