

Whitman County Library

Board of Trustees Meeting

Public Meeting at the Rosalia Branch of the Whitman County Library

August 18, 2026

Present: Blaine Golden, Sue Kreikemeier, Colin Haffner, Steve Greene, Catalina Flores, Christy Hughes, Marcy Campbell, and Naomi Slavish

Observed by Rosalia Mayor, John Goyke

Vice-Chairperson Kreikemeier called the meeting to order at 4:20 pm.

Approval of Consent Agenda

Minutes of the July meeting and Resolutions 26-22, 26-23, Accounts Payable, and Payroll were approved by a vote of the Board.

Reports

July financial documents were presented to the board and a brief explanation about them was given. Finance Manager Steve Greene reviewed various expenditures including Summer Reading costs, a DNS Filter charge, and the upcoming Enduris insurance payment. Accounts are on track as 67% of the year has passed. Financial Manager Green and Director Hughes gave an overview and explanation of the method used by WCL and the Friends of WCL to communicate expenses and financial needs, at the request of Board Member Golden.

Director Christy Hughes reported on library and director activities. She gave an overview of presenters and programs hosted by WCL throughout July, including Cows for Amara, Science in the Park with WSU, and Professor Universe. Science in the Park received positive feedback from parents concerning program content, place, and timing. Marketing Manager Cydney Selk's extensive media promotions for Professor Universe resulted in attendees traveling from Spokane for the event. The final Colfax Summer Reading event will be a Back to School Party on August 21st, where the winners of the county-wide Summer Reading prize drawing will be announced.

An update was given on the County ballot measure. At the upcoming Palouse River Fair, the WCL booth will host three demonstrations by IT Systems Administrator James Morasch, Collections Development Coordinator Hollyanna Hahn, and Director Hughes. Marketing Manager Selk has prepared the slideshow that will play in the Community Room, showcasing WCL events and programs. An update was given on the contractors' bids for the Rosalia building improvements. According to the State Department of Archaeology & Historic Preservation, the building is not registered as a historical site. Director Hughes applied for an Avista NCIF grant to improve the Garfield branch's HVAC and Electrical systems. The sound system in the Colfax Branch has been updated with help from a patron donation. Kelley Barnett will paint The Center over the next couple of weeks. The Steigers visited the Colfax Library.

Director Hughes will be attending an ILMS conference September 1-4. Town Hall visits concerning the Levy Lid Lift will commence after the Palouse Empire Fair, focusing primarily on towns who are annexed into WCL so as not to cause confusion.

Branch Operations Manager Catalina Flores presented branch updates. Rosalia's Guitar Co-op program is experiencing exponential success. Garfield will be hosting a Sourdough workshop on August 19th. Geist Farms has continued their "Build a Bouquet" event in both Palouse and Garfield. Albion is hosting a Camera Club. September is Library Card Sign-up month, and WCL Friends have sponsored the prizes. The STEM Supply Drive is underway. Supply lists can be accessed on the WCL website, Amazon, and at branches. The WCIF Wellness Grant has resulted in August's WCL Staff Hydration Wellness Challenge, and September's Walk a Mile Wellness Challenge. Board member Colin Haffner drew this week's challenge winner: Garfield Branch Manager, Andrea Mills.

Branch Operations Manager Flores gave an overview of July's Library usage and statistics. July saw an 11% increase in overall usage. Traditional circulation saw a 10% increase, database usage saw an 18% increase, and Libby use saw a 5% increase. Social Media use increased by 78% and SEO showed a 21% increase. In-person program attendance decreased by 5%; however, child attendance increased by 0.2%.

Continuing Business

Director Hughes reviewed the lack of precedent concerning Personal Day Rules for Part-Time Staff, and the resulting need for clarification. Directors Golden, Haffner, and Kreikemeier shared comparisons from other professional experiences. Branch Operations Manager Flores gave a review concerning the general usage of Personal Days. Finance Manager Greene expounded on the need for official clarification. A clarifying sentence will be prepared for the September Board meeting, and there will be a vote to add it to the bylaws.

Upcoming discussions with lawyer, Eric Hansen, will cover Municipal Contract Considerations content for upcoming renewals. Director Hughes received records from her Public Record Request for Endicott's city meeting minutes. These records provide insight into Endicott City's concerns for their upcoming contract renewal with WCL. Board member Kreikemeier inquired whether Endicott has been informed concerning the timeline for contract negotiations. Director Hughes confirmed that they have. The Board discussed possible courses of action. Director Hughes will discuss possibilities with the attorney and give an update at the September Board Meeting.

Director Hughes conferred with attorney Eric Hansen, concerning WCL's current Competitive Bidding Process as outlined in the bylaws. He suggested that the policy be reworded to streamline the process. The Board discussed new wording and conditions, and agreed that \$10,000 would be a reasonable threshold for written quotes for projects. WCL will consult with the attorney and prepare a proposition for the next meeting for a Board vote.

Director Hughes thanked the Board for their work on submitting the Ballot Measure. Next steps include preparing WCL staff and educating the community about the Levy Lid Lift. Branch Manager Marcy Campbell requested clarification concerning whether family of staff can

advocate for the Levy Lid Lift. Family of staff and Friends of WCL can advocate, however WCL staff can only educate.

Director Hughes related Board Chairperson Lustig's input for the process of a Standardized Full-Time Staff Work Schedule. A Staff Manual will be created to standardize expectations and relate WCL policies for staff at a later date.

Branch Operations Manager Flores and Director Hughes met with Circulation Staff concerning Circulation Supervisor Full-Time Position. Julie Kincaid proposed splitting the Circulation Supervisor duties with Shannon Slaughter. They will begin training with Branch Operations Manager Flores, learning their new responsibilities on a trial basis. Director Hughes and Branch Operations Manager Flores confirmed that the shift will occur when they can best work it out, in response to Board member Kreikemeier's inquiry. Director Hughes requested Julie Kincaid and Shannon Slaughter be allowed one more personal day each, as well as an increase in pay to reflect their increased responsibilities.

New Business

Director Hughes confirmed that she will be hosting Town Hall events concerning the Levy Lid Lift, separate from Town Council Meetings with a presentation and Q&A session to follow. The Board discussed the timing, cost, and target communities for a mailer. Board Member Haffner suggested using a 2-2-2 model: Town Hall visits 2 months before the vote, mailer 2 weeks before the vote, and Social Media posts 2 days before the vote. Branch Manager Campbell suggested using each town's individual usage stats at their Town Hall events to bolster local pride and feeling of ownership in the library.

The Library Board will have a vacancy in 2027 following Chairperson Lustig's end of term. WCL will begin advertising the position. To encourage broader representation, individuals from all towns within the district are invited to apply. An applicant's progress report will be added to the September agenda.

Adjourn

The meeting was adjourned at 5:52 PM by Vice-Chairperson Kreikemeier.

Next Meeting

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

Steve Greene, Finance Manager

Heather Lustig, Chair