Whitman County Library

Board of Trustees Meeting

Public Meeting at the Uniontown Branch of the Whitman County Library

July 21, 2026

Present: Heather Lustig, Cindy Alred, Sue Kreikemeier, Colin Haffner, Steve Greene, Catalina Flores, Lauri Davidson, Naomi Slavish, and Christy Hughes.

Chairperson Heather Lustig called the meeting to order at 4:00 pm.

Addition to Agenda

- Finance Manager Steve Greene added a review of Staff Policies 7.2 and 7.3, "Personal Day Rules" to the agenda under "New Business."

Approval of Consent Agenda

Minutes of the June meeting and Resolutions 26-19 and 26-20 Accounts Payable and Payroll were approved by a vote of the Board.

Reports

The Finance Manager presented June financial documents to the Board and gave a brief explanation. He reviewed Resolution 26-19 and gave a brief overview of expenses, credits, and reimbursements. The budget was reviewed with explanations of expenses concerning fire extinguisher inspections, Summer Reading program costs including featured visits by The Reptile Lady to several branches, website and hardware upkeep expenses, and annually paid expenses. Bank statements were reviewed. Funds supporting staff attendance to the Joint Conference of Librarians of Color (JCLC) were discussed. Director Hughes revealed that grant funding from the State has been acquired to allow four staff members to attend JCLC. Cash balances and budget documents were reviewed. Discussion commenced concerning program costs that are reimbursed by the Friends of the Library, costs covered by Innovia grant funds, and internet cost reimbursements provided by E-Rate.

Director Christy Hughes reported on library and director activities. WCL was featured in the most recent Innovia newsletter for last year's Art Bar. The artists' receptions for local artists Kathryn Vogler and Anna Cocking were well attended. Director Hughes outlined the plans for painting The Center. Innovia funding will be used and Sherwin Williams is donating 10 gallons of paint and a 50% discount on any required remaining supplies. Kelley Barnet has agreed to enter a contract to provide labor. WCL will require an insurance waiver.

Director Hughes attended the County Connections Meeting and acquired valuable information concerning the county's tax information needs, and Whitman County voter patterns. This information suggests that WCL will need to actively educate the public about the levy lid lift. and ensure voters are aware that it will appear on the ballot. Local author, Richard Scheuerman's event was well attended and communications are open for future events along his publishing schedule. Upcoming events include T. Andrew Wahl's "Doomscrolling Detox" talk in Colfax and Palouse, as well as Professor Universe's visits to Colfax, Tekoa, LaCrosse, St. John, Endicott, and Oakesdale branches. Funds for both presenters have been secured through Innovia grants and the Friends of the Library. Colfax has recently acquired a "Community Cupboard" with funding provided by Innovia. The Garfield branch is experiencing power and internet outages. Systems Administrator Morasch is in conversation with Garfield Mayor Cody Lord concerning necessary maintenance and updates. Director Hughes will be out from July 29th to August 6th, falling primarily during WCL's pre-scheduled "Close Week." Board Member Sue Kreikemeier inquired about administrative contact during the Director's absence. Finance Manager Greene will be the Board's primary contact person and will be available on-site to allow maintenance workers access to WCL's Colfax building throughout "Close Week" and Director Hughes' absence.

Branch Operations Manager Catalina Flores presented branch updates. She gave updates concerning her travel to the WCL branches, learning the needs of the various branch managers and the communities they serve. Training of substitutes has been a primary focus, and led to the formation of written, standardized opening and closing procedures for branch managers in the WCL district. In Farmington, Rose experienced extensive community support during her first month back. In Rosalia, Marcy's America 250 event centered on patron interaction and a Constitution display. Branch Operations Manager Flores will visit the Albion branch on the 22nd. The Reptile Lady events attracted over 400 attendees. Uniontown Branch Manager Lauri Davis shared her experience hosting The Reptile Lady. Annual Maintenance will occur during district-wide "Closed Week." Updates were given concerning specific projects each branch will undertake during this time. The Branch Managers Teams meeting has been rescheduled to August 26th. Library Services Usage and Statistics were reviewed. While most areas saw in increase in patron usage, blog and newsletter interaction have decreased.

Continuing Business

Branch Operations Manager Flores shared information regarding potential branch locations for the August Board Meeting. The Board agreed to meet in Rosalia before it undergoes its renovation project.

Director Hughes presented an update concerning the Contract Conditions and Renewal with the City of Endicott. Endicott City Council has formed a committee to look in to the City's costs concerning the Endicott branch. Board Member Cindy Alred requested WCL acquire a copy of the committee's report. Director Hughes and Finance Manager Greene presented their findings based on research conducted with the County and Avista utilities. WCL By-laws and Contract

terms were reviewed to ascertain responsibility for providing the Library Building. Board Member Alred suggested WCL provide a copy of the By-laws to the City of Endicott. Communication with the City of Endicott has remained unreciprocated since the June WCL Board Meeting when Food Service Permits were presented to the City. Contract negotiation timeline was reviewed. The Board discussed potential changes to the Contract. Director Hughes requested Board input concerning items to include in future Branch Contracts.

New Business

Director Hughes communicated a correction regarding the Summer Lunch Program in Albion- it is not run as part of the school district but is hosted and funded by the town and volunteers.

The Board examined the need to consult legal counsel concerning adjustments to the Competitive Bidding Process as written in the By-Laws, the Contract situation with the City of Endicott, and the Levy Lid Lift Ballot Measure. Board Member Kreikemeier has established contact with lawyer Eric Hanson of Bishop Law and received an hourly rate quote. The Board and Financial Manager discussed budget implications and categorization of this expense. The Board voted to allocate up to 10 hours of attorney fees at $275 per hour from the "Professional Services 4100" category of the budget. The vote passed.

Director Hughes passed out copies of the proposed ballot measure concerning the Levy Lid Lift, and discussed the research involved for the details and the final draft. The Director related the need for a non-staff member to write and submit an argument "for" the ballot measure. The Board nominated Board Member Blaine Golden to complete the task. The amount requested in the Ballot Measure was analyzed and determined to be conservative, responsible, and considerate of the voters. Director Hughes communicated the need to attend Town Hall meetings and host Question and Answer Sessions to educate the community about the Levy Lid Lift.

Director Hughes reviewed the current staff situation and expectations at the Colfax Branch, and proposed a standardized full-time staff work schedule to better support Branch Managers and the public. Details of the proposed changes were shared. Board Member Alred observed the benefits of official, clearly defined boundaries as a reference tool for staff. The Board discussed the potential effect this could have on staff with extensive outreach programs. Director Hughes acknowledged that the proposed changes may present challenges but expressed her support for them and her commitment to their successful implementation. Branch Operations Manager Flores conferred with Branch Manager Davidson, who agreed that the restructuring of Full-Time Staff would increase her support as a Branch Manager. The discussion was tabled until Board Member Golden could review the terms.

Director Hughes presented a proposition to create a new Circulation Supervisor Full-Time Position. She summarized the current staffing situation as well as the long history of this request and revealed the most recent research for this position, conducted by Finance Manager Greene, Operations Manager Flores, and herself. Operations Manager Flores offered insights concerning increased efficiency, limiting errors, providing shorter shifts, and reducing turnover in Part-Time Staff. The Board inquired about interviewing in-house. Director Hughes communicated her

desire to openly advertise the position to the public. The Board and Financial Manger discussed the effect of adding another full-time position to the budget, and concluded that the position will take little extra out of the current budget. Board Member Kreikemeier voiced her support and desire to reduce burnout among employees. After brief discussion concerning protocol, the Board members present unanimously agreed to support the new full-time position of a Circulation Supervisor.

Finance Manager Greene reviewed WCL By-Law, Staff Policies 7.2.7.3, "Personal Day Rules," and inquired whether a part-time staff member will be paid for their unused "personal day" upon leaving employment with WCL. The Board decided that there is no set precedent yet, and will add the discussion to August's Board Meeting to allow time for research.

Adjourn

The meeting was adjourned at 5:45 PM by Chairperson Lustig.

Next Meeting

The next regular meeting will be Tuesday, August 18, at 4:00 PM at the **Rosalia** branch of the Whitman County Library.

Steve Greene, Finance Manager

~~Heather Lustig, Chair~~

Sue Kreikemeier, Vice Chair