Whitman County Library

Board of Trustees Meeting

Public Meeting at the Endicott Branch of the Whitman County Library

June 16, 2026

Present: Heather Lustig, Blaine Golden, Cindy Alred, Colin Haffner, Steve Greene, Catalina Flores, Nanci Selk, Naomi Slavish, and Christy Hughes.

Six community members in attendance.

Chairperson Lustig called the meeting to order at 4 pm.

Director noted change to schedule, as Endicott Mayor Dean Marty was not in attendance to address the Board, as previously scheduled.

Approval of Consent Agenda

Minutes of the May meeting and Resolutions 26-17, 26-18, and 26-19, Accounts Payable, Payroll and Service Based Personal Day Accrual Rates were approved by a vote of the Board.

Continuing Business

The Director presented the Strategic Plan.

Service Based Personal Day Accrual Rates were approved by a vote of the Board.

New Business

The Board discussed the Summer Board Meeting schedule. The Board decided to meet at branches that were not visited during the Summer of 2025.

The Board discussed the Rosalia Library Capital Improvements Grant. Branch Operations Manager Flores gave a review of the situation in Rosalia that resulted in the application for the grant. Board Director Haffner requested clarification concerning the location that could be used for the grant. Director Hughes gave an update on the progress made toward using the grant for improvements in Rosalia, and stated that branch intends to continue service during the improvement project, alternating service in one wing at a time. Updates from Director Hughes will continue through the project.

Board Member Golden requested discussion of the Free Lunch Program at the Endicott Branch. Due to Endicott Mayor Marty's absence, his concerns were related from several emails he had sent to Director Hughes. Copies of the requested permits were presented to the Board. The Board discussed similar lunch and food services provided in other library branches of WCL. All branches provide snacks, Tekoa and LaCrosse have food pantries located within the branch building. Albion participates in the Free Lunch Program. Discussion included a reference to the summer lunch program held at the town of Albion as a school district program Subsequent

information provided to the Board clarified that the program is independently operated by volunteers. Food waste removal at the Endicott Library has been performed by the Endicott Branch Manager since the Town of Endicott removed their outdoor trash receptacle. Branch Manager Selk suggested that the town provide a large metal trash can with a lid, chain, and lock, with keys available to both library staff and the town, in order to assuage the concerns previously cited by Mayor Marty. Board Member Golden expressed satisfaction with WCL's Endicott Free Lunch program. Branch Operations Manager Flores and Director Hughes had visited the during the program earlier in the day, and reported as to the success they had observed. Board Member Golden expressed regret that Mayor Marty had not attended the Board meeting, and stated that the Board was looking forward to future discussions with Mayor Marty to resolve his concerns. Branch Manager Selk revealed that the Endicott Branch had previously had a Food Pantry consisting of sealed, prepackaged food items located within its premises, but that the Town of Endicott had requested its removal due to rodent concerns.

Director Hughes gave a review of the WCL Branch Contract process and handed out the contract template used with all contract branches. The Board reviewed the contract template. Director Hughes updated the Board regarding developments with the Town of Endicott and their contract renewal with WCL. The Board is still awaiting feedback from Mayor Marty.

Reports

The Finance Manager gave the financial report. May financial documents were presented to the board and a brief explanation about them was given. He reviewed Resolution 26-17 and gave a brief overview and update on the new payroll system, Paychex. The budget was reviewed with explanations of expenses concerning the Annual Staff Meeting, the Summer Reading program, and HVAC repair in the Colfax branch. Bank statements were reviewed. The first 2026 property tax payment has been made. Discussion commenced concerning which program costs will be reimbursed by the Friends of the Library.

The Finance Manager handed printouts of a cost analysis between the tax income generated by Endicott for their WCL Branch, and the WCL expenses for the Endicott Branch in 2025. [attached to report] The result was a net of negative $10,056.25 for WCL. The Finance Manger broke down this cost analysis and discussed which costs contractually belong to WCL and the Town of Endicott. The Town of Endicott is contractually obligated to supply janitorial supplies, and garbage and janitorial service. Branch Manager Selk disclosed that patrons and employees have been donating supplies to offset costs for the town.

Town of Endicott's contractual obligations were reviewed. The Town of Endicott had previously asked for an extension on their WCL Contract renewal deadline. The new deadline for their contract renewal is in October. The citizens of Endicott voted to establish library services, giving the Town the legal right to provide them. As a result, the library has a responsibility to provide these services and is proud to do so. The definition of "library services" was discussed and bears further research. Board Member Golden proposed the Board review the contract. Director Hughes commented that Avista and other community partners have offered to help keep the library's doors open.

Director Hughes began her Director's Report by reading Technical Service Director Morasch's letter to the Board. Youth Services Director Kopp sent a box of letters she had received from children in Endicott, thanking her for the services she has provided to them. These were made available for Board review. Director Hughes presented an update on bids for an ADA door at the Colfax location. The grant received covers the cost of the ADA door in Colfax, but more funds will be necessary to install ADA doors at branches. New name tags have been created and distributed to WCL staff. Director Hughes reviewed the June and July artists' displays in The Center. The Innovia Grant has been received. Grant funds will be used to finance visits from Mr. Universe at six of the WCL branches. The Washington State Public Survey was reviewed. The District-wide STEM Drive will begin in August.

The Branch Operations Manager presented branch updates. Branch Manager Sonya Pope graduated with her Certificate in Library Sciences. Teams meetings with Branch Managers have gone well and will continue in July. Summer Reading winners will be announced on August 21st. Instructions were relayed concerning Summer Reading procedures. Uniontown's Summer Reading kickoff hosted thirty patrons. The Innovia Grants are helping to cover the cost of The Reptile Lady's visits to five WCL branches. Library Services Usage and Statistics were reviewed.

Adjourn

The meeting was adjourned at 5:03 PM by Chairperson Lustig.

Next Meeting

The next regular meeting will be Tuesday, July 21, 2026 at 4:00 PM at the Uniontown branch with a tour of the Colton branch at 3:30 PM of the Whitman County Library.

Steve Greene, Finance Manager

Heather Lustig, Chair