

Whitman County Library Board of Trustees Meeting

Colfax Branch
April 18, 2016

Present: Chuck Petras, Steve Balzarini, Andrea Miller, Bob Bates, Suzanne Schmick, Kristie Kirkpatrick and Peggy Bryan.

Board chair Steve Balzarini called the meeting to order at 4:02 p.m.

Steve asked if there were any additions or modifications to the agenda; there were none.

The minutes of the previous meeting were reviewed. Chuck Petras motioned to approve the February minutes, Suzanne Schmick seconded and the motion passed.

Peggy presented the financial reports ending March 31, 2016. She presented payment voucher resolution #2016-7 totaling \$87,756.20. Bob Bates made a motion to approve the resolution; Andrea Miller seconded and the motion passed.

Peggy presented a resolution addressing petty cash balances at branches for postage and petty cash in Colfax. Suzanne Schmick made a motion to approve resolution #16-8; Bob Bates seconded and the motion passed.

Peggy presented 2016 Budget Revision, reviewing the line items that had changes. Chuck Petras made a motion to approve Resolution #16-10; Bob Bates seconded and the motion passed.

Kristie reported on library usage statistics for the month of March 2016. Overall circulation increased by 400. Albion, Endicott, Farmington, LaCrosse, Malden and Rosalia had strong circulation increases. Attendance at kids programming increased by 330 and adult programming increased by 400. Although attendance at teen programs decreased slightly, the coding camp programs have been exciting! Digital checkouts increased slightly and facebook reaches saw huge increase. Database usage was down by 200; Kristie will discuss this in her Director goals.

CONTINUING BUSINESS:

Kristie discussed The Center, announcing this phase is scheduled to be completed in June. She applied for a grant to finish one restroom and is hopeful it will be successful. Kristie announced that the plumber, Ken Paulson, donated parts and labor for plumbing. She discussed the issues with the exterior of the building and Steve Bravard; she had another contractor look at it who said the flashing between the wall and awning was not installed properly. Steve Bravard was sent a certified registered letter, giving him the opportunity to fix the problem or have another contractor fix it and be billed for it. Kristie invited the board to tour The Center following the meeting.

Kristie announced that Shirley Cornelius was recently hired to replace Peggy as the Business Manager. Brandy Montgomery is doing a great job in her relatively new position. Cathy Campbell is no longer with WCL so the library is reviewing the previous applications to try to fill this position.

Kristie discussed her vacation time, noting she has not been able to use her hours. There was a brief discussion. Bob Bates made a motion to approve carrying over her hours from December 2015 to

January 2016; Chuck Petras seconded and the motion passed. Kristie will try to use the hours once all of the staffing positions are filled; if she's not able to use them, she will likely donate her time to the library.

NEW BUSINESS:

Kristie announced that WCL will receive a WSU President's Award for Community Partnership on Tuesday, April 19 at a dinner in Pullman. Colfax, Palouse and Albion Libraries have been working with students from The Center for Civic Engagement to provide programming at their locations and these programs were a big part of WCL's selection. Kudo's to Sheri, Bev, Lynn and all WCL staff!

Kristie presented her Director goals for 2016. There was a brief discussion.

Kristie announced that Sandra Holtzheimer was the supporter of the month for March. Upcoming supporters will be the Rosalia Gifted Granny's, Startin's Repair in LaCrosse and also someone yet to be selected from Endicott.

Peggy presented the cash handling policy that will be included in the WCL Policy Manual. Andrea Miller made a motion to accept Resolution # 16-9; Suzanne Schmick seconded and the motion passed.

Kristie announced the candle fundraiser for The Center, with \$8 going directly to the Center project for each candle purchased. Henry Stinson will be presenting his art on April 21 at 7:00 pm. There will be a presentation on Wobblies (the Centralia Massacre) on May 19, both at Rotary at noon and the library at 6:00. Another presentation will be in Albion on May 21. The Act II classes will be the featured program at Rotary on Thursday, June 2. Kristie encouraged board members to participate and to contact her if Rotary lunches were of interest.

With no further business, the meeting was adjourned at 5:08 p.m. The next meetings will be May 16 at 4 p.m. at a branch location, which has not been selected yet.

Peggy Bryan, Secretary

Steve Balzarini, Board Chair