

Whitman County Library Board of Trustees Meeting

Colfax Branch
February 29, 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. Bob Bates mentioned his name was not included in the list of those present; the correction was made. Andrea Miller motioned to approve the January minutes, Suzanne Schmick seconded and the motion passed.

Peggy presented the financial reports ending January, 31 2016. She presented payment voucher resolution #2016-6 totaling \$68,196.00. Chuck Petras made a motion to approve the resolution; Suzanne Schmick seconded and the motion passed.

Peggy presented Resolution #2016-5, increasing the bank balances in the Payroll Fund to \$62,000, Accounts Payable Fund to \$25,000 and Revolving Fund to \$1000. A brief discussion followed, Peggy explained the increased balance is needed in these bank accounts to better accommodate the expected monthly cash flow. Bob Bates made a motion to approve the resolution; Chuck Petras seconded and the motion passed.

Kristie discussed the current staff openings. Cathy Campbell was recently hired as Public Services and Marketing Coordinator. She will be here mid-March. Interviews are currently underway for the Technical and Public Services Library Assistant, which is a new full-time position. Kristie announced that Sara McKnight resigned, accepting a job with SEWEDA; opening another position. Peggy will be retiring May 31, 2016 and job ads will go out next week for her position.

Kristie reported on library usage statistics for the month of January 2016 which showed a decrease of 12%. January of 2015 had been a really strong month making the decline less concerning. Albion, Farmington, Lacrosse and Oakesdale posted really strong numbers during a month when most branches saw a decline. Attendance at young adult programs was up by 40% or 201 more participating than last year. Kristie praised the work of teen librarian Nichole Kopp and the Coding Camps she is currently providing throughout the county and within the schools. Also on the rise was children's program attendance, up by 9% or 60 additional visits. Database usage, website visits and catalog transactions dropped while Social media, catalog searches and e/audio book checkouts increased.

CONTINUING BUSINESS:

Kristie announced the Grand Opening of the Uniontown Library really went well. She thanked board members Chuck Petras, Bob Bates and Steve Balzarini for attending. She shared photos from the event, noting that the first Uniontown Librarian, circa 1946 Junette Dahmen attended as well!

Kristie discussed The Center, announcing that it has been shut down and the power turned off at the direction of the Colfax Building Inspector after he was contacted by the Washington State Labor &

Industries Electrical Inspector who had visited the site previously. The Center has become an essential part of the library services offering educational classes, community programs, events and meetings; and its closure represents a devastating impact to the one of the library's main services as spelled out in WCL's mission. This loss of service coupled with the imminent threat to public safety and neighboring buildings as described by the State Electrical Inspector present an emergency situation in which timely repairs are of the utmost importance. In discussing the situation, Board Chair Steve Balzarini commented that the Board's duty is to insure that people and property are protected.

WCL Foundation had selected Mangum Construction to begin working on upgrades to The Center prior to this shutdown. Thus Mangum has been well vetted, is familiar with the project and ready to begin work immediately. After consultation with Attorney Gary Libey who felt WCL's situation clearly met the criteria of RCW 39.04.280 "Exemptions to the Competitive Bidding Requirement", Kristie advised that the most prudent course of action to this imminent public danger is to pass a resolution for "Emergency repairs to The Center due to dangerous conditions." She presented Resolution #2016-03. After some discussion, Bob Bates made a motion to accept Resolution #2016-03; Chuck Petras seconded and the motion passed.

Kristie then presented Mangum's estimate for the repairs at \$123,484.31. Kristie noted that the WCL Foundation and WCL .09 Funds will be contributing to \$100,000 to this project; but she requested that WCL approve up to \$23,000 if it is needed to complete the project. Chuck Petras made a motion to accept the estimated invoice of \$123,484.31 from Mangum Construction with the stipulation that the library enter into a contract for that amount; and, if needed the library spend up to \$23,484.31 to complete the project; Andrea Miller seconded and the motion passed.

NEW BUSINESS:

Kristie reported that Oakesdale Mayor Dennis Palmer was selected Library Supporter of the Month during the February meeting of county mayors. She thanked Peggy for making the presentation.

There were no new policies, procedures or upcoming events presented.

Kristie mentioned that the Colfax Library is now a geocaching site and expecting to see new visitors as a result.

With no further business, the meeting was adjourned at 5:15 p.m. The next meetings will be March 21 in Colfax.

Peggy Bryan, Secretary

Steve Balzarini, Board Chair