

Whitman County Library Board of Trustees Meeting

Colfax Branch
January 25, 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 4:03 p.m.

Steve asked if there were any additions or modifications to the agenda; Andrea requested to discuss frequency of board meetings at the end of the agenda.

The minutes of the previous meeting were reviewed. Bob Bates motioned to approve the December minutes, Chuck Petras seconded and the motion passed.

Peggy presented the year-end financial reports for December, 31 2015. She presented payment voucher resolution #2016-1 totaling \$115,872.38. Chuck Petras made a motion to approve the resolution; Bob Bates seconded and the motion passed.

Kristie reported the circulation, reference and database usage for November and December saw decreases of 5% or more. The exception is the checkout of eBooks and audio books but these numbers are just a small part of the overall checkout percentages. Use of downloadable books would be much higher for libraries but the vendors refuse to sell us good, affordable products. Children's attendance for both months saw healthy increases while adult attendance declined. Volunteer hours remained steady. Congratulations go out to Albion, Garfield, and Oakesdale who managed to see increased checkouts during the last 2 months of 2015.

Kristie reviewed the annual statistics, reminding the Board that the pages of numbers are representative of quality customer service interactions, valuable community programs, and personal attention to library customers. The Board had high praise for the hard work of the library's staff. For 2015, St. John was the busiest branch in traditional circulation and program attendance, while Rosalia ranked #1 for overall Activity level.

It was noted that a greater amount of staff resources and support have been spent in St. John and Kristie hopes that more efforts can be made to provide this same benefit in other branch locations. Kristie had high praise for the Albion and Malden library staff for great improvements in their circulation rankings while Albion, Endicott, Rosalia and St. John improved in their programming rankings. Lacrosse improved in both areas. Colfax is not a part of these comparisons due to the difference in scale.

CONTINUING BUSINESS:

Kristie reported that no public comments were received on the WCL Strategic Plan for 2016 and beyond. The plan was previously reviewed by the Board. After a discussion, a motion was made by Bob Bates to approve the Strategic Plan. Andrea Miller seconded and the motion carried.

Kristie reported that the Uniontown Library renovation is progressing well. The shelving, furniture and technical aspects are all in line; the move is scheduled for next week, with the opening day on Friday, February 5.

Kristie announced that the Friends of the Library received a \$20,000 grant from Inland Northwest Community Foundation for The Center. This grant will focus on the community room and front room of The Center. Issues with the electrical and new awning were also discussed.

NEW BUSINESS:

Kristie announced the current staff openings of Public Services & Marketing and Library Assistant for Public & Technical Services, as a result of Clancy Pool retiring, Paul Slaughter resigning and being understaffed for a number of years. Both positions are full time with benefits.

Kristie discussed WCL's website design. Chuck said the functionality and appearance of the website could use updating and should focus on the marketing aspect. Kristie and the board concurred; she is hopeful that whoever fills the new Public Service position can assist with the website. The board suggested WSU students may be able to assist as well; a discussion followed.

Kristie thanked the board for assisting with the Library Supporter of the month award to Jon Kehne in December and also to Suzanne Schmick for presenting the January award to Jamie Misner in Endicott. She announced that over 500 library supporters have been presented with this award over the years. Kristie said with all of the community support, the award can be given out indefinitely.

Kristie presented a food policy resolution to be included in the WCL Policy Manual. After Peggy read the proposed policy, Bob Bates made a motion to accept Resolution #2016-02. Chuck Petras seconded and the motion carried.

Kristie announced that Crazy 8's Math Club has expanded to four branches. It is very popular and one of the many great programs the library is offering. She also mentioned the World War II class that Steve Balzarini will be teaching also and that there's still time to sign up!

Andrea Miller discussed the frequency of the WCL board meetings. She expressed her desire to meet every month that is scheduled and not cancel meetings. Kristie said since the library administration is so busy, they struggle to put an agenda together for board meetings and are also concerned with having trustees drive long distances for brief meetings. After some discussion, the board indicated they were not concerned about the agenda content as much as meeting every month.

With no further business, the meeting was adjourned at 5:09 p.m. The next meetings will be February 29 and March 21 in Colfax.

Peggy Bryan, Secretary

Steve Balzarini, Board Chair