

Whitman County Library
Board of Trustees Meeting
The Center, Whitman County Library, Colfax
October 17, 2016

Present: Chuck Petras, Steve Balzarini, Bob Bates, Andrea Miller, Kristie Kirkpatrick, Suzanne Schmick, Shirley Cornelius, Brandy Montgomery, and Jessica Wilson Saia.

Board chair Steve Balzarini called the meeting to order at 3:57 p.m.

Steve asked if there were any additions or modifications to the agenda. There were no additions or modifications to the agenda.

New Business:

Staff Members Jessica Wilson Saia and Brandy Montgomery were introduced to the board. The board then introduced themselves. Jessica expanded on her duties at the library including Rural Heritage assistance, technology and coding camp assistant, circulation, statistics, eBooks and more. In turn, Brandy explained her functions at the library include interlibrary loans, social media management (i.e., Facebook, blogs, etc.), scheduling and marketing programs, circulation, and the afterschool Crazy 8 program in Oakesdale on Wednesday afternoons. Kristie thanked both employees for their efforts. Brandy exited the meeting.

Supporter of the Month for September was longtime Friends of WCL volunteer Pauline Anderson. Kristie reported that October will be a break for Supporter of the Month and November's Supporter will be the Thrifty Grandmothers. They are the 2nd only two time recipient of the award; Rosauers was 1st.

Recent federal changes to the Fair Labor Standards Act resulted in Kristie reviewing the current personnel policy for compliance with the new Act that goes into effect on December 1, 2016. Shirley reviewed the old policy along with proposed changes. Most significant changes were the definition of a full time work week and the elimination of a compensatory time system for hours worked over the standard full time week. After some minor typos were corrected, Kristie presented Resolution #16-18. Chuck made a motion to accept the policy, Bob seconded the motion and the motion was approved by the board.

Monthly Business:

September minutes were presented. With no modifications to be made, Bob made the motion to accept the minutes, Suzanne seconded and the September minutes were approved.

Shirley presented the monthly financial statements including the year to date budget versus actual report and cash position at 9/30/2016. Revenue collections are a little behind the amount that was projected for the nine months but tax collections are starting to come in for the second half of the year. Library operating expenses are a little below the amount projected but facility costs are higher than expected due to furnace repairs and roof work which came out of the current budget versus the capital budget. Monthly vouchers totaling \$63,409.02 were presented. Andrea moved to accept resolution #16-17 for September vouchers and Suzanne seconded the motion. The motion was approved.

Kristie presented a new summary for the monthly statistics. It mentions September's system-wide traditional circulation dipped by .5%. Most branch usage was stable, with Uniontown posting a strong increase of 100%. Low usage of materials in Farmington and Oakesdale continues to be worrisome. WCL is hopeful that the Rita Ackerman, the new manager in Farmington and whoever is hired for Oakesdale can raise usage of these locations. Kids participation in programs was 800, youth 150, and adult 1000.

Service measures were very strong in Albion, Endicott, LaCrosse, Malden, Palouse, Rosalia, St. John, Colfax, and also, much improved in Uniontown. Adult attendance at programs more than doubled from last year with extremely high numbers in quite a few locations. Popular adult programs include Albion Fireside chats, Pie and Bingo, Xenodican Book Sale & Funnel Cakes, Kim Nguyen, Parenting classes, Ice Age Floods, Ladies Nights, Cougar Coffee Refill Station, Social Media Bootcamp, Exercise, SEL Wellness Expo, Fair booth, Gardening and more!

Continuing Business:

Kristie mentioned that holding Board meetings in the branches is difficult as most branches are not open on Mondays. The next board meeting is scheduled for Monday, November 21 at 4:00 PM at the Colfax Library. The December 9th meeting coincides with the Winter staff/friends/board luncheon at Noon. The Board meeting will follow from 1:00 to 1:15 PM. Bob stated that he will not be able to attend.

Chuck moved and Suzanne seconded to adjourn the meeting. The meeting was adjourned by Board Chair Steve Balzarini at 4:43 PM.

Shirley Cornelius, Secretary

Steve Balzarini, Board Chair