

**COLUMBIA COUNTY RURAL LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Monday, September 17, 2018 7:00 p.m.**

**Meeting Time and Location:**

7:00 p.m. to 8:45 p.m.  
Dayton Memorial Library  
111 S. 3rd Street  
Dayton, WA 99328

**1. Call to Order**

Meeting was called to order at 7:00 p.m. by Tanya Patton, Chair

**2. Roll Call – Trustees present:**

Tanya Patton, Chair  
June Riley, Vice-Chair  
Meredith Dedman, Treasurer,  
Karin Spann, Secretary  
Sarah Reser, Trustee

**Others present:**

Dusty Waltner, CCRLD Director  
Shakira Bye, Staff  
Estasia Collins

**3. Public Comments**

There were no public comments.

**4. Approval of Meeting Minutes**

4.1 Patton moved to approve August 20, 2018 Regular Meeting Minutes (2<sup>nd</sup> Dedman, Unanimous)

**5. Treasurer's Report**

- 5.1 Resolution 2018-3. Attached. Patton moved to approve Resolution 2018.3 authorizing the Board to approve payment vouchers for the previous month in their entirety at each board meeting. (2<sup>nd</sup> Dedman, Unanimous). This will provide for more efficient posting of expenditures matching the monthly report with the monthly budget report.
- 5.1 Voucher Re-Transmittal: Patton moved to approve the transaction list for vouchers #3388-3411 posted for the month of August totaling \$31,032.70 (2<sup>nd</sup> Riley, Unanimous)
- 5.2 Waltner presented the monthly report which now coincides with the Monthly transaction list.

**6. Director Report**

6.1 Progress Report – Attached. The Board expressed its pleasure at the outcome of the Summer Reading program, commending the Staff for its ingenuity and hard work.

## 7. **Old Business**

- 7.1 Financial Plan: Waltner reported that Kyle Cox would not be available in person to assist with budget questions in time for this year's budget workshop. It is hoped that he may be available by teleconference at the time of the Board's budget workshop.
- 7.2 Trusts: Patton reported that the City of Dayton approved an amendment to the annexation agreement permitting the Library District to have direct control of three trusts, the Delany Trust, the Hedwig- Davis Endowment, and the Peabody Trust. Upon a motion by Patton (2<sup>nd</sup> Riley, Unanimous), the Board approved the amendment.(Attached) The City will immediately transfer the Delany Trust, attorney Ortuno will complete paperwork for the Hedwig Endowment for immediate transfer and will continue to work on the Peabody Trust documents for future transfer.
- 7.3 Audit: The audit is proceeding with the completion of risk assessment questions completed by Waltner and trustee Spann. Spann reported that she discussed our new bill paying system with the auditor and asked for suggestions on how we could make it more accountable. The auditor suggested that a monthly review of the bank statement reconciliation by a Board member would be a good check that the transactions made were those approved by the Board. Treasurer Dedman will perform this duty each month.

## 8. **New Business**

- 8.1 Community Engagement: Shakira Bye reported on the Library's plans for the Community Christmas Kickoff. The Library will host a sweater and toy drive at the Delaney Building and will coordinate with Fire Department for distribution. It was also reported that the Friends of the Library will not have the Cookie parade fundraiser, as it has not shown to be significantly profitable in recent years.
- 8.2 Facilities: Director Waltner did a walk-through for facilities improvements and identified immediate action needed on a portion of the roof and the faucet in the main floor women's restroom. Work is to be completed by Sam Korslund, groundskeeper. She also reported on the condition of the Men's restroom which has been closed for some time because it needs extensive repairs. The Board will consider action for the upcoming budget year.
- 8.3 Resolution 2018-04. Revolving Accounts Payable Funds. (Attached) The resolution authorizes an additional \$25,000 be transferred to the HomeStreet Bank revolving account to ensure that the account carries at least \$25,000 in the account at all times, in accordance with Bank policies. (Motion Patton, 2<sup>nd</sup> Spann, Unanimous)
- 8.4 2019 Budget. Waltner reported that as soon as she receives the revenue estimate by the County treasurer's office, she will prepare a preliminary budget. The board set a tentative workshop date for the last week in October.
- 8.5 WLA conference. The Washington Library Conference will be held in Yakima this year 17<sup>th</sup>-20<sup>th</sup>, making it more convenient for trustees to attend. Trustees were encouraged to review the schedule on the website and determine if they would like to attend.
- 8.6 CD rates at HomeStreet Bank. Waltner presented the CD rates available for the trust funds to be deposited by the Delany Trust and Hedwig- Davis Endowment. She was instructed to select a 30 day option and to request a brief visit with a bank officer at the next board meeting to discuss longer term options.

- 9.0 Final Public Comments: None  
10.0 Adjournment: The meeting adjourned at 8:45 p.m.

**9. Final Public Comment**  
None

**11. Adjourn**  
• Patton adjourned meeting at 9:15 p.m.

Next regular meeting date is:  
Monday, October 15, 2018.  
111 S. 3rd Street, Dayton.  
Meeting begins at 7 p.m.

Respectfully submitted,  
Karin Spann, Secretary

Approved: 