

COLUMBIA COUNTY RURAL LIBRARY DISTRICT
Meeting of the Board of Trustees
April 15, 2019, 7:00 p.m.

Meeting Time and Location:

7: p.m. to 12:00 a.m.
Dayton Memorial Library
111 S. 3rd Street
Dayton, WA 99328

1. Call to Order

Meeting was called to order at 7:02 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

Staff Present:

Dusty Waltner, CCRLD Director

3. Public Comments:

Public Comment was taken. The Board agreed to check into the methodology used for weeding materials for the Friends of the Library book sale. June Riley is to investigate how the public can engage in discussion during a meeting.

4. Approval of Meeting Minutes:

- 4.1 The Minutes of the March 18th regular meeting were presented and approved upon a Motion by Patton, (S. Riley, Unanimous)
- 4.2 The minutes of the April 9th special meeting to interview candidates for the open trustee position were presented and approved. Motion by Patton, (S. Dedman, Unanimous)

5. Treasurer's Report:

- 5.1 March Vouchers 3547-3562 in the amount of \$26,408.22 approved on a Motion by Patton (S. Reser, Unanimous). Director Waltner noted that due to the meeting falling so early in the month, not all bills were available for payment. Some will be included in next month's bills making the total larger than usual.
- 5.2 The monthly budget report was reviewed.

6. Progress Report:

- 6.1 Chair Patton read the director's monthly progress report aloud so those attending could hear the report.

7. Old Business:

- 7.1 Trustee terms. The Board of County Commissioners appointed Karin Spann for a five year term to the CCRLD Board of Trustees, effective April 1.
- 7.2 Strategic Plan Objectives. Discussion of the strategic plan was tabled until the May 20th regular meeting.

8. New Business:

- 8.1 AED. The trustees discussed the possibility of installing an AED (heart defibrillator) at the library. The FOL offered to purchase it. It was reported that staff liability would be covered under a “Good Samaritan clause”, but that protection was not available if the equipment isn’t properly maintained. Issues concerning training were also brought up. No decision was made.
- 8.2 Policy Revision Database. Director Waltner presented a draft list of all CCRLD policies with the intention of dating all policies with review dates. She and the staff will continue working on the list and develop a proposed timeline for review of each policy.
- 8.3 HR Policy. Trustee Reser presented a proposal of a methodology for review of CCRLD HR policies, beginning with grievance policy. An email account has been created to allow the public to submit suggestions. (sarah@daytonml.org.) She will then consolidate the suggestions and present them to the Board for further review. Steve Stahl, former HR director at Columbia County hospital, has offered to review any proposed changes prior to actual adoption.
- 8.4 Background checks. The trustees reviewed a proposed background check policy for employees and contractors. A separate policy for volunteers will be developed. The Employee and Contractor Background Check Policy, effective April 15, 2019 was adopted upon a Motion by Patton, (Second Reser, Unanimous). Attached. The policy will immediately apply to current staff.
- 8.5 Library Security and Safety. Upon a Motion by Patton, (Second Spann, Unanimous) the Digital Surveillance Policy adopted June 18th, 2018 was revised to be called Video Surveillance Policy, and adding the term “video only” in to the scope of the policy. Audio capabilities of the system will remain off permanently. Additional sturdy signage is being ordered to be posted within the library. Notice of surveillance is being added to the public usage agreement for the Delany room. Some type of audio recording to alert the vision impaired about the system is being investigated.
- 8.6 Training. Director Waltner presented a list of trainings completed by her and staff since 2015, as well as those planned for 2019.
- 8.7 IT Contract. The Director is preparing a new request for proposal for the IT contract.
- 8.8 Sprinkler bids. The district will be looking for a contractor to install sprinklers for the library lawn. Previous attempts to find a contractor have not been successful.

9. Final Public Comments

Final public comments were offered regarding the need for all staff to receive first aid training, whether or not an AED is installed.


10. Executive Session- Director’s Annual Evaluation

Chair Patton declared an executive session at 10:10 p.m. with all trustees present. The session was ended at 12:00 a.m.

Patton adjourned the meeting at 12:00 a.m.

Next regular meeting date is:
Monday, May 20, 2019.
111 S. 3rd Street, Dayton.
Meeting begins at 7 p.m.

Respectfully submitted,
Karin Spann, Secretary

Approved:  _____

