

COLUMBIA COUNTY RURAL LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Monday, July 16, 2018 7:00 p.m.

Meeting Time and Location:

7:00 p.m. to 9:15 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,
Karin Spann, Secretary
Meredith Dedman, Treasurer

Others present:

Dusty Waltner, CCRLD Director
Sarah Reser, candidate for Trustee

3. Public Comments/ Staff Reports

There were no public comments.

Staff member Shakira Bye reported on her recent attendance at the ALA Conference in New Orleans. She participated in a group called the Conversation Café and anticipates that the techniques utilized in the Conversation Café could be beneficial in establishing the Library as a facilitator of group community discussions in the future. She also reported that the CCRLD compares very favorably to other rural libraries in the Country and believes our Staff has much to present that would be beneficial to other rural libraries.

4. Approval of Meeting Minutes

4.1 Patton moved to approve June 18, 2018 Regular Meeting Minutes with corrections
(Second Riley; Unanimous)

5. Treasurer's Report

5.1 Patton moved to approve vouchers # 3365-3383 posted as of July 16, 2018 totaling \$30,424.06. (Second Dedman; Unanimous)

5.2 Waltner reported that she is using an account with Home Street Bank for expenditures, keeping approximately \$25,000 in the account at all times, as requested by the Bank. Each month sufficient funds will be withdrawn from the Library's County Investment Account to meet upcoming expenditures and deposited into the Home Street Account. All payroll is being directly deposited into each staff member's personal account of

choice. Payroll is deposited by electronic token, activated only by both tokens belonging to Waltner and one selected staff member.

5.3 Waltner provided a transaction list for expenditures from July 1-July16, 2018.

6. Director Report

6.1 Progress Report – Attached

7. Old Business

7.1 Financial Plan: Walter was requested to contact Kyle Cox for possible dates in August and confer with the Board by email to select a final date and time for a meeting with him.

7.2 Surveillance Policy: Attached Digital Surveillance Policy, as amended, was approved upon a motion by Chair Patton (Second Riley; Unanimous)

7.3. Strategic Plan: Chair Patton moved to accept the attached Strategic Plan, as amended. (Second Spann; Unanimous)

7.4 EMS Update: Chair Patton reported that the proposed tax requested by the Fire District is to be funded by an optional 1 cent levy outside the 5.9 cent levy allowed for all districts. This would raise taxes, but not reduce the amount taxable by the Library District. The Fire District intends to request the entire optional amount available.

7.5 Trust Update: Patton reported that in order for the Library District to invest Trust funds transferred into the control of the District in any other manner than Certificates of Deposit (CD's), the funds would have to be owned and managed by a non-profit. Trustees expressed uneasiness with Library funds being managed by any entity not elected or appointed by duly elected officials. At this time, any Trust funds transferred to the District will be invested only in CD's. Patton will inform the Library's attorney, preparing transfer documents.

8. New Business

8.1 Maintenance Position

Waltner reported that she intends to return to the previous practice of negotiating one or two separate contracts for cleaning and maintenance, instead of employing individuals as paid staff, as is done at this time.

8.2 Resolution 2018-2 Accounts Payable and Payroll Funds Certification, as attached.

The resolution provides for the internal processing of all payroll and accounts payable, using a commercial banking account. Upon a motion by Chair Patton, (Second Spann; Unanimous), Resolution 2018.2 was approved.

8.3 Trustee

Sarah Reser was interviewed to fill the remaining term of Trustee Angelina Shaber. Trustees enthusiastically endorsed her appointment. Chair Patton will request the Board of Commissioners to make the appointment prior to the next meeting.

9. **Final Public Comment**

None

11. **Adjourn**

- Patton adjourned meeting at 9:15 p.m.

Next regular meeting date is:

Monday, August 20, 2018.

111 S. 3rd Street, Dayton.

Meeting begins at 7 p.m.

Respectfully submitted,

Karin Spann, Secretary

Approved: K. Spann