

COLUMBIA COUNTY RURAL LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Monday, October 19, 2020 7:00 p.m.

Minutes

1. Call to Order

The online meeting was called to order by Karen at 7:04 pm.

To accommodate public comments and an executive session more easily, public comments was moved on the agenda to before the executive session.

2. Roll Call / Welcome

Trustees Present: Karen Spann, Sara Reser, Joe Huether, and Heather Stearns.

Trustee June Riley's absence was excused. Staff Present, Kristie Korslund.

3. Approval of Meeting Minutes

3.1 Approval of September 21, 2020 Regular Meeting Minutes

m/s/p to approve the minutes of the September 21st meeting with a minor correction.

4. Treasurer's Report

4.1 Approval of Voucher Transmittal for September 2020

m/s/p to approve the Voucher Transmittal for September, check #s 4026 thru 4045.

Joe provided additional analysis of the monthly budget status report showing year-to-date operating expenses at 55% of budget. Unanticipated early property tax revenue has been received bringing year-to-date income to 82% of budget. Additional charts showed budget status by categories and relative expenses comparison. Additional analysis will provide a basis for the 20-21 budget to be approved and submitted by November 30th. A budget workshop is tentatively scheduled for Nov. 7th and there will be a budget hearing at our next meeting on Nov. 16th.

5. Director's Report

5.1 Progress Report

Kristie provided a summary of her written report. It was noted that the Governor has recently provided guidelines for libraries to reopen.

5.2 Proposed Reopening Rules and Timeline

Kristie reviewed the plan for reopening, tentatively in early November. Additional staff training and other preparations will be conducted during the next few weeks.

6. Old Business

6.1 Board & Employee Code of Ethics and Conflict of Interest

Draft ethics and conflict of interest policies were reviewed and discussed. Employee policies are included in the Employee Handbook. Board policies need to be fully developed before approval. All policies need to be stand-alone documents with separate certifications for each director to be reviewed and recertified annually. Further discussion was tabled until the next meeting.

6.2 Director search criteria and timeline

Many desirable skills and qualifications were discussed for inclusion in a job description and announcement. Some included: a commitment to engage with diverse populations; engagement in public forums and outreach; good writing skills; budget and supervisory experience; fiscal responsibility, and others.

6.3 Public Engagement Plan (Purpose and Description of Stakeholders)

Discussion included a desire to develop effective strategies for staff, public, and trustee involvement; seek input and provide guidelines for clear communications, and others.

7. Public Comments

County Commissioner Chuck Amerein commented that it looked as if we were making good progress. There were no other comments.

8. New Business

8.1 90-day Evaluation of Interim Director

At 8:00 pm the trustees adjourned to executive session for a personnel review - the 90-day evaluation of the Interim Director.

At 8:53 pm the trustees reconvened the regular meeting without any action being taken.

9. Adjournment

The meeting adjourned at 8:56 pm.

Next regular meeting:

Monday, November 16, 2020

Meeting begins at 7:00 p.m.

(An online meeting, unless otherwise permitted.)

<https://us02web.zoom.us/j/85238363787>

Meeting ID: 852 3836 3787

Audio-only dial-in: (253) 215 8782

(zoom meeting 'doors' open at 6:30)

Respectfully Submitted,



Joe Huether
Acting Secretary