

COLUMBIA COUNTY RURAL LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Monday, May 18, 2020 7:03 p.m.

Meeting Time and Location:

7:03 p.m. to 8:12 p.m.

Online real time on Zoom Platform

1. Call to Order

The meeting was called to order at 7:03 p.m. by chair, Karin Spann. This meeting was held online in accordance with Washington Governor Inslee's stay at home order issued to combat the Covid-19 virus pandemic.

Agenda modified by Karin, chair: Discussion of chair lift security removed on the grounds of there being no new information since the last meeting.

2. Roll Call –

Trustees Present:

Karin Spann, Chair

June Riley, Vice-Chair

Heather Stearns, Secretary

Joe Huether, Treasurer

Sarah Reser, Trustee

Others Present:

Dusty Waltner, CCRLD Director

3. Approval of Meeting Minutes

3.1 June moved to approve the April 20, 2020 Regular Meeting Minutes; Joe seconded; Motion passed.

4. March Transmittal Report

4.1 Joe moved to approve April payment vouchers #3833-3854 in the amount of \$28,090.23; Heather seconded; Motion passed.

4.2 The Year to Date Account Balance and Budget Statement for 2020 was reviewed. Joe ran figures for budget with 1st quarter financial figures, comparing with Year-to-Date amounts, and found we are currently under budget for 2020.

5. Director Reports

5.1 Dusty presented a progress report for the past month and noted that while Columbia County has been awarded variance for phase II of the Governor's reopening plan, library services are in phase III, so we cannot do anything until we get the green light. Other libraries in the state are approaching Gov. Inslee about offering curbside services earlier.

Staff has developed a reopening plan for the library for when we get the green light from the state, and are currently at work on inventory and prep for remodel.

6. Old Business

- 6.1 COVID-19 Update: The Library has partnered with Stevens County for PPE materials for our staff in prep for reopening. Restrooms have been upgraded to touchless dispensers.
- 6.2 Accessibility Update: Shane Robins was the only one who responded and gave a quote to the vertical lift installation bid. The other contractor who responded said they were booked 2yrs out. Joe moved to approve the bid by Shane Robins in the amount of \$26,991.60; Sarah seconded; Motion passed.

7. New Business

- 7.1 General Contractor Bid: Shane Robins was also the only response to the painting bid for the main floor and old shelf removal. Bid does not include any extra patchwork from shelf removal. Joe moved to approve the bid from Shane Robins in the amount of \$11,382; June seconded; Motion passed.
- 7.2 Shane Robins presented a bid for the installation of carpet and subfloor (minus materials) in the amount of \$7696.40. Cost Less Carpet presented a bid for the installation of the carpet plus materials (minus subfloor) in the amount of \$7054.95. Dusty ran a direct comparison of services between Robins' bid and Cost Less's bid and found that Robins' bid was cheaper. Joe moved to approve Shane Robins' bid in the amount of \$7696.40; June seconded; Motion passed.

Board discussed Cost Less Carpet's bid for materials (carpet, glue, etc.), and a budget of \$5000 was proposed. Joe moved to approve a materials budget of up to \$5000 for carpet; Sarah seconded; Motion passed.

- 7.3 Board reviewed library operating budget figures in light of pandemic-related financial concerns from the County. Dusty ran three scenario prospective budgets to consider, a 10% reduction in funds, a 20% reduction in funds, and a 30% reduction in funds. The County indicated we won't know much about how the funding is impacted until 2nd half taxes are due at the end of October.
- 7.4 Board Projects:
Karin and Heather will be working on a conflict resolution policy.
Sarah and June will be working on a Board of Trustees Code of Ethics.
Joe will be reviewing the bill paying process.

8. Public Comment.

No Public comment was received.

9. Adjourn: Karin adjourned the meeting at 8:12 p.m.

Next regular meeting date is:

Monday, June 15, 2020.

Location to be determined

Meeting begins at 7 p.m.

Respectfully submitted,

Heather Stearns, Secretary

Approved: _____