

COLUMBIA COUNTY RURAL LIBRARY DISTRICT
Regular meeting of the Board of Trustees
Monday, July 20, 2020 7:00 p.m.

Minutes

1. **Call to Order — 7:06p**
2. **Roll Call / Welcome** — Karin Spann (chair), June Riley (vice-chair), Joe Huether (Treasurer), Heather Stearns (secretary), Sarah Reser, Dusty Waltner (library director), Kristie Korslund (staff)
3. **Approval of Meeting Minutes**
 - 3.1 June moved to approve the June 15, 2020 Regular Meeting Minutes. Joe seconded. Motion passed.
 - 3.2 Karin moved to add “as per her employment agreement” after the statement “Sarah moved to approve Dusty’s administrative leave,” to the special meeting minutes from July 8th. Sarah seconded. Motion passed. Joe moved to approve the amended July 08, 2020 Special Meeting Minutes. Heather seconded. Motion passed.
4. **Treasurer’s Report**
 - 4.1 Board discussed the vouchers for June 2020. Joe motioned to approve the Voucher Transmittal for June 2020. June seconded. Motion passed.
 - 4.2 Board reviewed and discussed the Account Balance and Budget Statement – YTD 2020. It was noted that spending on cleaning supplies is up, but the library is under budget on programming and other areas in the budget due to the closures for COVID. It was also noted that the demand for cleaning supplies is so high, there is difficulty even finding enough supplies to purchase to meet with the requirements. Kristie is looking into a purchasing co-op to help alleviate the strain of getting enough supplies. The Board discussed how to manage and balance cleaning requirements and patron use of materials and resources to minimize exposure to the virus.
5. **Director’s Report**
 - 5.1 Dusty gave her progress report. It was noted that the Governor still has not provided the necessary guidelines for libraries to reopen, and he is currently considering rolling back the phased reopening plan due to the increased numbers of cases in recent weeks.
6. **Old Business –**
 - 6.1 Dusty provided the latest Accessibility/Construction Update as part of her Director’s Report.
7. **New Business –**
 - 7.1 Dusty is resigning as Director, effective July 31st. She is currently training and transferring administrative duties to Kristie Korslund.

7.2 The Board entered the Executive Session at 7:32p. The Board left Executive Session at 7:53p

7.3 Joe motioned to approve Kristie Korslund as Interim Director effective August 1st, for six (6) months, with a salary of \$45,000/year, with salary renegotiation if the interim period goes over six months. Heather seconded. Motion passed.

7.4 Joe moved to approve removing Dusty as signatory from all CCRLD accounts and certificates of deposit along with rescinding her authorization for online banking at Homestreet Bank, and authorizing Kristie for online banking and as signatory for all CCRLD accounts and certificates of deposit. Sarah seconded. Motion passed.

7.5 Karin moves that Joe Huether be authorized as the second payroll reviewer and for ACH transactions. June seconded. Motion passed.

7.6 The Board discussed how feasible it is to have all Public Record requests being handled solely by the director. There was discussion on delegating responsibility so there is more than one person trained in Public Records request handling. Dusty noted that legally, the library has to have one person designated. June motioned to approve Resolution 2020-02: Public Records Officer. Joe seconded. Motion passed.

9. Public Comments — none

10. Adjourned at 8:13p

Next regular meeting:

Monday, August 17, 2020

111 S. 3rd Street, Dayton

Meeting begins at 7 p.m.

Respectfully submitted,

Heather Stearns, Secretary

Approved: 