

COLUMBIA COUNTY RURAL LIBRARY DISTRICT

Regular meeting of the Board of Trustees

Monday, February 22, 2021 7:00 p.m.

Minutes

1. Call to Order -- 7:02pm

1. **Roll Call / Welcome** -- Karin Spann, June Riley, Sarah Reser, Joe Huether, and Todd Vandembark (director) were present.

2. 3. Approval of Meeting Minutes

3.1 Approval of January 25 2021 meeting minutes. Heather moved to approve, Joe seconded. Motion passed.

4. Treasurer's Report

4.1 Approval of Voucher Transmittal for January 2021, #4123 through #4151 in the amount of \$44,380.68. June motioned to approve, Joe seconded. Motion passed.

4.2 Joe presented the monthly budget report.

5. Director's Report

5.1 Progress Report: Todd gave the director's report.

6. Old Business

6.1 Our area is now in phase 2 of pandemic reopening plan: The library will reopen on Monday, March 1, with grab-n-go book pickup. Staff will continue to pull books for patrons, which can be picked up curbside or at the front desk. We will also allow in-house use of library laptops, one at each of the rolling tables, by appointment. The maximum number of people allowed in the library at one time will be five (5). Masks and social distancing requirements will be in place as they were when the library was last open during phase 2. The Delaney Building will be available for use starting Monday, March 1, for groups of up to 12 people. This is in compliance with "Miscellaneous Venue" requirements set forth by the state which limits occupancy of meeting spaces to 25% of capacity. All visitors will be required to wear masks and maintain proper social distancing. Kitchen facilities will not be available. Groups wishing to have food, beverages, etc., will need to provide their own table service and cold storage (coolers). At the end of the activity, groups will be expected to sanitize all tables and chairs used. Cleaning materials will be provided.

6.2 Public Engagement Plan: the questionnaires are being disseminated inside books and will be up on the website and social media soon.

6.3 Director Search/Personnel: Our background check requires a WATCH background check with the state of Washington, however Todd has not lived in Washington for many years. The board decided to waive the WATCH check in favor of the multiple background checks Karin did in the states where he lived prior to his employment here.

7. Public Comments

7.1 Public comments taken.

8. New Business

8.1 Karin and the board discussed having in-person board meetings next month, in accordance with state pandemic guidelines.

8.2 Electronic Board Signatures: Some libraries allow for electronic signatures of board minutes and documents, given the difficulty in getting signatures for paperwork over Zoom. The Board may need a resolution and policy to set it up.

8.3 Public Records Officer: Joe motioned to appoint Todd Vandenkark as the library Public Records Officer, and June seconded. Motion passed.

8.4 Board vacancy: Sarah Reser's seat is coming up on vacancy. The Columbia County Board of Commissioners will be interviewing for that position on March 15th.

8.5 Warrant Signer: Joe moved to approve Todd Vandenkark as warrant signer for county warrants, June seconded. Motion passed.

8.6 Executive Session at 7:47pm, for contract amendment. Board left executive session at 8:00pm

8.7 Joe moved to approve paying Todd for the month of February. Heather seconded. Motion passed.

9. Adjourned at 8:07pm

**Next regular meeting:
Monday, March 15, 2021
111 S. 3rd Street, Dayton
Meeting begins at 7 p.m.**