

COLUMBIA COUNTY RURAL LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Monday, April 19, 2021 7:00 p.m.

Minutes

1. **Call to Order** -- 7:14pm
2. **Roll Call / Welcome** -- Karin Spann (Chair), June Riley (vice Chair) Joe Huether (Treasurer), Jay Ball, Heather Stearns (Secretary), Todd Vandembark (Director)
 1. **Approval of Meeting Minutes:** Joe moved to approve the March 15 2021 Regular meeting minutes, seconded by June. Motion passed.
4. **Election of Officers:**

Karin Spann, chairman by unanimous vote
June Riley, vice-chair by unanimous vote
Joe Huether, treasurer by unanimous vote
Heather Stearns, secretary by unanimous vote
5. **Treasurer's Report**
 - 5.1 Joe moved to approve Voucher Transmittal for March 15 2021, for vouchers #4176 through #4196 in the amount of \$26992.36. Jay seconded. Motion passed.
 - 5.2 Joe presented the March 2021 budget report
6. **Director's Report**
 - 1.1 Director Todd Vandembark presented the Progress Report:
 - 1.1.1 They have reviewed candidates and are almost ready to make an offer.
 - 1.1.2 They have finalized the Social Media Policy.
 - 1.1.3 Summer reading program is under way
 - 1.1.4 They have had two quotes for each of the ongoing building projects (Security camera system, new basement windows, and new phone system)
 - 1.1.5 The CDC has relaxed guidelines on covid response.
 - 1.1.6 The wifi hotspots the library had were recalled due to an overheating issue, but have been replaced with new ones that will be cataloged and made available soon. It was discussed that we might make these hotspots available in various underserved spots in the community and possibly the county.
 - 1.1.7 The results of the patron public response survey are coming in; patrons are requesting more programming, more active presence on social media
7. **Old Business**
 - 1.1 Pandemic Update/ Library and Delany Building. Jay moved to approve all changes as presented. Joe seconded. Motion passed. COVID-19 policy changes are as follows:

- 1.1.1 Change all references from Kristi Korslund to Todd Vandembark, Extend library open hours to current hours, high-risk patrons during first hour, and Guidelines now allow for 50% occupancy for the Delaney Building, 24-person maximum with social distancing.
- 1.1.2 Library hours are now Monday/Tuesday/Wednesday/Friday 10am to 5pm and Thursdays noon to 7pm; up to 10 patrons are allowed in at a time. The Delaney room is open for public use and reservations up to 24 people.
- 1.1.3 Patrons are now allowed to browse. Any items touched but not checked out must be sanitized by current policy. There was discussion on how to avoid undue wear and tear on materials. Library standards from the State Government have not been revised regarding quarantine and sanitation of items.

7.2 Public Engagement Update/Social Media Policy

8. New Business

8.1 Social Media policy was discussed by the Board and minor changes were made to wording. Public comment was taken on the policy. Jay motioned to approve the policy as presented with the removal of the word “edit” in the paragraph on Interacting with the CCRLD online. Joe seconded. Motion passed.

8.2 Security Camera Bid: quotes were received from Fisher Systems (\$31873.39) and Walla Walla Electric (\$14493.00). Quotes were discussed and Joe moved to approve the bid from Walla Walla Electric. June seconded. Motion passed.

8.3 Telephone Services Upgrade Bid: quotes were received from Abadan (\$223.92/month and \$2835.00/installation) and PanTerra (\$130.80/month and \$64.73/installation). The Board discussed the quotes; Abadan sends a tech to come do the install, hence the higher price. PanTerra does not do their own install; library employees would do the install while being walked through the process by PanTerra tech support. Both bids are for a 3-year contract. Jay motioned to approve the bid from Abadan. Joe seconded. Motion passed.

8.4 Lower level Egress Window Bid: quotes were received from Shane Robins Construction (\$7046.00) and Nelson Construction (\$15,700.00). Jay motioned to approve the bid from Shane Robins. Heather seconded. Motion passed.

8.5 Change out lock in elevator: \$2,032.99. The lift door currently requires a physical key to make the lift operate. This quote from Vertical Options (who installed the elevator) is for permanently removing the key and redoing the electronics for easier operation. Heather motioned to approve the quote for changing out the lock. June seconded. Motion passed.

9. Public Comments -- none.

10. Adjournment -- 8:37pm

**Next regular meeting:
Monday, May 17, 2021**

111 S. 3rd Street, Dayton
Meeting begins at 7 p.m.

Board Secretary

Date