

**COLUMBIA COUNTY RURAL LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Monday, May 17, 2021 7:00 p.m.**

**Minutes**

1. **Call to Order -- 7:09pm**
2. **Roll Call / Welcome --** Karin Spann (chair), Joe Huether (treasurer), Heather Stearns (secretary), Jay Ball, Todd Vandebark (director). June Riley (vice-chair) was absent/excused.
3. **Approval of Meeting Minutes**
  - 3.1. Approval of April 19, 2021 Regular meeting minutes. Jay moved to approve, Joe seconded. Motion passed.
4. **Treasurer's Report**
  - 4.1. Approval of Voucher Transmittal for April 2021. Jay motioned to approve vouchers #4197 through #4242 in the amount of \$45,579.80. Joe seconded. Motion passed.
  - 4.2. Review of April 2021 budget report, as presented by Joe Huether.
5. **Director's Report**
  - 5.1. Progress Report, as presented by Todd Vandebark.
    - 5.1.1. Still looking to hire a Public Services Coordinator.
    - 5.1.2. Friends of the Library approved request to fund 20 library cards for kids and families living in Starbuck. The Friends also decided to pay for a new bike rack.
      - 5.1.2.1. Jay motioned to approve the acceptance of \$689 from the Friends of the Library for a new bike rack, Joe seconded. Motion passed.
    - 5.1.3. Various building improvements continue in various stages of completion. Elevator lock solution is still being worked on by the vendor. Phone system is being updated. Basement windows are set to begin replacement on June 8th, 2021. New security surveillance system is set to be installed in June.
    - 5.1.4. Governor Inslee passed on new guidelines from the CDC. The library is waiting on updated guidelines for libraries. We will continue to follow current CCRLD protocols (Limited browsing permitted (15 minutes, upstairs only), touched items quarantined. Masks required.)
    - 5.1.5. New Hotspots were made available with a one-month checkout time. One is at Steve's Grocery, and the others have been checked out.
6. **Old Business**
  - 6.1. Public Engagement
    - 6.1.1. Board discussed identification of stake-holder groups and suggestions for communicating with hard to reach or under-served populations. Public discussion was encouraged, and public comment was taken. Further research and development on the public engagement plan was moved to committee (Karin and Jay).

7. **New Business**

7.1. The State Library of WA is providing us (and Walla Walla Co.) with a license for [Northstar](#), a digital literacy curriculum and certification service. Todd presented information on the program, which is designed to help people gain basic computer skills.

7.2. Personnel Policy: Changes were proposed to revise inconsistent language for floating holidays and adjust total hours for personal leave “cash out” at end of employment. Joe motioned to approve, Jay seconded for both proposed changes. Motions passed.

7.3. Review and update or reaffirm existing library policies

7.3.1. Cooperation with Other Libraries Policy was reviewed. Todd suggested we keep this policy as is. Heather motioned to reaffirm the policy. Joe seconded. Motion passed.

7.3.2. Confidentiality of Library Records Policy was reviewed. Todd said it was still correct and in keeping with current laws. Karin requested to add the word “video” to types of digital records in clause #4. Joe motioned to approve the policy with the suggested change. Jay seconded. Motion passed.

7.3.3. Freedom to View Policy was reviewed. Todd suggested we keep this policy as-is. Heather motioned to reaffirm the policy. Jay seconded. Motion passed.

8. **Public Comments** -- Public comments were taken about the public engagement plan and discussed by the Board. Public comments were also taken about the legality of surveillance.

9. **Adjournment -- 8:11pm**

**Next regular meeting:  
Monday, June 21st, 2021  
111 S. 3rd Street, Dayton  
Meeting begins at 7 p.m.**

Minutes prepared by:

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Heather Stearns (secretary)

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Date