

COLUMBIA COUNTY RURAL LIBRARY DISTRICT

Regular meeting of the Board of Trustees

Monday, February 28, 2022

Meeting Location

Dayton Memorial Library

111 S. 3rd. St.

Dayton, WA 99328

Call to Order: The meeting was called to order at 7:02 p.m. by Karin Spann, Chair

Trustees present: Karin Spann Chair, Jay Ball Vice Chair, Joe Huether Treasurer, Michele Smith Interim Secretary, Chuck Beleny Member

Others present: Todd Vandebark, Library Director. Lexy Gray on Zoom.

Approval of the minutes of the January 24, 2022 meeting: A motion was made by Jay Ball and seconded by Chuck Beleny to accept the meeting minutes, with a correction to Chuck Beleny's last name. The motion was approved unanimously.

Treasurer's Report: The board unanimously approved payroll and vendor vouchers 4665-4714 in the amount of \$59,439.29, for January, 2022. Jay Ball moved to approve and Michele Smith seconded.

At future meetings, Vandebark will discuss impacts on the library budget from the loss of tax revenue due to one large business in Columbia County which has been idled.

Director's report: See attached. Vandebark added information about mask requirements. The state's mask restriction requirement for libraries will be lifted on Mar. 12.

Old Business:

1. **Hedwig Davis Trust:** The Blue Mountain Community Foundation will submit the paperwork for Vandebark's signature and he will transfer the CD to the Foundation when it matures.
2. **Trustee appointment status:** Spann said there have been no applicants for the position on the board which expires at the end of March.

New business:

1. **The library audit:** Vandebark said the three-year audit has been completed and there were no findings.
2. **Emergency Action Plan:** Vandebark presented the board with his Emergency Action Plan. Staff will receive annual training in CPR, First Aid, and in the use of fire extinguishers and the AED device. Drills will take place after the training. Spann suggested a Safety Officer be appointed. The Plan will be reviewed periodically by the board.

Public comment: None.

Executive session: An executive session took place from 7:46 pm to 7:55 p.m. for the board to review the final performance evaluation of the Library Director. Following that, he was presented with the findings.

Adjournment: The meeting was adjourned at 8 p.m.

Next meeting date: Monday, March 21.

Respectfully submitted
Michele Smith, Secretary