

**COLUMBIA COUNTY RURAL LIBRARY DISTRICT**  
**Regular meeting of the Board of Trustees**  
**Monday, April 18, 2016 7:00 p.m.**

**Meeting Time and Location:**

7:00 p.m. to 9:30 p.m.  
Dayton Memorial Library  
111 S. 3rd Street  
Dayton, WA 99328

1. **Call to Order**

Meeting was called to order at 7:00 p.m. by Tanya Patton, Chair

2. **Roll Call – Trustees present:**

Tanya Patton, Chair  
Bonnie Williams, Treasurer  
Cindi Abbott, Secretary pro tem.  
Angelina Shaber, member

**Others present:**

Dusty Waltner, CCRLD Director  
Darcy Beleny, Friends of the Library President

June Riley, Vice-Chair – absent excused  
Dawn McGhan, Secretary – absent excused

3. **Board Officer Election**

The Board decided to postpone office elections until the next meeting when more members could be present.

4. **Public Comments –**

Beleny gave the Board an update on the upcoming FOL Book Sale. They would be selling books by the inch, instead of by the bags as they have in past years. She also talked about the donation of cookies from the Girl Scouts for library programming, as well as a \$250 donation from Homestreet Bank for the Summer Reading Program. Beleny stated that Sylvia Beuhler will be submitting several grants over the next few months.

5. **Approval of Meeting Minutes**

- Patton moved to approve March 21, 2016 Regular Meeting Minutes as corrected; Shaber 2<sup>nd</sup>; Motion approved unanimously.

6. **Treasurer's Report**

- Patton moved to approve vouchers #2768-2790 posted as of April 18, 2016 totaling \$20,451.90; Abbott 2<sup>nd</sup>; Motion approved unanimously.
- Waltner provided account analysis statement and monthly report.
- Waltner provided a transaction list for expenditures from April 1-April 18 2016.

6. **Director Report**

- Spring is in bloom and so are we for the month of April:
- We have moved to bi-monthly staff meetings with training sessions occurring on a weekly basis. We have had role-playing scenarios, as well as various communication drills during our staff meetings in order to improve our customer service. We plan to continue with various training scenarios on a weekly basis in order to improve all of our services as well as our communication internally.
- Dusty and Carolyn are reading through policies in order to prioritize which need updates immediately.
- Carolyn has had as many as 28 people attend storytime and is looking at possibly creating a second session for the summer. She has also added new puppets and songs for variety. We have scheduled a storytime workshop for her to attend in May.
- Carolyn has also planted seeds with kids and will help them transplant them once they are ready in later spring. Carolyn also hosted a Beverly Cleary party in celebration of her 100th birthday. Additionally, Carolyn has also weeded some of our YA collection.
- Lorna has been working on weeding the Adult Fiction collection. She has also shifted the books to make more space, consolidate, and tidy up the area. She has worked on simplifying the ILL process and has also brought Playaways over to the Senior Center for use in Senior Mobile Cart and they have been popular.
- Vicki has worked on building a quarterly newsletter, which should be ready to print soon. She has also worked on updating and revamping our website, as well as marketing and promoting events on Facebook. Vicki is also getting us involved in the national public awareness campaign: Libraries Transform, which is a movement for libraries to move out into the communities and transform for their communities.
- For the month of April we will also be featuring Book Spine Poetry. Please feel free to come in and participate. All you have to do is find books, line the spines up to your desired arrangement and feature them on our display to share..

## 7. **Old Business**

- Waltner requested that the Board vote on the changes made to the Interlibrary Loan Policy since the previous meeting, which include the removal of the clause pertaining to costs for postage and fees. Patton moved to approve the new policy; Abbott 2<sup>nd</sup>; Motion approved unanimously.
- Waltner provided the Board with a list of potential items to be sold as surplus.

## 8. **New Business**

- Waltner provided an updated Fines, Fees, and Other Charges Policy with new rates for Fax Services to reflect an easier to understand fee schedule, including: 25 cents per minute for long distances and 10 cents per page. Patton moved to approve the updated Fines, Fees, and Other Charges Policy; Shaber 2<sup>nd</sup>; Motion approved unanimously.
- Waltner provided a new policy outlining the intent of the Youth Library and the library's concern for the safety of children in the library. Patton moved to approve the Youth Library Usage Policy as written; Shaber 2<sup>nd</sup>; Motion approved unanimously.
- Waltner expressed concern over patron privacy and recommended that there should be a policy in place to address patron privacy, as well as the use and

access of cards and accounts without the cardholder present. The Board asked Waltner to draft a policy for the May 16, 2016 meeting.

- Waltner presented two quotes for printer/copier replacement and discussed the merits of both. Waltner stated that she will obtain a third quote according to the purchasing policy and present it to the Board when available.

**9. Final Public Comment**

**10. Adjourn**

- Patton adjourned meeting at 9:30 p.m.

Next regular meeting date is Monday, May 16<sup>th</sup>, 2016, 111 S. 3rd Street, Dayton.  
Meeting begins at 7 p.m.

Respectfully submitted,  
Dusty Waltner, Director, Columbia County Rural Library District

**Approved:** \_\_\_\_\_  
**Dawn McGhan, Secretary**