

**COLUMBIA COUNTY RURAL LIBRARY DISTRICT**

**Special meeting of the Board of Trustees**

**Monday, August 7, 2017 6:30 p.m.**

**Meeting Time and Location:**

6:30 p.m. to 7:45 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

June Riley, Vice-Chair

Cindi Abbott, Secretary

Angelina Shaber, Treasurer

Karin Spann, Member

**Others present:**

Dusty Waltner, CCRLD Director

Michelle Smith, Waitsburg Times

**3. Public Comments**

Michelle Smith spoke about her involvement and interest in the library. Smith stated that she was concerned when she heard that two staff members were leaving and that she wanted to check in with the Board to stay informed about the library.

**4. New Business –**

Patton talked about staffing changes in the library, as well as the purpose of the special meeting, evaluation and discussion of staff positions and job descriptions. Patton explained to the Board that the specialized positions were created when Waltner first became the director, but that there may be a need to change or adjust the positions to better fit the workflow of a small library.

Waltner provided the Board with an update on the current job classifications, as well as an adjusted classification structure moving forward. Waltner informed the Board that she would like to move away from specialists positions and to more general job titles. This generalization would encourage cross-training and collaboration among staff. Waltner provided a pros and cons list for the both classification systems.

The Board also discussed scheduling a Special Meeting on August 28<sup>th</sup> at 7pm to discuss several topics, including: personal leave, staff positions, and staff development plans.

**5. Final Public Comments**

**6. Adjourn**

Next regular meeting date is Monday, August 21<sup>th</sup>, 2017.  
111 S. 3rd Street, Dayton.  
Meeting begins at 7 p.m.

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

**Approved:** \_\_\_\_\_  
**Cindi Abbott, Secretary**