

**COLUMBIA COUNTY RURAL LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Monday, January 16, 2017 7:00 p.m.**

**Meeting Time and Location:**

7:00 p.m. to 9:15 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  
Cindi Abbott, Secretary  
Angelina Shaber, Treasurer

June Riley, Vice-Chair – Absent, excused  
Karin Spann, Member – Absent, excused

**Others present:**

Dusty Waltner, CCRLD Director

**3. Public Comments –**

As a public comment Angelina Shaber discussed the upcoming Girl Scout Cookie season, and whether the Library/Friends would be a donation designee.

**4. Approval of Meeting Minutes**

4.1 Patton moved to approve December 19, 2016 Regular Meeting Minutes; Abbott 2<sup>nd</sup>;  
Motion approved unanimously.

**5. Treasurer’s Report**

5.1 Patton moved to approve vouchers #2956-2982 posted as of January 16, 2017 totaling \$33,302.05; Abbott 2<sup>nd</sup>; Motion approved unanimously.  
5.2 Waltner provided account analysis statement and monthly report.  
5.3 Waltner provided a transaction list for expenditures from January 1-January 16 2017.

**6. Director Report**

6.1 Progress Report -  
● We have a great many things planned for 2017.  
● February is Library Lover’s Month and we will have Blind Date with a Book again this year. The books that will be wrapped are entirely new to our collection, thus a greater mystery. We will also celebrate by sending library magnets to our patrons with the highest checkouts.

- On January 27, Carolyn with the help of Kay Eaton, is planning a Get Ready for Valentine's Day program at 3:15. Kids will learn to make a sweet treat and do a Valentine's Day craft.
- Dusty and Carolyn hosted approximately 70 junior high students that teacher Jeff McCann brought in for a library scavenger hunt. It was great fun and the students learned more about where items could be found.
- The second sign language class will be held on January 17th, this will be taught by Lois Whysong a retired special education teacher. Carolyn is working with the Developmental Disabilities Subcommittee of Columbia County to help facilitate this class.
- Sit, Stay, and Read is still going on Fridays. We have an average of 3 kids reading with Tex.
- Starting January 26th we will start having Monthly Workshops on the 4th Thursday of the month. Scheduled for January is an eBook and Audiobook Workshop. We will show patrons the ins and outs of using our digital library resources. We will have a Brown Bag Workshop scheduled at Noon, and another scheduled at 6:30 for the night crowd.
- We received a grant from Umpqua Bank to support our Family Storytime and Dinner Program in the amount of \$3,800. The monies will go towards provided the dinner, as well as a bag with books, music, and finger play items featured during each program.
- Howard has been working on organizing the Adult Section for better access. We are looking at adding permanent signage, and he has relocated the magazines to the sitting area near the fireplace.
- Carolyn, Howard, and Dusty have planned out the 2017 Summer Reading Program. The theme this year is "Build a Better World" and we will have workshops, Field trips, and DIY projects for adults and children.
- Vicki has moved down to the old workroom and has been able to take over the majority of ordering, receiving, and cataloging books.
- Vicki has also worked to update our website and getting it flowing better.
- Large projects and plans for 2017:  
Adding more oak shelving to match the newer shelving in the adult areas, painting the interior main floor, installing a security system, and installing a sprinkler system.

6.2 Year-End Statistics - Waltner provided the Board with a summary of year-end statistics.

## 7. **Old Business**

None

## 8. **New Business**

- 8.1 Waltner provided a copy of the previous year's Director Evaluation for review. After a brief discussion, Abbott agreed to draft an updated evaluation form which would better coincide with the Director's job description.
- 8.2 The Board discussed the need to develop a Financial Plan for the library.
- 8.3 Waltner asked if the Board can start thinking about a new strategic plan. Waltner informed the Board that while the current Strategic Plan covers 2015-2018, it is never too early to start thinking about adjustments and updates, especially considering the number of changes that have taken place.

8.4 Abbott added a new policy to new business. Abbott made a motion effective February 1<sup>st</sup>, stating that when a board meeting falls on a holiday that the meeting is automatically moved to the following Monday. Shaber 2<sup>nd</sup>; Motion approved unanimously.

**9. Executive Session – Personnel Job Performance Discussion**

9.1 Patton stated that the Board would go into Executive Session at 8:05 and would come out at 8:35pm. After the Executive Session the Board asked Waltner for an update on current staffing and personnel concerns.

**10. Final Public Comment**

None

**11. Adjourn**

- Patton adjourned meeting at 9:15 p.m.

Next regular meeting date is Monday, February 27<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**