

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

Meeting Time and Location:

7:07 p.m. to 9:25 p.m.
Dayton Memorial Library
111 S. 3rd Street
Dayton, WA 99328

1. Call to Order

Meeting was called to order at 7:07 p.m. by Tanya Patton, Chair

2. Roll Call – Trustees present:

Tanya Patton, Chair
June Riley, Vice-Chair
Dawn McGhan, Secretary
Bonnie Williams, Treasurer
Cindi Abbott, member

Others present:

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

3. Public Comments –

Darcy Beleny provided a copy of the Friends of the Library Bylaws and requested that the Board review it for accuracy and coherency. Beleny also explained to the Board that the Friends would like to examine various fundraising opportunities such as grant writing. Additionally, Beleny provided the Friends annual financial report.

4. Approval of Meeting Minutes

- Patton moved to approve December 21, 2015 Regular Meeting Minutes; McGhan 2nd; Motion approved unanimously.

5. Treasurer’s Report

- Patton moved to approve vouchers #2706-2727 posted as of January 18, 2016 totaling \$26,249.95; Abbott 2nd; Motion approved unanimously.
- Waltner provided account analysis statement and monthly report.
- Waltner provided a transaction list for expenditures from January 1-January 18 2016.

6. Director Report

January has been a month of great transition.

We have been in the process of replacing two staff members, in addition to advertising for the Assistant I position. This has left us very short-staffed and keeping up with the day-to-day tasks has been a challenge. We have had a couple of volunteers come in to help, which has been a lifesaver.

We also have two remarkable employees. Carolyn and Howard have stepped up to the challenge and have gone above and beyond to ensure we are operating as seamlessly as possible. They both took on more tasks and learned extra duties to ensure everything was covered. Additionally, they have each covered extra hours and extra days to make sure we have enough coverage. Their dedication to the library and the community is inspiring.

Lorna Barth will be joining us as the new Circulation / Adult Services Specialist. A retired schoolteacher, she comes with a great deal of experience in community collaboration and program planning. We are extremely excited to have her join our team.

We have recently creating a books-to-order form in which patrons can write down requests at the desk. It allows us to keep track of book requests, as well as order dates and contact information for patrons making the request.

We have also created a magazine survey asking about current magazine use, as well as suggestions for titles we may not have. So far we have had a good response rate and are beginning to tally the results.

Carolyn also has more organized activities planned for our afterschool program and we are looking for volunteers on Monday afternoons. Her afterschool schedule is as follows:

Mondays – Enrichment Classes

Tuesdays – Tales with Roslyn

Wednesdays – Health and Nutrition Classes

Thursdays – Robotics Club

Fridays – Gaming Club

7. Old Business

Waltner proposed updating the CCRLD Leave and Holiday Policy to include leave and holiday pay for part-time employees working 20 hours per week or more. Waltner changed the wordage from half-time employees (25-29 hours per week) to part-time employees and to include 20-29 hours per week. Waltner also asked for input from the Board on the wordage for compensatory holidays. The Board agreed to change the policy to “if one of the above holidays falls on an employees day off a compensatory day will be given within the pay period in which the holiday falls.” Patton moved to approve the changes in sections 1,2,5, and 6 of the Personal Leave and Attendance Policy; Riley 2nd; Motion approved unanimously.

8. New Business

Waltner announced that the position of Circulation / Adult Service Specialist had been filled.

Waltner provided an update on the progress of the Library Assistant I position.

Waltner provided an update to the age requirement for the Page position in order to broaden the application pool, to include 14 years old as the minimum age.

Waltner provided information for the annual Director Evaluation to take place during the March Board Meeting.

Waltner provided the Board with Trustee Packets and a timeline for filling the open trustee position, as Bonnie Williams will have served her maximum two consecutive five-year terms as of March 31st 2016.

9. Executive Session

Patton stated that the Board would go into executive session at 8:55 to discuss personnel. The Board came out of executive session at 9:15

10. Adjourn

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

Next regular meeting date is Monday, February 15th, 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