

**COLUMBIA COUNTY RURAL LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Monday, May 15, 2017 7:00 p.m.**

**Meeting Time and Location:**

7:00 p.m. to 8:45 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  
Cindi Abbott, Secretary  
Angelina Shaber, Treasurer  
June Riley, Vice-Chair  
Karin Spann, Member

**Others present:**

Dusty Waltner, CCRLD Director

**3. Public Comments –**

None

**4. Approval of Meeting Minutes**

4.1 Patton moved to approve April 17, 2017 Regular Meeting Minutes; Riley 2<sup>nd</sup>; Motion approved unanimously.

**5. Treasurer’s Report**

5.1 Patton moved to approve vouchers #3048-3069 posted as of May 15, 2017 totaling \$25,238.28; Shaber 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 May 1-May 15 2017.

**6. Director Report**

**6.1 Progress Report -**

Summer is nearly here and we are gearing up for Summer Reading!

Carolyn:

- Carolyn attended a webinar on using nonfiction books in storytime. The webinar illustrated how to use nonfiction books in storytime, which books to use, and recommendations of always incorporating one nonfiction. She is researching the topic and hopes to incorporate some of the ideas into her current storytime programs.

- Carolyn also attended the webinar “What's New in Young Adult Literature – 2017” and was able to get a thorough list of books to add to our collection.
- Howard and Eric setup a new shelf in the children’s area. Carolyn will use it to create a section of easy reader nonfiction (nonfiction for 3rd grade and under. She will be relabeling those and some of her other sections to make them easier to browse.
- Jeff McCann’s Jr High classes will visit the library on May 25th and learn how to use the Washington Anytime Library.
- Summer Reading kickoff is June 8th at the school’s multi-purpose room. The Blue Mountain Raptor Rescue will be presenting. Kids programs K-12 will be 1-3 and Adult and all others will be @3 P.M.
- The Summer Recreation Program will be coming on Fridays June 23-July 30. They will come in the morning in 2 groups to check out books and take AR Tests.

Howard:

- Howard’s first Back by Noon program, the April 22 Bird Watching trip had 38 attendees. Our next Back by Noon is a Native Plant walk on May 13th.
- Cowboy Poetry, Music, and Chuckwagon style dinner program, featuring Marty Hall and Jimmie Turner on April 27th had an amazing turn out. We had 62 attendees and many said they had a really entertaining evening.
- Howard is working with Don to revive our local history program.
- Howard also spoke with Greg Abramson, Columbia County Senior Planner/Building Inspector, regarding using the Delaney basement room as a “classroom”. He said the room is likely within code as a classroom with no structural changes nor additional exit windows. It already has two exits that are within 75 feet of the room, and these exits are adequately wide.
- To be used as a classroom we would probably need to do 3 things:
  - Replace the hand railings on the exit stairs at both ends of the hallway.
  - Keep the hallway clear.
  - Replace the classroom doors with doors that open outward
- We will need to provide Greg with the schematics of the building to confirm measurements and distances. We will locate these drawings and send them his way when we find them.

Vicki:

- Vicki has kept up with ordering and processing new books. She is actively working on filling gaps in our collections, as well as patron requests.
- Vicki has taken a Wordpress course in order to learn more on website building.
- Vicki has arranged a Fraud/Identity Theft Prevention talk with Holly from Umpqua Bank. Holly will present at the Senior Center on May 25th during lunch.
- We did not receive the NASA grant. But are still working on the July Star Party at Blue Mountain Station scheduled for July 21st as well as the Solar Eclipse event. We have 1000 pair of solar glasses to share throughout the community for viewing the eclipse.
- Carolyn hosted our final Family Story Time and Dinner in May. We will start up again in the fall and Vicki is working on another grant application with Umpqua Bank to support it. We gifted 80 new books, 25 pairs of mittens, 25 pairs of socks, 15 coloring books, 25 garden stepping stones, and many book bags. Very successful program with 42 attending the last event. When we started this last fall we have maybe 20 people attend.

Shakira:

- Shakira has become more comfortable and knowledgeable about library policies and procedures.

- Shakira has worked on rotating displays promoting books and programs, including: Cowboy Poetry Display, Poetry Month Display, Poet Laureate Display, and the newest Summer Reading Display.
- Shakira has done outreach to the Senior Center to keep them informed about library programs and services.
- Shakira is going to assist Dusty in developing an emergency plan.

Dusty:

- The Friends of the Library Spring Book Sale was a great success. The FOL have earmarked the funds from the sale to support the Summer Star Party.
- Our staff training day on April 28th was well received. The staff said all of the topics we covered were useful and that they feel better equipped.
- We have had recent network problems with the staff router failing completely on Saturday April 29th. I spent all day Saturday and Sunday replacing the router and getting the system up and running again. We have had a few glitches to work out, but things are getting better. I have created a job description for an IT Consultant and will advertise this upcoming week.
- I have started training Shakira to assist with office tasks. She is learning Quickbooks and will be backup for processing bills and monthly reports.
- We hosted the Wine Country Librarians directors' meeting on May 12th. We had a nice group of directors from southeastern Washington and discussed topics including: strategic planning, compensation and classification studies, database use, annual customer satisfaction surveys, and committees for the Board.
- I will be on vacation June 19-23.
- I have attended the following webinars:
  - Burnout or Bounce Back? Building Resilience
  - Providing Constructive Employee Feedback
  - Measure Your Impact: Getting Started with Outcome-Based Evaluation
- I plan on attending these upcoming webinars in June:
  - All Work is Team Work, Managing Age Diversity in the Workplace (PLA)
  - Supervisory Success: Interpersonal Skills for New and Not-so-new Supervisors
  - Maintaining a Safe and Respectful Library: A Customized Plan
  - Supervise with Success: A Two-Part Webinar (PLA).
  - It's All in the Planning: Getting Started on Strategic and Development Plans (PLA).

## 7. **Old Business**

- 7.1 Waltner informed the Board that she would like to discuss long-term and strategic planning, before jumping into a surveillance system. Waltner stated that it would be beneficial to bring a Library Space and Design Consultant to aid in the planning process, as it could be counterproductive to install hardware without a larger plan of how we are using library space. The Board will have a Strategic Planning Workshop on June 9<sup>th</sup> at 6pm. The Board stated that they would like to speak with the Fire Chief about fire codes and procedures before their workshop.
- 7.2 Waltner informed the Board that some of the additional information requested for the installation of LED lights throughout the library had not been provided yet, therefore we will need to wait until the June meeting to make a decision.

- 7.3 Waltner provided a job description as requested for an IT Consultant/Contractor. Waltner will be advertising the position and is hoping to have someone come in to help with IT work very soon.
- 7.4 Patton informed the Board that she spoke with Scott Marinella with regard to the library trusts. Scott said that he would be happy to work with the Board, but that it would be the end of June before he could take it on. Scott stated that there could be several options: 1) petition the court to transfer the funds into the District, or 2) designate Blue Mountain Community Foundation as the trustee. Scott will check into the options and see what is possible,

## **8. New Business**

- 8.1 Waltner informed the Board that given that the basement is likely within code that we should take some time to include the addition of windows into our strategic planning. Again, Waltner would like the Board to consider the larger scope of library space, services, and long-term planning before committing to large scale projects.
- 8.2 The Board presented Waltner with a written evaluation. Abbott also requested that the Board make a schedule for the director's evaluation in 2018, starting the process in December.
- 8.3 Waltner asked the Board if they would be interested in setting up Board Committees for specific projects. Some recommendations would be a Strategic Planning Committee and a Finance and Budgeting Committee. This would allow two Trustees to work on projects and then present drafts to the Board.
- 8.4 Waltner stated that she had medical appointments out of town in June and would need to change the June meeting date. The Board agreed that the June meeting would be held on June 26<sup>th</sup> rather than June 19<sup>th</sup>.

## **9. Final Public Comment**

None

## **10. Adjourn**

- Patton adjourned meeting at 8:45 p.m.

Next regular meeting date is Monday, June 26<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**