

**COLUMBIA COUNTY RURAL LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Monday, October 17, 2016 7:00 p.m.**

**Meeting Time and Location:**

7:15 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 7:15 p.m. by Tanya Patton, Chair

- Tanya Patton opened the meeting and announced that the County Commissioners approved the Board's recommendation for Karin Spann to fulfill the open Trustee position.

**2. Roll Call – Trustees present:**

Tanya Patton, Chair  
Angelina Shaber, Treasurer  
Karin Spann, Secretary Pro-Tem

June Riley, Vice-Chair – Absent Excused  
Cindi Abbott, Secretary – Absent Excused

**Others present:**

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

**3. Public Comments –**

None

**4. Approval of Meeting Minutes**

- Patton moved to approve September 19, 2016 Special Meeting Minutes; Shaber 2<sup>nd</sup>; Motion approved unanimously.
- Patton moved to approve September 19, 2016 Regular Meeting Minutes; Shaber 2<sup>nd</sup>; Motion approved unanimously.
- Patton moved to approve September 22, 2016 Special Meeting Minutes; Shaber 2<sup>nd</sup>; Motion approved unanimously.

**5. Treasurer's Report**

- Patton moved to approve vouchers #2894-2910 posted as of October 17, 2016 totaling \$22,642.16; Spann 2<sup>nd</sup>; Motion approved unanimously.
- Waltner provided account analysis statement and monthly report.
- Waltner provided a transaction list for expenditures from October 1-October 17 2016.

## 6. Director Report

- Fall is in the air: the perfect time to read your favorite book with a warm cup of tea.
- We hosted our first Family Storytime and had a nice turnout. We had 18 participants and served chili and cornbread, catered by Melissa Weatherford.
- Our book scavenger hunt for banned book week was great fun. Patrons shared their hunt on our Facebook and were able to take home books that they always wanted to read.
- We hosted 2 days of school tours including both junior high classes and 4th and 5th graders. The pizza wheel assignments for 4th and 5th graders are keeping all of the staff busy matching books with patrons.
- Carolyn will be attending the WALE conference October 24-26th. Some of the sessions she may attend include: Reading Conversations: Building a Community of Readers and Reading; Raising Your Library's Community Profile; Building Community Engagement Around Literacy; Community in Literacy: Supporting our Early Childhood Learners and Families; and Reader's Advisory or How to Help Someone Asking for Their Next Good Book.
- We spent a full day October 10th training staff. The topics of the day included acquisitions and cataloging, using and promoting Overdrive, and running reports in KOHA.
- Vicki has created three new brochures for the library. One dedicated to the history of building and opening the library, one dedicated to the Board and the Friends, and one dedicate to the Children's library.
- We now have Binge Boxes available for checkout. Binge Boxes are a collection of movies centered on a theme that allows patrons to have a spectacular movie binge. The boxes are available for one week checkouts, one per patron. The themes this month are all Halloween and including the following: Stephen King Box, Tim Burton Box, Classic Horror Box, Monster Night Box, Godzilla vs King Kong Box, and Young Spooky Box (Halloween tales handpicked for preschoolers). We will change themes out every few weeks.
- We have adjusted our check-out periods for new items in order to aid with circulation of high demand items. New print materials and new movies will be limited to no renewals for the first three months of circulation.
- Dusty and Carolyn will be attending the annual Chamber Banquet on November 10th and the Library will be offering a centerpiece basket for the drawing again this year. This year's theme is: Healthcare – we're in this together.
- We will also have a Veteran's program on November 10th. Author, Jeanette Vaughan, will come and talk about her book, "Eternally at War" which is a memoir she coauthored with Captain Robert "Gene" Lathrop, who was from Dayton. The book chronicles Lathrop's experiences in Vietnam and his battle with PTSD. We will have refreshments and a book signing.
- As of November 1st we will have Novelist Select service, which integrates the Novelist database into our catalog, offering patrons read-alike titles, reviews, and more right from our catalog.

## 7. Old Business

- Waltner presented an updated Meeting Room Use Policy. The update includes allowing for-profit groups, organizations, and individuals to use the Delany Room for a \$100 fee.

Patton moved to approve the updated Meeting Room Use Policy; Shaber 2<sup>nd</sup>; Motion approved unanimously.

- The Board discussed the Bell Garden and what changes may be made to improve the space. Trustees were asked to think about how they would like to see the space evolve.

#### **8. New Business**

- Waltner presented an updated Circulation Policy which states that new or high demand items cannot be renewed. This change in policy improves access for patrons. Patton moved to approve the updated Circulation Policy; Spann 2<sup>nd</sup>; Motion approved unanimously.
- The Board discussed possible field trips to surrounding libraries in order to gain knowledge of regional libraries and policies.
- Waltner provided information for Board Training provided by United for Libraries. Waltner gave each board member login access with course information.
- Waltner presented information on increases in employer-sponsored medical benefits.
- Waltner provided staff salary breakdowns for wage increases with a 2% COLA and a 3% COLA, in order for Trustees to compare before the scheduled Budget Workshop.
- Waltner provided information on changes to expect in the 2017 Budget.
- The discussion on Board Officer changes was tabled until all Trustees are present.
- Waltner presented a proclamation for National Friends of the Library Week which acknowledges the value of FOL to the library and community. The Board signed the proclamation and presented it to the FOL President, Darcy Beleny.

#### **9. Final Public Comment**

Darcy Beleny provided an update on the FOL. Beleny stated that the FOL is looking at various fundraising opportunities, including: a Calendar, Book Bags, and Library Blend Coffee. Beleny also informed the Board that the FOL may be making changes to the bi-annual Book Sale, in order to avoid conflicting with local events. Beleny also stated that the FOL is working with library staff to track donations and send thank you letters to contributors.

#### **10. Adjourn**

- Patton adjourned meeting at 9:00 p.m.

Next regular meeting date is Monday, November 21<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:** \_\_\_\_\_  
**Cindi Abbott, Secretary**