

COLUMBIA COUNTY RURAL LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Monday, April 16, 2018 7:00 p.m.

Meeting Time and Location:

7:07 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 7:07 p.m. by Tanya Patton, Chair

2. Roll Call – Trustees present:

Tanya Patton, Chair
June Riley, Vice-Chair
Angelina Shaber, Treasurer, absent excused
Karin Spann, Secretary
Meredith Dedman, Trustee

Others present:

Dusty Waltner, CCRLD Director

3. Public Hearing –

At 7:07 Chairman Patton opened the Public Hearing of the 2018 budget amendment, advertised as per statute. There were no public comments.

4. Approval of Meeting Minutes

4.1 Patton moved to approve March 19, 2018 Regular Meeting Minutes; S. Dedman; U.

5. Treasurer’s Report

5.1 Patton moved to approve vouchers #3300-3319 posted as of April 16, 2018 totaling \$25,769.04; S Riley; U.

5.2 Waltner provided account analysis statement and monthly report and explained that the monthly reports still do not reconcile with the new software used by the County Auditor’s Office.

5.3 Waltner provided a transaction list for expenditures from March 1- March 19 2018.

6. Director Report

6.1 Progress Report – Attached

7. Old Business

7.1 Financial Plan: Patton reported that she and Shaber met to begin to assemble a written summary of the Library’s financial history to provide better information to upcoming trustees. Waltner reported that she contacted the State Library and that Kyle Cox has

agreed to meet with us, tentatively set for June or July. The Board trustees were given copies of financial management resources to aid in preparation for the meeting.

- 7.2 Fiscal Matters: Waltner reported that no progress has been made with reconciling the Library's Quick Books system with the new bill payment software now being used by the County Auditor's office, in spite of numerous attempts made by her to obtain support services. Other bill payment options were discussed. Patton agreed to contact a local accountant to see if the Library billing and accounts could be handled securely and more efficiently in house with the oversight of a third party. The Board requested the Director make an appointment with the Auditor's office, accompanied if possible by Treasurer Shaber or Chair Patton to obtain a reconciliation of the first quarter's financials. This is to be a top priority.
- 7.3 Surveillance Policy: Waltner presented a draft Surveillance Policy. Riley also researched legal issues that need to be considered. The Board intends to vote on the policy at the next meeting. Waltner provided information for a surveillance system to move forward with. The Board agreed. Riley offered a contact for helping to map out camera placement throughout the building.
- 7.4 Budget Amendment: Waltner presented an amendment to the 2018 budget to address the addition of previously unanticipated revenue in the amount of \$20,191. The funds to be allocated as follows: \$10095.50 for training, \$5047.75 for Materials, and \$5041.75 for Programming.
- 7.5 Budget Resolution: Resolution #2018-01 was passed on a Motion by Patton, S. Spann; U
The signed resolution is attached.
- 7.6 Strategic Plan: Copies of the initial draft were given to the Board trustees who are to make proposed amendments for the next meeting.
- 7.7 Director's Evaluation Summary: The Director's evaluation was signed by the Board and presented to Director Waltner.

8. New Business

- 8.1 Boys and Girls Club fundraiser: The Library has received a generous donation of an 8 person table at the upcoming Boys and Girls Club fundraiser, valued at \$800. Trustees Patton, Riley, and Dedman, with Spann as a back-up will attend along with available staff and Friends of the Library members.

9. Final Public Comment

None

11. Adjourn

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

Next regular meeting date is:
Monday, May 21, 2018.
111 S. 3rd Street, Dayton.
Meeting begins at 7 p.m.

Respectfully submitted,
Karin Spann, Secretary

Approved: _____