

**COLUMBIA COUNTY RURAL LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Monday, May 21, 2018 7:00 p.m.**

**Meeting Time and Location:**

7:04 p.m. to 8:20 p.m.  
Dayton Memorial Library  
111 S. 3rd Street  
Dayton, WA 99328

**1. Call to Order**

Meeting was called to order at 7:04 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 Comments**

There were no public comments.

**4. Approval of Meeting Minutes**

4.1 Patton moved to approve April 16, 2018 Regular Meeting Minutes; (Second Riley; Unanimous)

**5. Treasurer's Report**

- 5.1 Patton moved to approve vouchers # 3320-3343 posted as of May 21, 2018 totaling \$32,609.99. (Second Dedman; Unanimous)
- 5.2 Waltner provided account analysis statement and monthly report and reported that the Monthly reports now reconcile with the new software used by the County Auditor's Office.
- 5.3 Waltner provided a transaction list for expenditures from April 30-May 21, 2018.
- 5.4 Waltner reported that we were not awarded our full E-rate request. Since this is a complicated process and mistakes can easily be made Waltner was instructed to follow up and determine the reason for the shortfall, for future use.

**6. Director Report**

6.1 Progress Report – Attached

## **7. Old Business**

- 7.1 Financial Plan: The meeting with Kyle Cox is still tentatively set for June or July. The Board trustees were requested to read the financial management resources and list questions to ask Mr. Cox, to prepare for the meeting.
- 7.2 Fiscal Update: Waltner reported that the quarterly report is current with the County system. Research revealed that the Library may do its own accounting and bill paying, eliminating the need to use County vouchers. This will speed up bill paying and posting. Contact was made with an accountant who is willing to set up a system for the Library and provide quarterly independent review. Waltner was instructed to continue with the process. The Library will continue to be audited every three years.
- 7.3 Surveillance Policy: Riley was requested to do a final review of the policy including confidentiality issues regarding digital records. Twelve cameras have been ordered.
- 7.4. Strategic Plan: Copies of all suggested additions to the draft were reviewed. Waltner will prepare the final document for approval at the next meeting
- 7.5 Trust Update: Bank of America has still not provided written approval of the transfer of the Peabody Trust to the Library District. Paton will follow up.

## **8. New Business**

- 8.1 Paton reported that the local Girl Scout troop cleaned up the garden beds at the Library as a community service.
- 8.2 Waltner reported that the Library has been requested to operate the children's activity area at the fall festival, held downtown. The Board expressed reservations that we could successfully do this at that location and still keep the library open for patrons. Walter was instructed to turn down the request and to suggest alternate groups that may be able to assist.
- 8.3 Waltner reported that the WLA meeting, scheduled for August will be in Yakima this year, making it convenient for Board trustees to attend. Dayton library staffer, Shakira Bye, will be presenting at the conference.
- 8.4 Waltner reminded the Board about the upcoming summer reading block party kick off and requested volunteers for Saturday.
- 8.5 Shakira's scholarship to the ALA conference has been approved. Fellow staffer, Charlie Orbio conducted a live interview of Shakira and created a video available on the Library Facebook page.
- 8.6 The Board discussed the possibility that the newspaper of record has again been changed. Trustee Dedman was requested to verify this.

## **9. Final Public Comment**

None

## **11. Adjourn**

- Patton adjourned meeting at 8:20 p.m.

Next regular meeting date is:  
Monday, June 18, 2018.  
111 S. 3rd Street, Dayton.  
Meeting begins at 7 p.m.

Respectfully submitted,  
Karin Spann, Secretary

**Approved:** \_\_\_\_\_