

COLUMBIA COUNTY RURAL LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Monday, October 16, 2017 7:00 p.m.

Meeting Time and Location:

7:00 p.m. to 9:50 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

Abbott requested that Staff Expectations be added to the Agenda in New Business.
Shaber requested that Advertising be added to the Agenda in New Business.

2. Roll Call – Trustees present:

Tanya Patton, Chair
June Riley, Vice-Chair
Angelina Shaber, Treasurer
Cindi Abbott, Secretary
Karin Spann, Member

Others present:

Dusty Waltner, CCRLD Director

3. Public Comments –

None

4. Approval of Meeting Minutes

4.1 Patton moved to approve September 18, 2017 Regular Meeting Minutes; Riley 2nd;
Motion approved unanimously.

5. Treasurer’s Report

- 5.1 Patton moved to approve vouchers #3157-3177 posted as of October 16, 2017 totaling \$30,166.11; Shaber 2nd; Motion approved unanimously.
- 5.2 Patton moved to approve corrected vouchers 3133-3156 posted as for September 18 2017 totaling \$38,510.85; Abbott 2nd; Motion approved unanimously.
- 5.3 Waltner provided account analysis statement and monthly report.
- 5.4 Waltner provided a transaction list for expenditures from October 1- October 16 2017.

6. Director Report

6.1 Progress Report – Attached

6.2 Waltner provided a Quarterly statistics for 3rd Quarter 2017. The Board discussed the unreliability of some collection methods and asked Waltner to develop a new procedure for collecting statistics, as well as eliminate those statistics that are not reliable.

7. Old Business

- 7.1 Waltner provided copies of the CCRLD Employee Leave Policy for review. The Board discussed possible ways of reducing the liability for leave when an employee separates with accumulated leave. Discussion will continue at the next meeting.
- 7.2 Waltner proposed to the Board that the Piano find a new home. Waltner had previously weighed the possibility of moving the downstairs piano to the Delany to replace the first one that was rehomed; however, Waltner explained to the Board that no one has requested to use a piano when reserving the Delany and that it would take up valuable space. Waltner suggested that it be offered to a local museum. The Board asked Waltner to inquire with local entities to find a new home.
- 7.3 Waltner provided a draft of the 2018 preliminary budget. The Board moved their Budget Workshop from October 21st to October 25th at 6pm.

8. New Business

- 8.1 Waltner provided a personnel update. Waltner informed the Board that the new staff members are doing well in their roles and that things are running well.
- 8.2 Waltner asked for the Board to consider eliminating the Music CD Collection. Waltner stated that CDs are rarely circulated and are taking up valuable space. Waltner proposed moving the print items, including: music scores, instrument guides, and lesson books to the regular print collection and removing the music CDs completely. The Board agreed with Waltner's proposal.
- 8.3 A trustee asked if the Board could discuss expectations of staff behavior outside of the library, particularly when it comes to social media. A Board member stated that she encountered a social media post from a staff member that she found offensive. Waltner stated that the post in question did not involve the library in any way and therefore was not something that CCRLD could or should regulate. In addition to social media, the Board also discussed staff expectations with regard to dress code. Waltner informed the Board that CCRLD's policy on dress code states, "Employees shall wear appropriate attire to work as determined by their supervisor." Patton raised the issue that she would like clearer guidelines provided by Waltner for acceptable and unacceptable attire. Waltner informed the Board that work attire guidelines had already been distributed in a staff memo on October 16th as follows:
 - Avoid wearing hats at work.
 - Avoid spaghetti straps.
 - Avoid flip flops.
 - Avoid t-shirts which display corporate branding or political statements. T-shirts with literary affiliation are encouraged (if you are wearing t-shirts).
 - Avoid short skirts unless wearing tights.
 - Avoid low cut tops which would be revealing if bending to pick up a book (not limited to females).

8.4 Shaber requested a discussion on advertising, particularly because the paper of record has changed for the County. The Board agreed that we should be balanced with our choices of advertising in order to target the greatest readership.

9. Final Public Comment

None

10. Adjourn

- Patton adjourned meeting at 9:50 p.m.

Next regular meeting date is:
Monday, November 20, 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