

**COLUMBIA COUNTY RURAL LIBRARY DISTRICT**  
**Meeting of the Board of Trustees**  
**February 25, 2019, 7:00 p.m.**

**Meeting Time and Location:**

7:08 p.m. to 7:55 p.m.  
Dayton Memorial Library  
111 S. 3rd Street  
Dayton, WA 99328

**1. Call to Order**

Meeting was called to order at 7:08 p.m. by Tanya Patton, Chair. The change of meeting date due to the holiday had been advertised.

**2. Roll Call – Trustees present:**

Tanya Patton, Chair  
June Riley, Vice-Chair,  
Meredith Dedman, Treasurer  
Karin Spann, Secretary  
Sarah Reser, Trustee

**Staff Present:**

Dusty Waltner, CCRLD Director

**3. Public Comments:**

No public comments.

**4. Approval of Meeting Minutes:**

- 4.1 The Minutes of the January 28 regular meeting were presented and approved upon a Motion by Patton, (S. Dedman, Unanimous).
- 4.2 The Minutes of the February 8 special Meeting were presented and approved upon a Motion by Patton, (S. Riley, Unanimous)

**5. Treasurer’s Report:**

- 5.1 January Vouchers 3509-3527 approved on a Motion by Patton (S. Reser, Unanimous).
- 5.2 The monthly budget report was reviewed. Treasurer Dedman stated that she continues to review the reconciliation of monthly vouchers and bank statements.

**6. Progress Report:**

- 6.1 The Board reviewed items on the report (Attached). Director Waltner reported that she signed a contract with Infinity Communications for management of the E-Rate program for a reasonable flat rate with the intention of providing timely submissions of required reporting. This fulfills the Board request to find a way to continue the financially

beneficial E-Rate program which has become a time-consuming and complicated reporting program.

**7. Old Business:**

- 7.1 Trustee terms. Director Waltner presented the calendar of trustee terms. Chair Patton has one year remaining on her last term as per the Washington RCW 27.12.190. Spann's current term expires March 31, 2019. The position was advertised as required by the District's agreement with the County Commissioners. No applications were received. Spann agreed to apply for a second term. Patton will send a letter of recommendation to the Commissioners.
- 7.2 Strategic Plan Objectives. Tabled to the next meeting.

**8. New Business:**

- 8.1 Director's Evaluation. Trustees were reminded that March is the time of the annual director's evaluation. A copy of last year's completed evaluation was provided to each trustee. Chair Patton directed the trustees to be prepared to complete the evaluation in executive session at the March Board meeting. Staff input questions will be given to each staff member with a stamped envelope addressed to Board Chair, Tanya Patton."
- 8.2 Insurance. Director Waltner reported that she investigated whether the Library's liability insurance covered contractors or the Friends of the Library. It was determined that it did not, so Waltner was instructed to notify all contractors that they would be required to obtain general liability insurance and to inform the Friends that they should do so also for protection at their activities.

**9. Final Public Comments**

There were no final public comments.

Patton adjourned meeting at 7:55 p.m.

Next regular meeting date is:  
Monday, March 18, 2019.  
111 S. 3rd Street, Dayton.  
Meeting begins at 7 p.m.

Respectfully submitted,  
Karin Spann, Secretary

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