

## COLUMBIA COUNTY RURAL LIBRARY DISTRICT

Regular Monthly Meeting of the Board of Trustees

Monday, April 17, 2023

Meeting Location: Dayton Memorial Library

1. **Call to order:** Jay Ball called the meeting to order at 7:00 P.M.  
**Trustees present:** Chair Jay Ball, Vice-Chair Karin Spann, Treasurer Sharon Mendel, Charles Beleny and newly appointed trustee Kevin Rust.
2. **Election of New Officers:** Jay Ball was re-elected Chair, Karin Spann was re-elected Vice-Chair and Sharon Mendel was re-elected Treasurer. Charles Beleny was elected Secretary.
3. **Approval of minutes from March 20, 2023:** Beleny made a motion to approve the minutes, seconded by Mendel and the minutes were approved unanimously.
4. **Director's Report:** See Vandembark's report attached. Todd stated that he had 2 applicants for the Library Position and would like one more. He stated that there was only 1 attendee at Family Story Time this month. There is an upcoming Open Mic Poetry Slam on Monday, April 24 and you get to vote by showing up. Prizes will be awarded. There is a Seed Garden in the Greenhouse downstairs in the Library,
5. **Financial Report:** Todd briefed that the income is about \$4,000 ahead of last year. Expenses are about where we should be and down a couple thousand dollars from 2022. He also stated the Library incurred some finance charges for some bills that didn't get paid on time. Pacific Power bills were questioned and it was reminded that since we no longer have oil furnaces and are all electric that that is why the Pacific Power bills are higher than in the past. Spann made a motion to approve vouchers #5064 through #5098. The motion was seconded by Beleny and motion was approved unanimously.
6. **Old Business: Review and Revise Employee Substance Abuse Policy.**  
Todd presented 2 policies. One was the SUBSTANCE ABUSE "NO TOLERANCE" POLICY; the other was the ADMINISTRATIVE RULES for the above policy. He added sections that he highlighted in yellow from the Washington ALA policies to each of our policies. Spann questioned that the highlighted section that Todd added only stated that the employee must notify the Library Director or his/her designee of any criminal drug conviction for a violation occurring in the workplace or during work hours. How about after hours when not at work? Rust also had a question about the "reasonable suspicion" statement in the Administrative Rules policy. Beleny had a question about how going from a No Tolerance Policy to allowing Medical Cannabis and how that would affect the Library's liability insurance. He also asked where the policy that was being revised several months ago was so that we could look at the changes recommended at

that time to make sure those recommended changes were addressed. Todd did not have the previous draft available. The policy could not be finalized until Todd addressed several deliverables to the Board.

7. **New Business: Strategic Plan Progress.**

The Board of Trustees reviewed Objective 1 of the 2022-2025 Strategic Plan. A discussion ensued and it was stated that public engagement surveys will start toward the end of the Summer Reading Program. No one showed up for the Work Source Training event, but Work Source is coming every week and are having Resume Workshops every third Thursday of the month.

8. **Public Comment Period:** 12 patrons that were present made comments and several via Zoom. Several applauded the hard work that the Friends of the Library put into the recent Book Sale at the School. The Board of Trustees also voiced their appreciation to the Friends of the Library for the Book Sale.

9. **Executive Session:** The regular session of the Library Board meeting adjourned at 8:50 P.M. A 10 minute break was taken before going into Executive Session at 9:00 P.M. to address the Library Director's annual evaluation. The Executive Session adjourned at 9:30 P.M.

The next regular meeting of the Board of Trustees is on May 15, 2023 at 7:00 P.M.

Respectfully submitted,  
Charles Beleny, Secretary