

COLUMBIA COUNTY RURAL LIBRARY DISTRICT

Regular Monthly Meeting of the Board of Trustees

Monday, May 15, 2023

Meeting Location: Dayton Memorial Library

1. **Call to order:** Acting Chair Karin Spann called the meeting to order at 7:03 P.M.
Trustees present: Vice-Chair Karin Spann, Treasurer Sharon Mendel, Secretary Charles Beleny and Kevin Rust. Chair Jay Ball was absent.
2. **Approval of minutes from April 17, 2023:** Mendel made a motion to approve the minutes, seconded by Rust and the minutes were approved unanimously.
3. **Director's Report:** Todd briefed that the Library Capital Improvement Fund requires that library and library districts are required to provide a 50% match to receive the funds, something that small and rural districts cannot accomplish. Public Libraries of Washington is trying to get changes made so districts like ours only have to put up a smaller portion of the funds . Please see the Directors report concerning the 1% property tax increase cap, the criminalization or decriminalization of drug use and the \$2 per mobile device fee. Todd then briefed on the report from the attorney on the petition to dissolve the Library District. Todd requested a working group of 2 Library Trustees be formed to help decide on carpet types, and colors for the Delany Room. Beleny and Rust volunteered. See the attached Director's Report.
4. **Financial Report:** Todd briefed on the payroll and vendor bills paid. He stated that the State Library will reimburse the expenses for him and Jay Ball to attend the WA State Library Association meeting since they were invited. He mentioned that Clean browsing prevents browsing on things that patrons shouldn't on library computers. He stated that Wilson Technology wipes everything back to a default on laptops but not tablets. He briefed that only 1 person entered the Poetry Slam contest so the \$25 dollar first place was awarded and the rest returned to the Chamber of Commerce. Rust asked why the Employee Payroll and Benefits was roughly \$2,000 more than in March. Todd was unable to answer and said that he would research and get back to the Board in June. Rust made a motion to approve vouchers #5099 thru #5168. Seconded by Beleny and unanimously approved.
5. **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. Todd stated that he did not put the use of medical marijuana in the policy because it was illegal federally. Rust also had a question previously about the "reasonable suspicion" statement in the Administrative Rules policy. Todd

said he would defer to the lawyer. Beleny made a motion to approve and Rust seconded and then it would be brought back to the Board to finalize and approve.

6. **New Business:** The CCRLD Laptop and Computer Lending Policy and Agreement. Beleny had a question on Item 15. He questioned how could the Library monitor that the borrowers were not engaging in any illegal activities on Laptops and Tablets since the borrowers could wipe clean those activities before they returned the devices? Todd will get with the lawyer for an answer and report back to the Board. Rust had a question on the second item from the bottom in the Informational Section dealing with “laptop borrowers may not alter, delete, or copy any software loaded on the laptop”. He wanted to know how we could monitor that library software was not being copied by the borrower onto their computer. Todd will defer to the lawyer and get back to the Board with an answer next meeting. Concerning the actual form for the Patron Agreement, Beleny made a motion to approve the form and Mendel seconded. Beleny and Rust volunteered to be on the carpet working group. The June meeting was reschedule to June 26 due to a holiday.
7. **Public Comment Period:** Mackey Smith from Public Health discussed the Community Health Assessment Survey that is being circulated for completion. The goal is to get 400 surveys completed so there is a good accounting of the Community’s needs. 42 patrons were present for the public comment period and approximately 12 by Zoom.
8. **Adjourn:** The regular session of the Library Board meeting adjourned at 8:29 P.M. The next regular meeting of the Board of Trustees is on June 26, 2023 at 7:00 P.M.

Respectfully submitted,

Charles Beleny, Secretary