

COLUMBIA COUNTY RURAL LIBRARY DISTRICT

Regular Monthly Meeting of the Board of Trustees

Monday, July 17, 2023

Meeting Location: Dayton Memorial Library

- 1. Call to order:** Chair Jay Ball called the meeting to order at 7:00 P.M.
Trustees present: Treasurer Sharon Mendel, Secretary Charles Beleny and Kevin Rust. Vice-Chair, Karin Spann was absent. Ellen Brigham introduced herself as the new Interim Library Director effective July 14, 2023
- 2. Approval of minutes from June 26, 2023:** Kevin Rust made a motion to accept the minutes as written and Sharon Mendel seconded.
- 3. History of the Dayton Memorial Library and Columbia County Rural Library District:**
Tanya Patton gave an in-depth and very informative briefing on the beginning of library services in Dayton and the evolution to what has become the CCRLD.
- 4. Director's Report:** See attached. A second petition to dissolve the library has been submitted to the Auditor's office for validation of signatures. Visits to the Senior Center are on hold due to construction on 3rd Street. Ellen briefed on Discovery Kids and the Summer Reading Program. Charlie will be going to Lyons Ferry on July 18th to provide Library Story hours.
- 5. Financial Report:** Ellen briefed on the payroll and vendor bills paid. Rust asked if the Washington State Library had reimbursed the expenses for the Library Director and Jay Ball to attend the Washington State Library Association meeting in April since they were invited. Ellen stated she had not completed the paperwork for reimbursement yet. Rust asked about the \$745.10 bill from Bennett's Locksmith for a repair on a door lock and Ellen said the bill had been paid twice and that a credit would appear on the August financial report. Beleny asked why the staff had to purchase two Washington Food Handler Cards and Ellen said it was to serve food during the Summer Reading Kickoff. Rust made a motion to approve vouchers 5258 thru 5316 for payment. Seconded by Beleny.
- 6. Old Business:**
Beleny gave an update on the carpet vendors and their quotes and recommendations for the Children's Library. Jay Ball asked for Beleny's recommendation on how to proceed with the carpets in the Delany Room and the Children's Library. The recommendation was to re-glue the carpet in the Delany Room. Inject better glue with a syringe where the carpet was wrinkled and repair the seam where it had come apart and then have a professional cleaner shampoo it. The recommendation for the Children's Library carpet was to have it shampooed. Beleny also stated that we needed to repair the wheel chair ramp where the concrete was badly broken down

presenting a fall hazard and to get new Anti-Slip Stair Treads put on the steps leading from the main library area to the Children's Library. The present anti-slip pads are in bad shape. Jay Ball said to go ahead and get the carpets taken care of. Rust was going to look into finding reputable carpet cleaners to get the job done.

The Laptop and Tablet Computer Lending Policy was reviewed after suggested input from the attorney and other than making "Borrowers" capitalized throughout the policy, a motion to approve was made by Mendel and seconded by Beleny.

Employee Substance Abuse Policy revisions by the attorney were made and reviewed. Beleny questioned the Administrative Rules portion of the policy where it stated "in a non-trivial amount of property damage". He recommended that a dollar value be used in place of that statement. After discussion, it was agreed that it be changed to read "an amount of property damage exceeding \$100. Also Rust brought up the question of the use of medical marijuana while at work under the "No Tolerance" Policy. It was clarified that an employee could NOT be on medical marijuana while at work. Beleny made a motion to approve the Employee Substance Abuse Policy and Administrative Rules, seconded by Rust.

7. Public Comment Period: Comments were made by a number of people in the standing room only audience and by several on Zoom.

8. Executive Session: Personnel. Began at 8:40 PM and ended at 9:07PM.

9. New Business: Salary threshold implementation schedule.

Carlos Oribio, Library Associate's salary was discussed and since he is an hourly employee and fell within the Small business guidelines, no adjustments had to be made to his salary. Ellen Brigham, Interim Library Director's did need discussion since she was salaried at \$50,000.

Adjustments for overtime had to be made. That salary equated to \$24.04/hr. It was agreed on by the Trustees and Ellen that she would make \$24.04 per hour for a 40 hour work week and after pre-approval by the Library Trustee Chair, in weeks where she needed more time to get work done, would be allowed to work an additional 8 hours of overtime. In those 8 hours she would make \$36.06/hr. After discussion and with Ellen's approval, Mendel made a motion to approve the salary schedule and Rust seconded.

10. Adjourn: The regular session of the Library Board meeting adjourned at 9:25 PM.

Respectfully submitted,

Charles Beleny, Secretary

11. Public Comment Period: Many patrons were present and numerous praises and concerns were voiced.

12. Executive Session: Human resources. 8:18-9:00 PM

After the Executive Session ended, the public was invited back inside. Ellen Brigham had applied for the interim position of Library Director. It was proposed that she start July 14, the day following Todd's resignation and with her salary to be increased to \$50,000 plus benefits of \$19,252 to compensate for the increase in her responsibility. Spann made a motion to elect, seconded by Mendal. Ball, Spann and Mendal voted Yey, Beleny and Rust voted Ney. Brigham was selected for the 6 month interim position.

13. Adjourn: The regular session of the Library Board meeting adjourned at 9:04 P.M. The next regular meeting of the Board of Trustees is on July 17, 2023 at 7:00 P.M.

Respectfully submitted,

Charles Beleny, Secretary