

COLUMBIA COUNTY RURAL LIBRARY DISTRICT

Regular Meeting of the Board of Trustees

Monday, June 20, 2022

Meeting Location

Dayton Memorial Library

111 S. 3rd St.

Dayton, WA 993228

Call to order: The meeting was called to order at 7:00 p.m. by Board Chair Jay Ball.

Trustees present: Jay Ball, Sharon Mendel, Karin Spann and Chuck Beleny

Others present: Todd Vandembark, Library Director.

Approval of the minutes of the regular meeting of May 16, 2022: Karin Spann made a motion to approve the minutes. The motion was seconded by Sharon Mendel and passed unanimously.

On May 23, 2022, from 6:30 PM to 8:30 PM, the proposed Strategic Plan 2022 to 2025 was reviewed with discussion. The Board decided that each Trustee would make their proposed additions, deletions and verbiage changes and forward to Todd for him to incorporate into the proposed Strategic Plan and further discussion would ensue at the June 20 Meeting.

Director's report: See attached. Todd briefed that the Library received an ALA COVID Library Relief Fund grant of \$20,000. To the extent possible, these monies will be used toward the budget shortfall from the closure of Columbia Pulp. We also received a separate grant from the WA State Library that, in partnership with the Dayton Historic Depot, will provide a specialized training program to create a virtual tour of the Depot. Todd has already traveled to Seattle to attend the two day training session on how to use the equipment. Also the Library applied for and received a \$500 Wellness grant through HRA/VEBA, which provides the Library with and monitors our health reimbursement accounts. Todd briefed that these funds will be used to provide healthy meals for the Library staff at their next 5 to 6 all staff meetings. The Summer Reading Program kickoff event had 46 kids, 4 teens and 29 adults signing up and enjoying nachos and sundaes. Computer Basics class will be held on June 25, 2022 starting at 9AM. Goodwill Connect offered a grant funded program for people who do not own computers and 3 people were able to obtain a Chromebook and headsets and accessories.

Events of interest to Trustees: United for Libraries Virtual, August 9-11, 2022 will feature expert speakers on current topics facing library Trustees, Friends, Foundations and staff. More information is available on the AL A website United for Libraries Division.

Financial Report: The expense report for May was reviewed, along with the yearly Budget report to date. A motion was made by Karin Spann and seconded by Sharon Mendel to approve the Payroll and Vendor Vouchers #4751 through #4811 in the amount of \$51,971.39, and it passed unanimously. It was noted by Chuck Beleny that we have already spent 51.5% of our annual budget in the first 5 months of 2022 and this includes \$44,000 in tax revenues that we will not be receiving due to the closure of

Columbia Pulp. Chuck asked Todd to prepare a Budget Worksheet prior to the next meeting with adjustments made to the Budget to account for this shortfall so that we will not have to dip into our Reserve funds. This should be doable since we can use a good portion of the COVID Relief Fund grant monies toward some of our budgeted expenses and if we start now with still 6 months left in the year to reduce other expenses, i.e., new book purchases, etc.

Old Business: The 2022-2025 Strategic Plan was reviewed with a lot of good input by the Trustees with revisions made up to Goal #5 Fiscal Responsibility. Chuck Beleny was opposed to supplementing from our Reserve Fund to maintain current staffing levels when other options as discussed above were available. He felt that the Reserve Fund should be used for unexpected expenses/ emergency type scenarios. This will be further discussed at the next Library Trustee Meeting with completion of the Strategic Plan.

New Business: None

Adjournment: The meeting was adjourned at 8:45 PM.