

Ritzville Library District #2 Library Board Meeting
At Ritzville Library

March 18, 2015

Attended by: Kylie Fullmer, Vel Babbitt, Karen Potts, Linda Kubik, Thomas Pulliam and guest Monte Arnold

Meeting called to order by Linda Kubik at 5:05pm

Guest Monte Arnold introduced himself as a neighbor to the library.

Approval of February 18, 2015 Board Meeting Minutes – Vel Babbitt made a motion to approve the board meeting minutes of February 18, 2015. Karen Potts seconded the motion. No further discussion. Motion carried.

Approval of Vouchers – Board members went through vouchers. A side conversation about the theft of DVD's was brought up. The staff has been keeping a special eye on DVD's; many think that the wireless hub is a surveillance camera. Joel is working out great. Thomas made a motion to pay vouchers #16, #19-#33 in the amount of \$5,020.76. No further discussion. Motion carried.

Directors Report – Kylie outlined the “Best Small Library” award, and things that the library has been doing to qualify for the award. Using the Lind Library is a great aid as to reaching out to our community patrons will help when applying for the award.

Library Foundation Report – Thomas outlined bills that had been paid, Linda stated the geocache was replaced, it seems to be very popular due to favorite points that have been awarded to it.

Friends of the Library – Sale from last week is continuing into this week. The result of the auction items is unknown at this time. Lots of books were left over, will be cleaned out early next week as there is a State Library scheduled the following Wednesday.

Spare Lot Plans – Monty Arnold mentioned about the 15 minute parking spot, it seems that people are parking for longer periods of time than that. Perhaps one on the corner as well would be better. Many thought it was just one spot 15 minutes, that when the street was restriped, it makes it look that both spots are 15 minutes. Monty discussed fencing issues as he wants to improve his property. He plans two panels of cedar fencing as he is fixing up his house and wants to make it look nicer. The fence would make it nicer. Contact someone to work on the metal fence to repaint it? Could the alleyway be leveled and perhaps paved for handicap access? The city owns both sides. Could we move the shed to another county site and sell the lot?

Monte Arnold left at this time.

Lind Lions Club Building and Lind Annexation – Sherry's (County Auditor) email was discussed with allotment for taxing district. John Claypool's name was brought up as he likes to do projects in Lind, recently being the Lind Community Garden. He wants the library to be part of a Community Center building in Lind when it is built. Kylie feels that the Lion's Club building is an OK space for a Library. Lions cannot move possibly until 2016. This has been placed on the back burner then in the meantime. Lind Chamber of Commerce is an ally with the library in Lind. State library understands we are not gifting resources to an area that doesn't pay taxes, but that they pay taxes, although the rural areas are within the Lind Zip Code (approximately \$52,000 annually).

General Liability Insurance for Spare Lot – Hold off till we can see if possibly we can sell it. The cost will be \$663.65 yearly, perhaps we can pay it quarterly as well if we try to actively sell it. We do need to pay something however so it is insured.

Auditor's Office Accounting Services Billing – They will now be charging us to pay bills. Doing this to every department that is a Junior Taxing Districts. This would be vouchers and payroll. The estimate cost for the county to continue to still do this is \$2000-\$2500 annually. Leffel, Otis and Warwick hasn't given us a quote

yet. At a minimum at this time, we will be paying vouchers twice a month (1st and 3rd weeks). We would start to incur late fees on some things as they would not be paid promptly. Perhaps open an Imprest Fund account to cover such payments. Change Credit Card pay dates so that they are paid on time. For the time being we will be doing the minimum. The board will be voting next month on establishing an imprest fund. Kylie will talk to Dana Telecky about how the school's Imprest Fund works.

State Audit Report Findings – We are to document better executive sessions and only use them for the small topics that can be discussed. Come up with a better public records request. Not many have requested information, so this would be proactive rather than a reactive request. We also need to (although this list isn't exhaustive, see the report for more details):

1. Include payroll separately as a payment as it is a warrant.
2. Trustees are supposed to attend training within 90 days of appointment to a board, pertaining to the role of trustee, as well as open meeting laws.
3. Records retention is for six years. See if auditors archives materials as well.
4. Trustees to sign waivers if they choose to not be paid for their position.
5. Establish and enforce a travel policy. Perhaps adopt counties policy.
6. Have a fixed asset policy (BAR's manual). Inventory materials annually.
7. Pay prevailing wages.
8. Janitorial wages need to be examined. Perhaps hire as an employee.

Thomas stated that other meetings in which there is a quorum needs to be posted within 24 hours of the meeting as some in the community watch for that and will voice the irregularity violating open meeting laws.

Trustee Training – Think of unique things to support Library Foundation/Friends of the Library. Have a Friends of the Library Store. Think of new ideas to support. Have a purpose, guide us in what we should be doing. Perhaps it is time to start planning a new strategic plan. Karen stated that letters to individuals and thank you's go far in eliciting support for the new strategic plan. The last one was done in April 2012. With this next meeting, we could show the progress made, and then ask the question, where do we go now?

Library Mission/Vision – Kylie shared a printout from a library that has its mission and vision stated and outlined. **All board members are expected at the next meeting to have a sample mission and vision written out.**

Other Business – It was noted that the official name of the district is "Ritzville Library District #2"

Meeting adjourned at 6:24

Next meeting will be on April 15, 2015 at 5:00pm at the Ritzville Library