

Ritzville Library District #2 Library Board Meeting Minutes

June 17, 2015

Attended by: Thomas Pulliam, Kylie Fullmer, Vel Babbitt, Linda Kubik, Karen Potts

Meeting called to order at 5:03 by Linda Kubik

Approval of May 20, 2015 Meeting Minutes – Vel made a motion to approve the May 20, 2015 meeting minutes as written. Karen seconded. Motion Carried.

Approval of Vouchers – Karen made a motion to approve for payment vouchers #55-78 in the amount of \$7,463.62. Vel seconded the motion. Motion Carried.

Approval of Payroll Vouchers – Thomas made a motion to approve payment of payroll vouchers #524709-524711, 42128-42130, 524588, in the amount of \$5,497.86. Karen seconded the motion. Motion carried.

Approval of Benefits Vouchers – Vel made a motion to approve benefit vouchers 3065-29, -31, -33, -37, -39, -41, and 3065-61 in the amount of \$4,055.46. Thomas seconded the motion. Motion carried.

Directors Report – Transferred \$80,000 from first half 2015 taxes to investment state pool. Hired Mary Hernandez to work in Lind, however the school will pay her wages through the summer to keep the Lind Library open. There was some library vandalism, police reports have been filed. One was someone taking flowers out of the flower pots and putting them through the front book drop. The other was Elmer's glue put in the back door lock.

Library Foundation – Thomas has been tasked with registering as a charity. Kylie has done all the leg work with the IRS, so he will be working on getting us registered as a charity non-profit. It will cost \$40.00 more to be registered as a charitable organization with the state. Then we will be able to receive donations through amazon.com and other places. Thomas will find the write up for the Foundation to send to Kylie so hopefully it will be included in the Neighbor's Guide as it hasn't been the last several years.

State Audit Report Findings – Discussion was made to adopt a Fixed Asset Policy to work with the recommendations by the last audit. Vel made a motion to adopt as policy the Fixed Asset Policy. Thomas seconded the motion. Motion carried.

Spare Lot Plans – Calls to city and county about a potential place to move the shed have gone unanswered. Friends of the Library has stated that the shed is too large and they tend to keep more books each year after the sale than they need to. There is six feet of property behind the library before the alley boundary, perhaps a shed or lean-to could be added. There are easement concerns as apparently you can no longer build to alley property lines. The idea to then sell the property was brought up. We would offer Monte Arnold the first chance to purchase it. Karen made a motion to surplus the vacant spare lot (Parcel 1935230500208) and have a realtor sell it in the amount of \$12,000 including shed on the property. Vel seconded the motion. Motion carried. Kylie will set up with a realtor to sell it.

Trustee Training – Do the numbers back-up where we spend our money? Should trustees be looking closer at this? This would give a good visual as to what is working and what is not working so we can improve, find new funding sources, and perhaps discontinue things that are not working. The talk about how to inform patrons about upcoming events was discussed. It seems that people hear about the program after it is over. The Honeywell alert system was mentioned, where patrons could self-select to be called about upcoming events. The community bulletin board was mentioned, perhaps one could be incorporated in the design with the elevator.

General Concerns – Thomas asked about the back side of the sign. It was falling off. It is in for repairs to be replaced at a future date.

Next Meeting – The next meeting will be on Aug 19, 2015, unless a special meeting needs to be called by Kylie (i.e. property sale, etc.)

Meeting adjourned at 5:59pm.

Respectfully submitted,

Thomas Pulliam
Secretary to the Board