

East Adams Library District Board Meeting Minutes
At: Ritzville Library Branch Basement 5:00 pm

January 17, 2018

Attended by: Thomas Pulliam, Pat Tremaine, Kylie Fullmer, Karen Potts, Dick Davis, Kayla Meise, Millie Hopkins.

Meeting called to order at 5:06 pm by Dick Davis.

Staff Introductions: Millie Hopkins introduced herself to the board. She was originally from the Tri-Cities, was hired in November 2017, and is taking care of the Youth Programs at the libraries. Millie left meeting after this.

Prior Meeting Minutes: Motion was made by Pat to approve December 18, 2017 meeting minutes as written. Kayla seconded. Motion carried.

Consent Agenda: Thomas made a motion approve the consent agenda. Pat seconded. Motion carried. No discussion on vouchers.

Type	Numbers	Amount
Vouchers	#180-#198	\$9,590.21
Payroll Vouchers December 2017	#52503-#52507, #52692-#52696	\$7,197.81
Benefit Vouchers December 2017	#1134877-#1134878, #113484-#113486, #1135029, #1135036-#1135038, #1135040	\$5,384.59
Total		\$22,172.61

Directors Report: Adult crafts was asked about. It just ended up that the December event was early in the month before holidays, and the January one is later in the month, so it seems like a gap. The professional chefs were asked about, Thomas asked about local flour being produced. Thomas also asked about ASK WA numbers, and trying to get that out to the schools.

Library Foundation: Arla Pousche will be auditing 2015, 2016, 2017 years for the Foundation. The mailbox for Bengé is on its way, Thomas had to field some questions at the end of December as to its use prior to it being made and shipped.

Building Committee: Halme hasn't been in contact or submitting bills. Have been in contact with SHKS as well. Painters do not want to come back and fix the wrong paint. Lock in bathroom not repaired, it is backwards, unlocks from the outside, and locks inside where the handle doesn't operate to unlock automatically. Still have a retainer of about \$10,000. Discussed using that to get the painting, bathroom lock and other things repaired and then send receipts with a reduced amount to Halme. Thomas suggested Tavis Carey for the work.

Internet Policy: Discussion on adopting and implementing an Internet policy. Pat made a motion to approve and adopt the "Computer, Internet, and Wireless Network Use Policy" as written. Karen seconded. Motion carried.

Revised Fee Schedule: The fee schedule was gone over, added actual replacement costs. The \$10.00 fee was also noted as it was rarely reinforced as Kylie mentioned we are just glad to get our materials back. The free library cards for school kids was added. Thomas made a motion to adopt revised "Fee Schedule" as written. Kayla seconded. Motion carried.

Wheat Land Libraries: Wheat Land Union Catalog between Lincoln and Adams county libraries and school libraries was discussed. Kylie mentioned that we don't have the manpower to run and set up the catalog. State will do it for the first three years, and will pay in full the amount for the first two years. We will pay 50% the third year. In the fourth year, we will be on our own for costs, and full workings. It usually costs about \$2,000.00 a year. We will continue with it in year four. We would look to have a courier to ferry materials about the catalog district. A discussion by all about how school libraries are not teaching library skills to students, which can have a positive effect on schools, with higher test scores and achievement occurred.

Trustee Training: Strategic Plan Committee formation. Karen was interested in being on the committee, and Kayla was as well. They will work with Kylie to set up times to meet.

Board Photo: A current board photo will be taken upstairs following the adjournment of the meeting.

General Concerns: Pat mentioned a AAUW member asked about lighting on the front steps. It is dark this time of year and especially when wet, it makes it hard to see. Kylie mentioned a running document she has with improvements to the library to review at some point. Dick asked if there is a warranty on the elevator. Is there a better procedure for helping stuck patrons in the elevator? No master return key is in the library to recall the elevator to the main floor. Nearest help is an hour away.

Next meeting will be on February 21, 2018 at 5:00 pm at Ritzville Library Branch.

Meeting adjourned at 5:58 pm.

Respectfully Submitted,



Thomas Pulliam
Secretary