

Attended by: Thomas Pulliam, Pat Tremaine, Kylie Fullmer, Karen Potts, Linda Kubik, Dick Davis.

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

Prior Meeting Minutes: Motion was made by Dick to approve September 13, 2017 meeting minutes as written. Pat seconded. Motion carried

Consent Agenda: Pat made a motion approve the consent agenda. Thomas seconded. Motion carried.

Type	Numbers	Amount
Vouchers	#129-#143	\$9,988.61
Payroll Vouchers September 2017	#51389-#51393, #51576-#51580	\$7,560.29
Benefit Vouchers September 2017	#1133014-#1133015, #1133022-#1133023, #1133025, #1133259, #1133259-#1133267, #1133269, #1133272	\$5,378.23
Total		\$22,927.13

Directors Report: Stahl School has been coming in and visiting more. Thomas will bring a German kids book. Roses are cleared away from the front, rocks are being cleared out.

Friends of the Library: Annual meeting was on October 16. March 16-17, 2018 will be the annual sale.

Library Foundation: Amended bi-laws about audits are added to the corporation bi-laws. Thomas will have books audited from last audit through the end of 2016.

Building Committee: Six items still outstanding on the punch list. Conduit and painting will be fixed. Kevin will be coming from SKHS on Friday. Bathroom fan is still not working properly. No extinguishers will be needed in elevator area. Kylie was shown by OTIS how safety systems work. OTIS never informed local OTIS from Moses Lake that an elevator was installed and we had problems with it (patron stuck). Patron was stuck for a period of time, police assisted, however did not seem to be too professional, fire services helped out and did a great job.

Meeting Room Policy: Revision. Dick made a motion to accept the meeting room policy with the updates. Pat seconded the motion. Motion carried.

Budget 2018 Draft: Budget is incomplete, as valuations have not been received yet. We will need to discuss and approve at the November meeting. Discussed paperwork involved to better understand how Kylie is writing the budget. Payroll and benefits were reviewed. Branch managers for the future will need to be added in for oversight for future branches. Kylie is redoing BARS line items for books to be more specific on the types of books, DVD's and e-books that are purchased.

Washtucna School District Draft Contract: Several questions were forwarded to Vance Wing, many are still unanswered. School board approved the contract. See about the LaCrosse branch manager picking up the Washtucna branch. Right now the district will only pay for student library cards.

Policy was discussed. Keep schools policy about trespassers and other unauthorized persons away. Follow library procedures for the rest. Right now it will be set at two hours once a week to determine usage.

Trustee Training: Tabled for the month.

General Concerns: Thomas mentioned a projector and screen for sale. Kylie mentioned positive feedback about new branding name, that the library is not just about Ritzville.

Linda Kubik read a letter of resignation from the board. The board members and Kylie expressed sadness at her leaving. Thomas made a motion to accept the letter of resignation as written. Pat seconded the motion. Motion carried. Dick as Vice-President will move into her position as President for the remainder of the year.

Next meeting will be on November 15, 2017 at 5:00 pm at Ritzville Library Branch.

Meeting adjourned at 6:14 pm.

Respectfully Submitted,



Thomas Pulliam
Secretary