

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

November 15, 2017

Attended by: Thomas Pulliam, Pat Tremaine, Kylie Fullmer, Karen Potts, Dick Davis, Ann Kalsnick, Gayle Burgy.

Meeting called to order at 5:04 pm by Dick Davis.

**Prior Meeting Minutes:** Motion was made by Pat to approve October 18, 2017 meeting minutes as written. Karen 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	#144-#164	\$42,831.04
Payroll Vouchers October 2017	#51761-#51765, #51947-#51951	\$7,463.84
Benefit Vouchers October 2017	#1133491-#1133492, #1133499-#1133500, #1133502, #1133900, #1133905-#1133907, #1133909	\$5,426.37
Total		\$55,721.25

**Directors Report:** Various programs that have been going on were discussed. Thomas asked about perhaps in the future adding another night to Lind, and perhaps hiring Mrs. Hernandez (after other branch libraries are set and in order). Kylie mentioned she would like to do a contract similar to what we are doing with the Washtucna schools with the Lind schools.

A discussion about the union catalog with Lincoln County libraries was brought up. Heidi has been attending meetings as well on the topic as she is the cataloger. Perhaps she will end up being the go-to person for the arrangement.

**Friends of the Library:** No new information was shared.

**Library Foundation:** Thomas discussed the frustration of ordering the box for Bengé through the website of the company that makes them. He called them and they sent him a paper sheet to send in to order. Have been receiving donations, and will be looking into Wells-Fargo account to see where we are at with it.

**Building Committee:** Halme will be coming Tues and Wednesday of next week (Nov 21,22). They will be redoing the electrical, painting, and finishing up the rest of the unfinished items in those two days. Otis Elevator came in for their quarterly maintenance checkup. They stated we are overusing the elevator, it should have a key and we should decide who can use it. Obvious ramifications were discussed with such a method being put in place. Pat asked for paperwork to be sent to use to show how we are overusing. There should be a car record box as well we can ask for data from to see actual usage as well.

**Budget 2018:** The district will be receiving about \$5,000 more over and above the estimate given in October. Kylie went through the budget and explained each items. Books are no longer capital "594" line items. Now they are in supplies. It was asked to add Elevator Maintenance and Repair as an item. Thomas made a motion to approve the 2018 budget as written with the addition of the Elevator Maintenance and Repair. Pat seconded. Kylie stated at the next meeting she will show how she funded that account. Motion carried.

**Washtucna School Community Library:** Kylie is currently working to recruit a manager. Job listing closes this Friday (Nov 17) then she will start interviews the following week. Electronic cards have been issued to all students.

**Trustee Recruitment:** Ann Kalesnick turned in an application for being a trustee for the library. She was in attendance at the meeting tonight. Karen Potts has a term ending, however she will send a letter to the County Commissioners to continue into another term.

**Trustee Training:** It was opened up to trustees to come up with a topic.

**General Concerns:** none.

Next meeting will be on December 20, 2017 at 5:00 pm at Ritzville Library Branch.

Meeting adjourned at 6:01 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Thomas R. Pulliam". The signature is written in black ink and is positioned above the printed name and title.

Thomas Pulliam  
Secretary