

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

Meeting called to order at 5:05pm

Introduction of Guests: Pat Tremaine and Chris Clinesmith both introduced themselves to the board, as they turned in letters of interest for one of them to join the board at the December meeting. It was noted this this will be Vel Babbitt's last board meeting as her term will expire before the next board meeting. She was wished well and told how much she has been appreciated these last several years by all.

Approval of October 19, 2016 Meeting Minutes: Linda made a motion to approve the minutes as written. Dick seconded the motion. No further discussion. Motion carried.

Vouchers:

Type	Numbers	Amount	1st Motion	2nd Motion	Result
Vouchers	#114-137	\$ 25,442.36	Vel	Thomas	Motion Carried
Payroll Vouchers Oct 2016	#47293-#47295, #527104- #527106, #47473-#47477	\$ 7,296.39	Linda	Thomas	Motion Carried
Benefit Vouchers Oct 2016	#1126062-#1126063, #1126072-#1126074, #1125453, #1126463- #1126466, #1126470	\$ 4,953.04	Vel	Dick	Motion Carried
Total		\$ 37,691.79			

Directors Report: The Teen Scene program on Breakdancing generated interest from three high school students, all three who would be classified as "at risk." There are plans in the works for a follow up program. An upcoming program to host "Attracting Millennial Volunteers" on December 14 will be during the lunch time hour. Thomas asked about staff meetings, if they are being done. With the small staff and reorganization and hiring of new staff, they will be able to get on a regular schedule again the first week of December.

Friends of the Library: The Poet Laurette did an excellent job at the annual meeting. New officers were elected. FOL book sale times are still being discussed, perhaps later in the year next year? Kylie is still encouraging them to do the sale regardless of the timing.

Library Foundation: Thomas reported that there is an operating balance in checking of about \$400.00. FOL has about \$4000, \$15000 in investments (\$10000 coming due Dec 2020, and \$5000 coming due Dec 2016). The \$900.00 annual liability insurance is the largest expenditure. \$485.00 was signed over to the library as it was earmarked for the elevator fund. The IRS Non-Profit status was filed, an additional \$400.00 to file, so hopefully some revenue can be generated through that. Thomas was asked to pull out \$1,500 when the investment comes due, and reinvest \$3,500.

Staff Introductions: Heather Carruth will be introducing herself next month.

Trustee Applications Review: The two guests were asked if they had any questions of the board. Pat asked: Why are you on the board? All gave answers as to why they serve on the board. Chris asked: What times do you meet? It was stated that it was on the third Wednesdays of each month at 5:00pm. A nice discussion as to where we have come from, hiring a librarian as director, staff and building improvements, five year plans, and personal share outs as to what a cohesive team the board is were all shared.

Surplus: Kylie presented to the board for surplus 29 swinging display boards with their mounts. Vel made a motion to surplus the 29 swinging display boards with their mounts to the Friends of the Library to dispose of as a fundraiser. Dick seconded the motion. No further discussion. Motion carried.

Washtucna Library Service: Kylie presented on how she has been able to work with the K-5 and Jr. High in Washtucna. She has been working with the Superintendent and Morgan Wade, an elementary teacher to see what services that they are asking for. There were several different scenarios that the three of them discussed. School may pick up the tab for all students in Washtucna to have a library card. There could be put in place a courier service to and from Washtucna (employee or school employee). The LaCrosse librarian is looking to pick up more hours, so how would this work with Whitman County Libraries? A memo of agreement will be looked at to be written up before services officially start. Meet with School Board of Washtucna, perhaps at their January meeting to see if something can be presented then.

Elevator Building Committee: The project as it sits now has run over budget. New locks were discussed with a central master key or keypad option. They sprung on the committee that they would like the library building to be closed for those five months. Perhaps it would be wise, as if it is not finished in time, they could come back at us and state it was because we insisted on staying open. We will possibly lose with either scenario. Exploring the option to be housed in the Lind-Ritzville High School Library. Board meeting in Lind at 6:30pm on Nov 28 at the middle school. Pros and cons were discussed of being at the school. Talking points to board members will be sent out by Kylie. Fixtures and colors were finalized.

Pat Tremaine and Chris Clinesmith excused themselves from the meeting at this point.

Budget: With the new state minimum wage law going into effect January 2016, the personnel budget had to be redone as well as in the future, the pay scale, factoring in each year with the new law. This will be finished and a final submitted version shown to the board at the December meeting. The board went through the narrative for changes. No further questions were asked. Linda made a motion to approve the Ritzville Library District #2 2017 Operating Budget as written, with the personnel changes approved now and reviewed in December. Dick seconded the motion. No further discussion. Motion carried. Thomas asked that Kylie ask the city when the roof was redone last so that can be earmarked for a future budget cycle. Board members signed the resolution to adopt the budget for 2017.

Trustee Training: Chapter 4 (and prior chapters) highlights were briefly discussed. Page 45 “where libraries move from grocery stores to kitchens.” Page 31 on building communication. Page 32 as a platform. Next assignment, Chapter 5 for the December meeting.

Open Forum: It was discussed to recommend Pat Tremaine to the county commissioners for trustee’s position. Karen will type up a letter to the commissioners and hopefully have their approval before the next board meeting.

December is the annual meeting for the Library Foundation, as well as electing officers for 2017.

Meeting adjourned at 6:40pm

Respectfully submitted,

Thomas Pulliam  
Secretary to the Board of Trustees