

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

March 21, 2018

Attended by: Thomas Pulliam, Pat Tremaine, Kylie Fullmer, Karen Potts, Kayla Meise.

Meeting called to order at 5:02 pm by Pat Tremaine.

Prior Meeting Minutes: Motion was made by Karen to approve February 21, 2018 meeting minutes as written. Kayla seconded. Motion carried.

Consent Agenda: Karen made a motion approve the consent agenda. Kayla seconded. Motion carried. Discussed Spokane Library Payment, for a sort of "professional association" dues that are still in the works.

Type	Numbers	Amount
Vouchers	#18-#30	\$3,517.00
Payroll Vouchers February 2018	#53251-#53256, #529159, #53439-#53445	\$7,389.64
Benefit Vouchers February 2018	#1136023-#1136024, #1136029-#1136031, #1136269, #1136275-#1136277, #1136279	\$5,199.49
Total		\$16,106.13

Directors Report: At the end of February, have used 9% of our budget for the year, so we are well on track. Line BARS coding has made it easier to track. Kayla mentioned that the tax levy's rolled out March 9. Washtucna continues to enjoy service, was in newspaper again. Return box for items installed at school. Piloting a summer reading program for adults. Summer Plans – Heidi and Millie are working on this. Mobius Science will be coming in June. The Yerxa family donated \$2,500.00 to the Library in memory of Kathy Yerxa.

Library Foundation: Installation will be first week of April for Bengé patron box due to pouring of concrete for pad. Audit was finished by Arla Pousche for 2015, 2016 and 2017 (up to November as no December 2017 bank statement was found (was in January 2018 file)). Amazon Smile account is to deposit first donation into checking this month.

Building Committee: An email dated February 21, 2018 to Dan Halme was shared with the board. There are seven items that are outstanding, and some have been fixed. The fixed items were the electric door strike, the handrails to the basement, and carpet repaired/replaced. Still items to be fixed are bathroom door lock, rear door swelling and sealing, check to see if flooring on upper level is joined properly as makes a loud pop and squeak if stepped on, trim still not painted, wall paint chipping, vent of sewer gas in office (should have been two sewer gas vents not one), window moisture in stairwell, uncertain if the exhaust fan in bathroom actually works, and bathroom closet will lock people in.

Strategic Plan Committee: A handout entitled "East Adams Library District 2018 Strategic Plan Timeline" was handed out and discussed. April events: 1. Training for discussion leaders: Aspen on April 12, LTC Webinar April 25, and INCOL April 26. 2. Contact potential groups to schedule meetings.

Auditor's Office: Heidi Hunt and Janet Bowman were invited to come. They were not in attendance.

Contracting for Bookkeeping Services: Kylie mentioned looking at what Mid-Columbia in Othello does, Kayla to email Kylie about bookkeeping, Whitman County uses an accountant as their county no longer does Jr Taxing Districts, possible national firm with a good reputation?

Copier Purchase: Refurbished Copier - \$3,995.00 was shared with board. Can do color, scanning, emails as well. Includes maintenance agreement. Annual base fee is \$300.00, it was asked what the warranty looks like. Thomas made a motion to purchase the copier from BIE as stated in flyer. Karen seconded the motion. Motion carried.

Insurance Renewal: It was discussed if it is a requirement to stay local when perhaps we are paying too much for things we don't really need. Enduris (WA State Government Pool) was mentioned as a good alternative, also perhaps paying our own way instead of the city billing us for insurance for the building, so we know what we are getting and not paying more for things we don't need/have.

Trustee Training: On April 19, 2018, at the Library, there will be Community Engagement Training. So far Kylie and Karen will be in attendance.

General Concerns: Discussed having the May meeting on Tuesday, May 15th in Lind, after the library closes at 6:00 pm. Is added to the calendar and will be posted on social media and the newspaper.

Next meeting will be on April 17, 2018 at 6:00 pm at Benge Elementary School in Benge.

Meeting adjourned at 6:15 pm.

Respectfully Submitted,



Thomas Pulliam
Secretary