

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

Meeting called to order at 6:11 pm by Thomas Pulliam.

Prior Meeting Minutes: Motion was made by Karen to approve April 17, 2018 meeting minutes as written. Kayla seconded. Motion carried.

Consent Agenda: Kayla made a motion approve the consent agenda. Karen seconded. Motion carried. Kylie mentioned that she would be moving \$60,000 to our reserve account. She mentioned we still have a capital projects reserve account, but since we don't have an upcoming future project, then she will not be populating that account until we do.

Type	Numbers	Amount
Vouchers	#44-#54	\$3,898.27
Payroll Vouchers April 2018	#54003-#54009, #54191-#54197	\$7,992.21
Benefit Vouchers April 2018	#1137155-#1137156, #1137161-#1137163, #1137403, #1137409-#1137410, #1137414	\$5,502.01
Total		\$17,392.49

Directors Report: Kylie mentioned that the summer reading program will now be for adults as well. A board game is being designed for it. Thomas challenged board members to participate in it.

Library Foundation: Wells Fargo money market account was set up, but it has not yet been funded. Thomas stated there is \$32,000 in checking and about another \$13,000 in money market. Thomas asked if some funds could be moved to the money market account. There are no fees to withdraw, it just needs time to sell shares if needed. General consensus of the board agreed to fund the account with \$25,000.

It was asked if for the Strategic Plan program, if a incentive prize donated by the Foundation could be made available. \$200.00 was suggested.

Kylie asked if the Foundation could pay for a teen intern for next summer. Discussion about the intern and how it was funded in 2010 was also looked at for additional help.

Building Committee: Painting project will be going on next week. Library will be closed for Memorial Day weekend, Thursday (parts of library), Friday and Saturday. Matt from Halme is still working on finishing punch list items. Back door is made of inferior products, bathroom and office sink repairs are still needed, and then the punch list should be finished.

Strategic Plan Committee: Strategic plan committee met earlier and was able to come up with four questions for a mini focus group. A hand out of a Google doc of groups in each community was shared. Going to

these groups now will be the focus, and each board member will accompany an established group so that they can be trained to also work with some groups. One will lead the meeting and the other will scribe. Each should take about thirty minutes for a group. All data would be collected by the end of October. The plan then would be ready to roll out in November/December 2018.

Fee Schedule: The fee schedule was updated to reflect printing color photos, replacement of keys for Benge Kiosk, and replacement of DVD covers. Kayla made a motion to approve the updated fee schedule, Karen seconded. Motion carried.

Surplus Items: A list of items to surplus was presented by Kylie, of five Christmas wreaths and a printer. Kayla made a motion to approve the surplus. Karen seconded. Motion carried.

WSL Annual Report 2017: Discussion of the annual report sent to the State Library. Some numbers were down, this could be due to location at the high school last year, and many patrons moving to e-books and not coming in the library at all on a regular basis because of it. Programs attendance has gone up however. Teen programs have seen the greatest growth. Looking at ways to look at specific categories to see how we can make an improvement.

Benge Kiosk: Used by a couple of people, process is working O.K. Folks are catching on how to make use of it. Working well for Thomas as well. Carolyn Peterson from the State Library drove to Benge to see it as well.

Surveyor Follow-Up: Talked to Prairie Land Surveying of Moses Lake. They requested a copy of the deed, Julie Biggar in the Auditors office found a copy. They will do the work this fall to survey. Cost anticipated to be between \$1,500.00 and \$2,000.00.

Lind Community Library – Draft Contract: This contract was adapted from the Washtucna contract. Included was language about monitoring of students from classes so there are less disruptions. Kylie hopes to present to the school board next Monday. Kayla moved to accept this draft as written to present to the Lind and Ritzville School boards. Karen seconded. Motion carried.

Trustee Training: No plan. Thomas suggested we do training session for the strategic plan meetings we will be doing with community groups.

General Concerns: It was mentioned to perhaps put a bookcase on the wall in the Great Room on the elevator shaft wall (just to your left when you walk in the room). This could be stocked with fresh discards from the staff, have a donation box, but maintenance of the cart and perhaps bookcase should really be done by the Friends of the Library.

Next meeting will be on June 20, 2018 at 5:00 pm at the Ritzville Public Library.

Meeting adjourned at 7:02 pm.

Respectfully Submitted,



Thomas Pulliam
Secretary