

7/18/2018

Meeting called to order at 5:29pm.

Introduction of Guests –

Debbie Knodel was present. She submitted an application to become a library trustee.

Approval of 6-20-18 minutes –

It was moved by Karen and seconded by Kayla to approve the minutes from 6/20/18. Motion passed.

Approval of Consent Agenda –

It was moved by Karen and seconded by Kayla to approve the consent agenda. Motion passed.

Director's Report -

Success Story – The Coding Club made greeting cards. Millie is going to look into getting more grants to continue the Coding Club.

The door count was up by 100+. The staff feels it is busier possibly because people are asking a lot more reference and technology questions.

Kylie noted that the library staff will be at the fair part time this year in the Knuth Building.

Library Foundation – No members present.

Building Committee – Kylie is contesting with the architect about the back door knob problem. There is some question on who is to blame. Matt will try to come take care of the bathroom vent and handrail.

Strategic Planning Committee – Activity will be postponed until fall. The committee will regroup in the Fall.

Library Business –

Surveyor Proposals – Western Pacific provided a PDF file of what the cost of their services cover. The estimate from Prairie Land was \$3,500 plus recording fees (round up to \$3,600.) Todd O'Brien recommended Western Pacific whose bid was \$2,900. A motion was made by Kayla to hire Western Pacific to do the land survey. Karen seconded. Motion passed.

Director & Officer's Insurance Renewal – We will go ahead and renew our policy with Sloan Levitt.

Circulation Policy – The policy is outdated and needs to be changed to add "Washtucna" as part of the first paragraph. The terms regarding loan limits needs to be updated to match the verbal guidelines of the library.

The limits are:

5 audio/visual items

10 magazines

1 kit per adult card

1 best friend bag per child

2 games per card

Kylie will also update the holds, fees and fines portion of the policy to be current. Karen made a motion to approve the updates. Kayla seconded. Motion passed.

Local History Loan documents – Kylie used examples of agreements from other entities regarding long term loans and gifts. Long term loans and gifts have never been tracked at the library before. Kylie would like to track and inventory those items. One thing Kylie pointed out is that the library receives a gift from another entity, the form should state that the library can give away or dispose of the gift how they see fit. Hopefully museums in the area will adopt the practice of using these forms. Kylie stated it is a good idea to have these forms in place now because some grants require co-op agreements before they can move forward with the grant. Agreements like these have more standing than verbal ones. Kayla made the motion to move forward with implementing the use of the new local history loan documents. Karen seconded. Motion passed.

Lind Community Library – Kylie followed up with the status of the contract between the Lind School District and the library. The school board approved the contract at their meeting last month but it has not been signed yet because the superintendent is out.

Trustee Recruitment – Kylie read Dick's letter of resignation. Debbie Knodel submitted her application packet to fill the rest of Dick's unexpired term. Debbie will fill Dick's term. Thomas will send the appropriate paperwork to the County Commissioners for completion.

Trustee Training – To be decided. Nothing is on the Fall schedule.

General Concerns – Landscaping in the front entryway needs done. The learning garden progressing. The blueprints have been staked out.

Meeting was adjourned at 6:09pm.

Next meeting will be August 15th, 2018 at 5:00pm.

Respectfully submitted,



Kayla Meise