

Attended by: Thomas Pulliam, Pat Tremaine, Kylie Fullmer, Karen Potts, Linda Kubik.

Meeting called to order at 5:05 pm by Linda Kubik.

Prior Meeting Minutes: It was noted in the July 19 minutes that Linda's name was left off as a speaker on Sept 2. Pat made a motion to approve the minutes as corrected of the July 19, 2017 meeting. Karen seconded. Motion carried.

Consent Agenda: Pat made a motion approve the consent agenda. Thomas seconded. Motion carried.

Type	Numbers	Amount
Vouchers	#102-#116	\$136,472.15
Payroll Vouchers July 2017	#50635-#50640, #50826-#50832	\$7,635.36
Benefit Vouchers July 2017	#1131613-#1131614, #1131621-#1131623, #1132078, #1132084-#1132086, #1132089	\$5,426.80
Total		\$149,534.31

Directors Report: Kylie is working with Heidi Hunt in the Auditors office to get more specific with the accounting system (BARS) so monies can be tracked more efficiently and correctly by department. People are sitting on the front steps, picking at the paint. Wi-Fi will be turned off at 9pm each night and turned on at 9am to combat problems with people loitering and making messes. Hank Buchmann was a popular turn out at the last FOL program. Landscaping is to be simplified.

Friends of the Library: Contributed to the wrap up party for the summer reading program. Will not be doing the book sale on Sept 2, the grand opening day.

Library Foundation: Avista bill needs change of address as it is going to the site address, but the post office is forwarding it to the library thankfully. Discussed not really needing insurance for the foundation. Amend articles at next meeting to put in a clause about audits once every two years.

Expanding Library Services: There will be a letter sent to all Benge residents about the upcoming mail box kiosk for book delivery as well as a training meeting on how to use it. The kiosk will be located near the postal mail boxes. Working on coming up with an agreement for a branch library in Washtucna. It could be possible that a LaCrosse Whitman Library employee could be working at it.

2018 Budget Preparation: Aligning BARS to be able to track and project future expenditures. Make budgets for employees, the preliminary budget is due in October, final to the commissioners in November.

Building Committee: Elevator needs inspection, it will be a week or longer before that happens. Hopefully it will be inspected by Sept 2. Punch list walk through will be on August 22. Gloss paint on trim work, not flat like it is. Ask for a letter from contractors and/or architects that they will repaint at their expense in one year if the paint does not wear well, as this was their recommendation. The bathroom fixtures need to be checked out to see if they are correct. Does there need to be a second handrail on the stairs as they are so narrow it would be hard for two people to pass? All the conduit by the back door needs to be addresses along with the electrical junction boxes all over as well as misplaced light switches. Linda will compile the punch list for the walk through, Thomas to attend as well if he can.

Promotion Committee: Postcards have been made to be sent out. Gary Cook, Kylie and Linda will be speaking. Marge Dyck will be cutting the ribbon on the elevator. FOL will be making punch and manning it from 10-12pm. All trustees should be at this event. A flyer will be created along with using the Adams County Historical Societies quarterly publication which deals with the library. A sign thanking those who helped will be created. Advertising, making T-shirts, money for this will be reimbursed by foundation.

General Concerns: Bus to library after school age limit was discussed. It was discussed that 3rd grade and up can ride the book bus to the library after school.

Next meeting will be one week early on September 13, 2017 at 5:00 pm at Ritzville Library Branch.

Meeting adjourned at 6:10 pm.

Respectfully Submitted,



Thomas Pulliam
Secretary