

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

**September 13, 2017**

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

Meeting called to order at 5:00 pm by Linda Kubik.

**Prior Meeting Minutes:** A correction was noted to change Hack to Hank on the August meeting minutes. Motion made by Pat to approve the August 16, 2017 minutes with correction. Karen seconded. Motion carried.

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

Type	Numbers	Amount
Vouchers	#117-#128	\$20,181.57
Payroll Vouchers August 2017	#51015-#51020, #51202-#51208	\$8,192.29
Benefit Vouchers August 2017	#1132508-#1132509, #1132515-#1132517, #1132693, #1132699-#1132700, #1132702, #1132705	\$5,830.01
Total		\$34,203.87

**Directors Report:** Kylie reported that Farm to Table was a great program. She was able to help out. Looking at the future of doing it again and that it could use more advertising, and perhaps organization. Many did not know what was going on.

**Friends of the Library:** Contributed their help with the grand re-opening. Staffed and provided refreshments.

**Library Foundation:** Thomas asked about Learning Garden, but director's report stated that Kylie will be taking that duty over. It was reported that the county will possibly be dealing with the iron fence for us getting it apart so it can be refurbished.

**Building Committee:** Final unfinished work is wrapping up. Conduit is not fixed, seems to be discussed a lot however. Conduit was not part of the original plan. Carpet was spot cleaned, but as it was not covered when the project started the whole library will need to be cleaned. Kylie showed photos of uncovered large sections. Elevator maintenance was discussed, we will be using Otis for it.

**Promotion Committee:** Positive responses to the logo, blue shirts, and parade activities. Will continue to be using new marketing materials.

**Safety Policy:** It was noted to add in more locations than just the library building site. A discussion on who's policy trumps who's was discussed. For instance, if an event is held in the school or park, what would be the pecking order? The safety policy was discussed further. Pat made a motion to approve the Safety Policy as written. Dick seconded. Motion carried.

**Meeting Room Policy:** This policy will be revised due to the new layout of the building.

**Surplus List:** Thomas made a motion to approve the items presented to the board as surplus. Dick seconded the motion. Motion carried.

**Liability Signage:** The board was presented with a code of conduct at the library. Do we put up signs? Do we have patrons agree to it when they renew their library card?

**Washtucna School District Draft Contract:** Received a copy of draft to review. Look and see if more to be added or if we have questions. October meeting will be when we adopt it. Sending it to Mr. Vance Wing as well to look over. Send any concerns by email to Kylie before the next meeting.

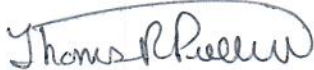
**Trustee Training:** Tabled for the month.

**General Concerns:** Kylie showed an example of the plaque for the elevator project. Thomas mentioned it is 14 years for the 150<sup>th</sup> anniversary of Ritzville. Thinking of ways to start now to make it really special.

Next meeting will be on October 18, 2017 at 5:00 pm at Ritzville Library Branch.

Meeting adjourned at 6:04 pm.

Respectfully Submitted,



Thomas Pulliam  
Secretary

Ritzville Library Foundation

September 13, 2017 Meeting

At Ritzville Library Branch Building

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

Meeting began at 6:04 pm

The Library Foundation will be adding to its by-laws that states the following:

“The Ritzville Library Foundation will have its financial statements reviewed by a CPA every two years on an odd year for the prior even and odd years.”

For example, in 2017, it will have its books audited for 2015 and 2016. In 2019 it will have 2017 and 2018 done.

Linda made a motion to approve this by-law as written, Pat seconded the motion. Motion carried.

Meeting adjourned at 6:10 pm

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Thomas Pulliam".

Thomas Pulliam  
Chairman/Secretary