

**Whitman County Library  
Board of Trustees Meeting**

Public Meeting at the Colfax Branch of the Whitman County Library  
June 18, 2024

**Present:** Sue Kreikemeier, Cindy Alred, Ronda Penwell, Suzanne Schmick, Shirley Cornelius, Sheri Miller, and Cody Allen

Sue Kreikemeier called the meeting to order at 4:00 p.m.

There were no additions or modifications to the agenda.

**Approval of Consent Agenda**

Minutes of the May meeting and Resolutions 24-12 and 24-13 were approved by a vote of the Board.

**Reports**

May financial documents were presented to the board and a brief explanation about them was given.

In the director's report, summer reading has kicked off. The Lego Bricks build is already going well. June 7 was the kickoff and we will accept punch cards through August 26 and then will draw for prizes on August 23. There will be a staff summer reading prize too. There will be a form for each book read and there will be room for a review. The donation of the building in Rosalia is basically done. The donor will be out of the building by June 30 and we will move in after closed week. Fiber will be cut over on 7/1. In Endicott, the hot air balloon rides are still a go for 7/4 although we are a little short of donations. We received the Washington State Library tabletop role-making game grant for \$400.00. The library will also receive a gridded mat for free with this grant. We are seeing more foot traffic in the library now that school is out. We had a major plumbing problem with our downstairs bathrooms and we had to call Sampson's Plumbing to fix it and Servicemaster to do a professional cleaning. In the laptop giveaway, we only have eight laptops left. The cybersecurity audit is complete. The auditor found a few things such as password protection but overall the audit went well. WSU also finished up our website usability audit. We would like to update the branch pages so that there is an easy link to access the branch information. July 27 is Summer Fest in Colfax. There will be a parade on Mill Street at 11:00 AM and we will operate a spinning wheel from 11:30 AM to 1:30 PM. We will have giveaways and the kids will be able to do chalk Mosaic Art on the sidewalk. Kathy Buchholz retires on 8/30 and we now have an advertisement out for her position. Movie licenses for the branches will not be renewed this year as Swank is charging \$450.00 a site.

**Continuing Business**

In branch news, the Albion branch manager will be gone the month of July and a staff member from Colfax will be filling in. Our Lacrosse branch manager has taken a second job and has

had to switch her branch visits to Saturday. Rose Anderson is now the branch manager of Farmington.

In library usage, circulation is flat. Whitman Heritage took a big drop in digital usage last month and Malden did not have any checkouts last month. The director and Catalina will work with the Malden branch manager to explore the reasons for flat circulation drop-off and how to improve the numbers.

The library is moving slowly forward with the Chamber move in the Center. There are artists in the small room through September displaying their artwork and we will look at finalizing the agreement sometime after that.

### **New Business**

The director reviewed with the board the WSU Crisis Communication study. The main takeaway is that the library should cultivate media relations so that we have contacts when a crisis occurs. We should also cultivate relations with county commissioners, external stakeholders, and taxpayers. The director will send out the study to staff soon so that they can review.

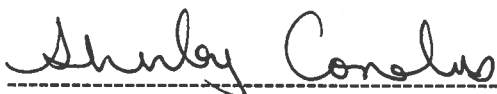
In the mid-year director goal review, we are still hoping to reach the 60,000 goal in circulation for the year. The revitalization of the Friends of the Library has been rough going because of limited numbers of Friends. In the strategic plan, the director hopes to have an updated org chart and position descriptions done by the end of the summer. In the fall, the director hopes to get updates from the community about what they want to see offered from the library.

### **Adjourn**

The meeting was adjourned at 5:13 PM by chair Sue Kreikemeier.

### **Next Meeting**

The next regular meeting will be Tuesday, July 16, at 4:00 PM at the Colfax branch of the Whitman County Library.



Shirley Cornelius

  
Sue Kreikemeier, Chair

Cindy Alred