

**Whitman County Library  
Board of Trustees Meeting**

Public Meeting at the Colfax Branch of the Whitman County Library  
August 20, 2024

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

Sue called the meeting to order at 4:01 p.m.

There were no additions or modifications to the agenda.

**Approval of Consent Agenda**

Minutes of the July meeting and Resolutions 24-16 and 24-17 were approved by a vote of the Board.

**Reports**

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

In the director's report, summer reading is over with and results are being tallied. The grand prize drawing will be on Friday at the back to school party. A donation was received from WSECU for three Kindles for grand prize drawings. Summer Fest went well with quite a few books sold. There is another multi-year Digital Grant coming from the Washington Department of Commerce that has an application deadline in September. The library is still exploring with other libraries the possibility of forming a consortium to apply. At this time, we don't exactly know what the format will be but we see a need for having additional staff to train patrons in technology needs. The Chamber will be moving into the small space in the Center soon. They have purchased a desk and a filing cabinet for the space. The library received a 2025 Rural Heritage grant and Hollyanna Hahn has been hired to manage the collection department and the Rural Heritage grant. Molina Health has donated a blood pressure monitor for use at each branch. Laptop applications are closed with only a few laptops left. On 8/26, we will be celebrating an end of summer reading party at Klemgard Park at 6:30 PM. Dinner and game prizes are provided by a Wellness grant. There has been some discussion on payment of sick leave upon retirement and a need to define our policy on sick leave. The policy will be discussed at the September meeting.

**Continuing Business**

In branch news, there was a move in to the new branch in Rosalia during closed week. We are waiting to do more work on the branch until we know the results of the Capital Improvement Grant in September. Security cameras have been set up in St John to monitor some activity in the library that has been a little different in the library. We are hoping to be able to expand the use of cameras in our other branches. The Tekoa manager took a full time position and we are in the process of hiring another manager. Sarah Bofenkamp, our

marketing manager hopes to make one trip a month to each branch to meet with each manager and get a feel of what each branch's needs are.

In library usage, July was a good month in all areas with the only exception being the Lacrosse branch which has been showing a decrease in checkouts along with program attendance. Digital checkouts remain strong.

An updated agreement between the Colfax Chamber of Commerce and the Friends of the Library for use of the small room in the Center will be reviewed by the board at the September meeting.

### **New Business**

There will be a change in circulation staff schedules in September with Hollyanna Hahn moving out of circulation to a full time position. Circ staff will be moving to all day shifts instead of four hour shifts and Reference staff will be processing branch visits.

The library will be hosting a booth again at the fair and signup sheet for shifts for staff members, board members, and Friends of the library will be distributed soon.

### **Adjourn**

The meeting was adjourned at 5:00 PM by Chair Sue Kreikemeier.

### **Next Meeting**

The next regular meeting will be Tuesday, September 17, at 4:00 PM at the Colfax branch of the Whitman County Library.



Shirley Cornelius



Cindy Alred, Chair

Sue Kreikemeier