

**WALLA WALLA COUNTY RURAL LIBRARY DISTRICT
BOARD OF TRUSTEES – MINUTES
January 11, 2010**

Chair Patsy Adams CALLED THE MEETING TO ORDER at the Library District Service Center in Walla Walla at 5:03 P.M. Other trustees present were Stephen Ames, Andrea Berglin, Sandra Bradley, and Carol Peterson. Also in attendance were Executive Director Punkey Adams and Deputy Director Matthew Berube.

AGENDA: Sandra moved, and Carol seconded, that the agenda be approved as written. Motion carried.

MINUTES: Steve moved, and Carol seconded, to approve the November 13 meeting minutes as written. Motion carried. Sandra moved, and Carol seconded, to approve the November 17 meeting minutes as written. Motion carried. Carol moved, and Steve seconded, to approve the December 17 meeting minutes as written. Motion carried.

FINANCE REPORTS:

1. Treasurer's report: The December report was reviewed. Punkey noted that this month's investment interest deposit might be our last large one for a while, given how low interest rates have been recently.
2. Investment report: The report was reviewed. Punkey noted that she had just received confirmation that morning from the County Treasurer regarding our latest investments, but details were not yet available.
3. Budget status: The Expenditure Status report from the County Auditor's office was reviewed. Punkey noted that we ended 2009 having expended 88.53% of our budget. She also noted that expenses related to Prescott's flood damage were included in the "Uncategorized" budget line. There was also a discussion of how items are selected for our collections, as well as our procedures for replacing lost and missing items.

APPROVAL OF BILLS: Sandra moved, and Carol seconded, to approve Vouchers 17 through 45 for payment. Motion carried. Vouchers audited and certified by the auditing office as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing that has been made available to the Board. As of this date, January 11, 2010, the Board by majority vote, does approve for payment those vouchers included in the above list and further described as follows: vouchers numbered 17 through 45 in the amount of \$14,850.18.

REPORTS:

Burbank Library: In a verbal report, Branch Manager Matthew Berube reported that he had created a new calendar and newsletter format for 2010, and he reviewed upcoming programs at Burbank. In particular, he noted his plans to schedule programs that better complement the school district calendar (i.e., Early Release Day Movie on January 22). Punkey noted that Burbank's electric bills have been especially high this winter and that the REA would be visiting the library to evaluate the situation. Carol Peterson noted that she planned to donate a Nintendo Wii to the library district because a second Wii would make district-wide gaming programming much easier to schedule. The Touchet and Prescott Friends groups are fundraising to purchase a second projector to be used with the new Wii.

Prescott Library: Branch Manager Josh Westbrook reported that in-library laptop use by patrons accessing the library's wireless internet has increased in the new year. He also noted plans for new programs (a monthly family craft, possibly a lego club) at Prescott. Patsy reported that the book group had viewed related online videos as part of their last two discussions.

Touchet Library: Branch Manager Carlotta Richardson reported on some highlights from 2009, including the great success of the Read to Zoe program. She also noted the free violin lessons now taking place at the Touchet library, and some problems she's had coordinating district-wide equipment for programs.

Vista Hermosa Library: Branch Manager Ana Romero reported on the success of her story time and nursery rhyme programs with some of Vista's youngest patrons (4-year-olds).

Statistics: A written report prepared by Deputy Director Matthew Berube was reviewed. He noted significant increases in most categories in 2009, and discussed his plans to try to extract more useful data from the new Koha ILS.

Technology: Koha update & demo: Technology Manager Josh Westbrook reported on the success of the WALNET migration to Koha, and noted that he'd made a few end-of-the-year equipment purchases, including receipt printers for all libraries. Matt gave a brief demonstration of the Koha online catalog and some of its best features.

UNFINISHED BUSINESS:

Interlocal Agreement: Punkey reported that the Walla Walla City Council will review the Interlocal Agreement again soon. Both the City and the RLD have already budgeted accordingly.

NEW BUSINESS:

2010 Salary Schedule: Punkey reviewed the revised salary schedule. Sandra moved, and Carol seconded, to approve the schedule as written. Motion carried.

Trustee Appointment Recommendation to County Commissioners: Carol moved, and Sandra seconded, to recommend to the County Commissioners that Patsy Adams be re-appointed to another term on the Board of Trustees. Motion carried.

Election of 2010 Officers: Carol moved, and Andrea seconded, that Patsy Adams and Sandra Bradley continue in their roles as Chair and Vice Chair, respectively, of the Board of Trustees. Motion carried.

Preliminary 2010 Meeting Schedule: A preliminary calendar of Board meetings for 2010 was reviewed.

EXECUTIVE SESSION: The Chair announced that the Board would go into Executive Session at 6:15 P.M. for the purpose of personnel performance review pursuant to RCW 42.30/110(g) – Personnel Evaluation, and would return to regular session at 6:45 P.M.

REGULAR SESSION: The Board returned from Executive Session at 6:45 P.M. The Chair announced that no actions had been taken during Executive Session.

NEW BUSINESS (continued):

Executive Director's performance review: The Chair stated that the Executive Director has excellent strengths and that the Board is very happy with her performance. Sandra moved, and Andrea seconded, to increase the Executive Director's salary by 6% because the salary for the position had not been adjusted for two years.

Approval of Payroll: Sandra moved, and Andrea seconded, to approve the payroll and benefits vouchers 1 through 17 in the amount of \$33,365.72. Motion carried. Vouchers audited and certified by the auditing office as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing that has been made available to the Board. As of this date, January 11, 2010, the Board by majority vote, does approve for payment those vouchers included in the above list and further described as follows: vouchers numbered 1 through 17 in the amount of \$33,365.72

NEXT MEETING: The next meeting will be held on Tuesday, February 16, 2010, at 5 P.M., at the District Service Center in Walla Walla.

ADJOURN: The meeting was adjourned at 6:55 P.M.

Patsy Adams

Patsy Adams, Chair

Jean H. Adams

Jean H. Adams, Executive Director