

**WALLA WALLA COUNTY RURAL LIBRARY DISTRICT
BOARD OF TRUSTEES – MINUTES
May 13, 2010**

Chair Patsy Adams CALLED THE MEETING TO ORDER at the Library District Service Center in Walla Walla at 5:08 P.M. Other trustees present were 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: Carol moved, and Sandra seconded, to approve the April meeting minutes as written. Motion carried.

FINANCE REPORTS:

1. Treasurer's report: The April report was reviewed. Punkey noted that tax collections had been received. She also itemized the reimbursements, which included \$10,521.13 from Enduris (our insurance pool) for the Prescott flood damage.

2. Investment report: The report was reviewed. Punkey noted that an investment was called on April 1, 2010. She also noted that there were no investments available to the RLD until April 27, 2010 (at 0.089%).

3. Budget status: The Expenditure Status report from the County Auditor's office was reviewed. Punkey noted that travel costs were up due to the heavy volume of materials being sent by courier and staff attendance at the Public Library Association conference in Portland. She also highlighted budget line items for the new branch, and reviewed a comparison of utility costs at Burbank and Touchet.

APPROVAL OF BILLS: Sandra moved, and Andrea seconded, to approve Vouchers 169 through 209 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, May 13, 2010, the Board by majority vote, does approve for payment those vouchers included in the above list and further described as follows: vouchers numbered 169 through 209 in the amount of \$139,445.58.

REPORTS:

Burbank Library: In a verbal report, Branch Manager Matthew Berube reported on

recent events at Burbank, including the Poetry Contest & Slam and the Dia de los Ninos celebration. He noted that the branch is preparing for the Summer Reading Program (SRP), and that Burbank will have several staff vacancies to fill toward the end of the summer, due to staff moving away or scaling back hours.

Prescott Library: Branch Manager Josh Westbrook reported on Prescott's successful Cowboy Poetry Night, his participation as a judge in the Letters about Literature Contest, and his and Libby's preparations for SRP. Punkey also noted that Prescott received a \$1000 grant to open one additional day per week during the summer. She also noted that Enduris will be seeking clean-up costs for the flood from the Prescott Lions Club.

Touchet Library: Branch Manager Carlotta Richardson reported on Touchet's successful Cowboy Poetry event (57 people in attendance!) and other programs. Sandra noted that the poetry event had great participation from 4th graders, and that the Share Your Travels presentations continue to attract crowds.

Vista Hermosa Library: Branch Manager Ana Romero reported on the progress toward wiring the library for additional computers (which has now been completed), her hiring of a shelver, and some of her interactions with Vista's younger patrons.

Statistics: A written report prepared by Deputy Director Matthew Berube was reviewed. He noted that the method for determining the number of Active Cardholders by branch has been improved, and the statistics should now be more accurate.

Technology: Josh Westbrook reported on a new security tool called Deep Freeze that will further protect our public computers. He also described the technology changes that are happening at the Vista Hermosa Library, and he noted the issues that still need to be addressed.

UNFINISHED BUSINESS:

Response to City of Walla Walla's Library Services Proposal: The Board discussed a draft letter prepared by Punkey. Andrea suggested some changes to the structure of the letter and it was agreed that she and Matt would work together to reorganize the draft. Punkey noted that she wanted to send the letter soon.

Prescott Library Summer Reading Program Grant Request: Punkey circulated a copy of a grant request (prepared by Josh) to support additional activities at the Prescott Library this summer. The request will be submitted to the Blue Mountain Community Foundation.

NEW BUSINESS:

Cancellation of Warrant #009726: Earlier in the year, the WALNET Board decided to deduct 2010 dues for all members from its reserve fund. At that time, the RLD had already prepared this warrant for payment of those dues. Carol moved, and Sandra seconded, that the warrant be cancelled. Motion carried.

EXECUTIVE SESSION: The Chair announced that the Board would go into Executive Session at 6:43 P.M. for a real estate discussion pursuant to RCW 42.30/110(b), and would return to regular session at approximately 7:00 P.M.

REGULAR SESSION: The Board returned from Executive Session at 6:52 P.M. The Chair announced that no actions had been taken during Executive Session.

NEXT MEETING: The next meeting will be held on Tuesday, June 15, 2010, at 5 P.M., at the Library 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