

CENTRALIA REGIONAL LIBRARY DISTRICT  
OCTOBER 2020  
REGULAR BOARD MEETING

DATE: October 21, 2020

TIME: 4:00 p.m.

PLACE OF MEETING: The Centralia Regional Library District Board of Trustees met in the Monken Activity Room at the library in regular session on Wednesday, October 21, 2020. The Meeting was called to order at 4:00 p.m. by President Julie Boltz.

MEMBERS PRESENT: Paula Becker, Julie Boltz, Karen Bounds, Todd Glispie, Miranda Hapner, David Parker (via Zoom), Bev Virobik.

MEMBERS ABSENT: None.

OTHERS PRESENT: Library personnel: Diana Donahoo, Tammy Wendling.

TRAINING: Discussion of Chapters 7-9 in Serving Our Public 4.0. Outcome: need a reference policy.

PUBLIC COMMENT: None.

MINUTES: Motion made by Bounds, second by Virobik, to approve the minutes from the September 16, 2020 Board Meeting. Motion passed.

TREASURER'S REPORT: Trustees reviewed the September report.

BILLS: Motion made by Becker to approve the October bills in the amount of \$56,188.44, second by Hapner. Motion passed.

REPORT OF MANAGEMENT TEAM: Wendling reported that all is going well.

REPORT OF THE DIRECTOR: Attached. In addition to the written report, Donahoo reported: Staff Quick is holding recruiting meetings with individuals in the back lobby on a weekly basis, Books for Treats was attended by 75 children, and an employee is in the hospital due to coronavirus infection. Marion County Health Department cleared the library to open due to the safeguards in place for staff and patrons.

REPORT OF THE PRESIDENT: Boltz met with Donahoo regarding time tables to complete upcoming projects. It was decided that the disaster plan needs to be updated.

COMMITTEE REPORTS:

BUILDING & GROUNDS: Bounds talked with Katy High regarding trees from the Arbor Day Foundation. The board discussed ways trees from the Foundation might be used.

COMMUNITY RELATIONS & MARKETING: No report.

FINANCE & CONTRIBUTIONS: No report.

LONG RANGE PLANNING: Glispie reported on goals he has for his committee. Boltz added that a start needs to be made towards a new strategic plan. First item needed is a report from the director.

PERSONNEL & POLICIES: No report.

UNFINISHED BUSINESS: Parker gave a brief update on an EBSCO grant for a solar energy project. He is going to contact Don Ford to find out more about the Centralia City Schools solar project.

NEW BUSINESS:

Three bids were received for tree removal: Evans Tree Service, \$3,500; Reid's Tree Service, \$4,600; and Affordable Tree Service, \$4,700. There was a motion by Bounds to accept the bid from Evans Tree Service for \$3,500; seconded by Virobik and passed by roll call vote.

Gifts for staff were discussed. It was recommended by Donahoo to give each employee a \$100 VISA gift card. A motion was made by Bounds, second by Hapner, to give each employee a \$100 VISA gift card as their annual Christmas gift. Motion passed by roll call vote.

A motion was made by Bounds to open the library on Election Day and allow employees time off to vote if needed. Motion seconded by Virobik and passed by roll call vote.

Republic Services proposal for trash pickup was tabled until next month so bids could be sought.

Meeting adjourned at 5:22 p.m. with a motion by Bounds; second by Hapner and approved by acclamation.

Minutes as presented by:

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Acting Secretary, Paula Becker

Prepared by: Diana Donahoo, Library Director