

CENTRALIA REGIONAL LIBRARY DISTRICT
NOVEMBER 2021
REGULAR BOARD MEETING

DATE: November 17, 2021

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, November 17. The Meeting was called to order at 4:00 p.m. by President Julie Boltz.

MEMBERS PRESENT: Julie Boltz, Karen Bounds, Todd Glispie, Tracey Starr, Vicky Benjamin, Bev Virobik (4:12 p.m.)

MEMBERS ABSENT: Paula Becker.

OTHERS PRESENT: Library personnel: Diana Donahoo, Tammy Wendling.
Public: none.

TRAINING: Trustees discussed Chapters 9-13 of Serving Our Public 4.0. Items noted as needing attention include: Chapter 9-regarding reference service: establish a service policy, staff training, provide access to local government documents such as minutes, ordinances, etc. and evaluate these services annually. Chapter 10- improve public programming; Chapter 11-youth and young adult services need to be reassessed and improved; Chapter 12- review Internet acceptable use policy annually, update webpage, promote mobile app; Chapter 13- marketing need attention. The marketing issues and programming are being addressed with a new staffing position being developed.

PUBLIC COMMENT: None.

MINUTES: Starr made a motion to approve the minutes from the October 20, 2021 meeting. Motion was seconded by Glispie and passed by roll call vote.

TREASURER'S REPORT: Trustees reviewed the October report.

BILLS: Glispie made a motion to approve payment of the November bills in the amount of \$40,570.52, with a second from Virobik. Motion passed by roll call vote.

REPORT OF MANAGEMENT TEAM: None.

REPORT OF THE DIRECTOR: Included with minutes.

REPORT OF THE PRESIDENT: Boltz reported that several individuals gave Books for Treats good reviews.

COMMITTEE REPORTS:

BUILDING & GROUNDS: Donahoo reported the library is looking for a local firm to do maintenance on the push pads for several of the automatic doors. Starr suggested contacting Depew & Owen for a recommendation.

COMMUNITY RELATIONS & MARKETING: No report.

FINANCE & CONTRIBUTIONS: No report.

LONG RANGE PLANNING: No report.

PERSONNEL & POLICIES: No report.

UNFINISHED BUSINESS: None,

NEW BUSINESS:

A motion was made by Bounds and seconded by Glispie to approve the updates made to the Policy on Officers, Committees, and Duties of Committees (included with minutes). The motion passed by roll call vote.

There was a motion by Starr to approve the updated Circulation Policy (included with minutes) as presented; seconded by Bounds and passed by roll call vote.

There was a motion by Bounds to approve the updated job descriptions (included with minutes) as presented; seconded by Virobik and passed by roll call vote.

A motion was made by Starr and seconded by Virobik to give a \$100 gifts card to each employee. Motion passed by roll call vote.

Glispie made a motion, seconded by Starr, to renew the current health insurance policy with BCBS (included with minutes). The motion passed by roll call vote.

With no other business to come before the Board, a motion to adjourn was made by Bounds; seconded by Glispie and approved by acclamation at 4:53 p.m.

Minutes as presented by:

Acting Secretary, Karen Bounds

Prepared by: Diana Donahoo, Library Director