

CENTRALIA REGIONAL LIBRARY DISTRICT  
SEPTEMBER 2022  
REGULAR BOARD MEETING

DATE: September 21, 2022

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, September 21. The Meeting was called to order at 4:00 p.m. by President Julie Boltz.

MEMBERS PRESENT: Paula Becker, Vicky Benjamin, Boltz, Karen Bounds, Tracey Starr, Bev Virobik.

MEMBERS ABSENT: Todd Glispie.

OTHERS PRESENT: Library personnel: Diana Donahoo, Tammy Wendling  
Public: Jerry Rahm.

TRAINING: Reviewed Serving Our Public, Appendix B-Records to Be Retained and Disposed.

PUBLIC COMMENT: Jerry Rahm, representing the 1960 Graduating Class of Centralia High School, presented to the library an autographed book by fellow classmate Ronald Hobbs. The book, *Nearing a Place Called Home*, was also signed by all attendees at their recent class reunion. The book will be added to the library's collections with a local author sticker on the spine.

MINUTES: Bounds made a motion to approve the minutes from the August 17, 2022 regular board meeting. Motion was seconded by Starr and passed by roll call vote.

TREASURER'S REPORT: Trustees reviewed the August report.

BILLS: Becker made a motion to approve payment of the September bills in the amount of \$55,579.13, with a second from Virobik. Motion passed by roll call vote.

REPORT OF MANAGEMENT TEAM/STAFF: No report.

REPORT OF THE DIRECTOR: Included with the minutes. Additional items reported: Discussed the Special Reserve Fund; when it was set up and for what purpose. More research needs to be done to determine the future of this fund. Bounds pointed out that someone needs to be contacted to check on guttering and water seepage in the wall of the Reading Room.

REPORT OF THE PRESIDENT: Boltz asked trustees to think about volunteering for the Director Search Committee. Committee members will be announced at the October meeting. It was

suggested that the trustees contact Anna Yackle, the library's IHLS membership coordinator, for information on conducting a search for a new director.

COMMITTEE REPORTS:

**BUILDING & GROUNDS:** Becker reported on the two trees that are currently on order. Donahoo said that tree removal bids will be on the agenda at the October meeting. The library received \$500 for a memorial tree for Rosemary Buffat.

**COMMUNITY RELATIONS & MARKETING:** No report.

**FINANCE & CONTRIBUTIONS:** No report.

**LONG RANGE PLANNING:** No report.

**PERSONNEL & POLICIES:** No report.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

Bounds made a motion to approve Property Tax Levy Ordinance #22-004. Seconded by Virobik and approved by roll call vote.

A motion was made by Benjamin and seconded by Starr to approve the three-year energy contract with Option One Energy (OOE). Motion carried.

Bounds made a motion to lease two new copiers through Executive Business Solutions, replacing the two leased machines currently in the computer lab and the youth department. The lease will be for 60 months at \$104.06 a month with a one-time document fee and a maintenance agreement. Seconded by Starr and passed by roll call vote.

Donahoo distributed election candidate packets to the three trustees whose terms end in May 2023.

With no other business to come before the Board, a motion to adjourn was made by Bounds; seconded by Becker and approved by acclamation at 5:15 p.m.

Minutes as presented by:

---

Acting Secretary, Paula Becker

Prepared by: Diana Donahoo, Library Director