

Library Board of Trustees Meeting
Thursday, July 21, 2022
at the Ritzville Public Library

Attendance: Karen Potts, Morgane Plager Roth, Debbie Knodel, Christina Heater, Venesia Adams (zoom)

Meeting called to order: Karen Potts at 5:04pm

Approval of June minutes: Morgane moved, Debbie 2nd – passed

Approval of April minutes: Christina moved, Debbie 2nd – passed

Approval of Consent Agenda:

ACH Debits for June: \$16,830.71

Other Debits/Vouchers for June: \$8,534.96 (see attached documents)

Debbie moved, Morgane 2nd – passed

General Concerns - Open Forum: Karen announced that the board would be moving into an executive session at the end of the regular meeting.

Foundation Report:

Investment portfolio down some.

Morgane reported that the Friends of the Library were able to raise \$411 from the Book Sale June 9th that was part of a community, Main Street, event. FoL is also planning to host a meet and greet to introduce our new director to the community.
see attached documents

Director Search update:

Karen shared that a candidate has been chosen and the final decision will be announced next week

Director's Report:

Venesia shared her report.

(See attached documents – Director's Report. The following is additional, clarifying information.)

Health Authority – they will be contacting a company regarding a typo that resulted in the library being billed for an individual whom is not an employee.

The annual report and audit process will be simplified when we switch to allowing the county to process debts & vouchers. We will still process paychecks through the 3rd party paycheck company.

Sergio was issued a final paycheck and we have agreed to rewrite paychecks that he had lost, minus the stop payment fee. Last week, board members noticed that he was working on the property even though he had stated in his letter that he was terminating his services. The board agreed that any work he continues to do must be considered voluntary and we will no longer accept any invoices from him.

Arielle is scheduled for an annual review. Christina moved to raise Arielle's pay from \$15/hr. to \$16/hr. following a positive review and coinciding with additional responsibilities. Debbie 2nd. The vote was unanimous.

The board agreed that due to costs/expenditures rising, we need to consider a levy tax.

Mini-Bus Report:

Christina contacted the seller, but the mini-bus was sold. She then contacted the school transportation director who reported that there were no mini-busses scheduled for surplus at this time.

Meeting closed at 6:10pm and the board moved into executive session.

Board discussed the director search, the contract that will be offered, and staffing.

Meeting adjourned @6:50pm.

Respectfully submitted by,
Christina Heater, Secretary