



BOARD OF TRUSTEES MINUTES September 18, 2024

A regular meeting of the East Adams Library District (Ritzville Library District #2) Trustees was called to order by Morgane Plager Roth at 5:36 p.m. on September 18, 2024. Members in attendance were: Amy Wellsandt, Debbie Knodel, Director Millie Hopkins, Morgane Plager Roth, Vanessa Grimm (via zoom) and Kelley Kiesz (via zoom). Guests in attendance were Michelle Keefer (community member), Karen Cady (president of Friends of the Library), Megan Wills, and Tiffany Longsdorff (via zoom).

Director Millie Hopkins introduced Megan Wills and Tiffany Longsdorff, who are the new library hires. Megan Wills is in charge of Youth Services. Tiffany Longsdorff is the Library Assistant I.

Michelle Keefer introduced the No Child Left Inside program for youth. This program encourages youth to be outdoors and is a grant for which she would like to apply. The library would be a vessel through which the program would flow. The board agreed to partner with Michelle in this endeavor for our community.

Amy moved to approve the minutes from July 17, 2024. Debbie seconded the motion. Motion passed by voice vote. Amy moved to accept the Consent Agenda of \$45,181.01. Debbie seconded the motion. Motion passed by voice vote after a short discussion. Amy moved to accept the Consent Agenda from August of \$21,818.70. Vaneassa seconded the motion. Motion passed by voice vote after a short discussion.

Millie presented the Director's Report. She has worked on a new employee handbook and will compare it to the previous handbook. We will discuss this more next meeting.

The reader board out front of the library needs to be fixed before winter. The Friends of the Library are willing to help cover some of the cost. Millie is looking at replacing the awnings on the library as well. The window that needs to be replaced has been approved by the city and will happen as soon as possible. The story walk was replaced with a new story and plexiglass prior to the fair. A new story will be put in for the next quarter.

Millie sent a review/staff survey for library staff to complete. Board members received the results in sealed envelopes. The summer reading program was a success and resulted in a good turn out of participants. The Pacific Science Center is visiting local schools and the library later this month. The library will begin hosting a Homeschool Friday once a month with a program for homeschool students and families to attend. Tiffany is revamping the 1,000 Books Before Kindergarten program. She has created a new theme (The Very Hungry Caterpillar) and has decorated the children's room accordingly.

There was a short discussion about money transfer procedures and operating funds.

The next board of trustees meeting will be October 16th at 5:30 p.m.

Morgane closed the meeting at 6:39 p.m.

Respectfully submitted,

Amy Wellsandt
October 13, 2024