

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
August 9, 2022**

The meeting was called to order at 5:32 p.m. in Program Room B by President Burton H. Brooks.

Board members present: Mary Jane Belter, Burton Brooks, Penni DeWitt, Dave De Young, Caryn Lannon, Lisa Menerick, Cathy Rusco

Board members absent: Kathy Osmun

Library Staff present: Hollie Alphenaar, Katie Alphenaar, Amy Bailey, Allison Boyer, Marianne Case, Sara Derdowski, Chelsea McCoy, Kim Rice, Kate Tobin

Others present: Nancy Collins, John Golden

APPROVAL OF AGENDA

- 22-32** *Motion to approve the agenda as amended. Motion by Lannon, second by Menerick. Vote: 7-0.
Motion carried.*

Discussion:

Belter: Remove item F (LDL board issues to address for FY 22/23)

Rusco: add discussion of exit interview

Derdowski: remove item E - executive director goals

Menerick: add discussion of the language on the website relevant to booking a program room.

Rusco: add discussion of the board seeking a grant from the GHACF to assist with the director search

DeYoung: add consideration of a motion to waive the requirement for tuition repayment in the work agreement with Derdowski (section 9E) in exchange for advising on issues that may arise from the vacancy.

APPROVAL OF CONSENT AGENDA

- 22-33** *Motion by DeYoung, second by Rusco to accept the consent agenda with amendments. Vote: 7-0.
Motion carried.*

Approve the July 5, 2022 Annual Meeting Minutes

Approve the August 3, 2022 Special Board Meeting Minutes

Approve June 2022 invoices in the amount of \$250,686.75

Authorization of Banks and Credit Unions

PUBLIC COMMENT

None

TRUSTEE COMMENT

Menerick: her contact info for the committee list needs to be changed.

Belter: discussion of handling the signatures on the Huntington Bank Account. Sara will make the initial contact. The new signatories need to sign the signature card at Huntington Bank.

UNFINISHED BUSINESS

None

NEW BUSINESS

22-34 A. Consideration of a motion to approve the President's appointments to Standing Committees Rusco, DeWitt. Vote: 7-0. Motion carried.

Discussion: finance committee had discussed expanding committee membership in October, 2021

DeYoung: the board should work on the process for committees, broaden membership

Belter: discussed adding to the personnel committee, someone from the public sector with management/HR experience

Lannon: stepping down as chair of the policy committee. Menerick has offered to chair the policy committee. Lannon will stay on the committee but not as chair. Add Katie Alphenaar as an additional staff member.

Menerick suggested that Penni Dewitt become a member of the policy committee.

22-35 B. Consideration of a motion to approve revisions to the following job descriptions, with the exception of the job description for the Head of Technical Services, as recommended by the Personnel Committee: motion by Belter, second by Menerick. Vote: 7-0. Motion carried.

Introductory Memo

Building Services Technician

Head of Reference and Information

Head of Technical Services

Head of Youth Services

Librarian – Reference and Information

Librarian – Youth Services

Library Aide

Library Assistant I – Circulation

Library Assistant I – Cataloging and Circulation

Library Assistant II – Cataloging and Circulation

Library Assistant II – Reference and Information

Library Assistant II – Youth Services

Genealogy Specialist

Menerick: are they full time or part time? Several positions are part-time and all are salary positions.

Belter: thanked Bailey for providing the requested information. It was helpful to note the changes.

Building Services: no questions

Head of Reference and Information – discussion of the CREW meaning

Head of Technical Services: does this position oversee the cataloging, added to the description the flexible schedule including evenings and weekends. DeYoung: could this position also include an off-site service – like going to 4-Points? This position could help with some of the tech help that R and I does. R and I is looking to add tech help, more accessibility to the public to help.

Brooks: old description mentions the work with LLC, board should make the decision regarding the cataloging position relevant to the agreement that LDL has with the LLC.

Brooks questioned the change from Head Cataloger to "Cataloger"

Bailey: the job description was reviewed with the employee and the individual provided feedback regarding the changes and so the changes were made.

Rusco: with the number of questions regarding this job position, she would like to have this individual attend an upcoming board meeting to review what she does in this position.

Bailey: LLC is doing the training for the staff members that will be assisting with cataloging.

Brooks: asked that consideration of this job description be removed from the motion to approve.

The job description for the Head of Technical Services was removed from the motion to approve the listed job descriptions.

Library Assistant I – Circulation

DeYoung: we have some remote locations, like drop boxes. Could this individual handle this?

Library Assistant II – Cataloging and Circulation

Brooks: commented that we have a large number of job descriptions, could they be more generic?

Derdowski commented that the job descriptions are reviewed with staff

Derdowski: This is a new job description for work that was being done

Genealogy Specialist: Bailey – this was resubmitted because of 2 minor edits

The question was asked about Tech Services doing the cataloging for Genealogy and Local History.

Jeannette Weiden replied that Tech Services does not catalog items for Genealogy and Local history. A different cataloging system is used (Past Perfect). Cataloging for local history is done by volunteers.

DeYoung: are we up to date with items to be cataloged? 95% is in process.

Report on August 8, 2022 Transition Committee Meeting

- 22-36** *Rusco moved, Lannon seconded, that the LDL hire John Martin to be the interim director, as an independent contractor. Vote: 7-0. Motion carried.*

Derdowski asked about a lawyer drawing up a contract. Brooks had contacted the library attorney but had not received a reply. He will re-contact the attorney.

- 22-37** *Motion to add John Martin as signatory for the relevant accounts upon approval of the minutes of this meeting. (these minutes will be approved at the September 13, 2022 board meeting)
Motion by Menerick, second by Belter. Vote: 7-0. Motion carried.*

Nancy Collins (public): questioned the point of approving the agenda at the beginning of the meeting when we are adding items for approval. Should we be adding these items to the agenda in this manner? This has happened at past board meetings, when the minutes of a committee are reviewed.

Report on August 9, 2022 Search Committee Meeting

Rusco, committee chair: Gave a verbal report because the committee met prior to the board meeting. Staff will be added to the search committee. Rusco asked that staff discuss and consider who they felt would be the representative for the staff.

Next meeting August 12, 10:15 a.m. Program room A. The committee will focus on the job description. The committee talked about getting community representation. Rusco will reach out to the director of the Tri-Cities Historical Museum to be part of this committee.

There is an opportunity to ask for a grant from the GHACF to assist with the search costs since that was not budgeted. Committee members will proceed with the grant request.

Rusco is researching other firms that could be used to assist with the job search.

DeYoung: look at what is the structure we want to put in place.

DeYoung: the committee should develop a budget for the director search.

Derdowski: housekeeping comment on setting up special meetings – have John be the point person on this.

Exit interview: in response to a question from the public (Nancy Collins) regarding whether or not there will be an exit interview a time was set for Friday, August 12 at 2 p.m. Rusco and Menerick will do the

exit interview. Board members should send items for discussion to Belter who will then forward them to Derdowski and Bailey.

Language on the website relevant to booking a program room. Menerick explained that she went to the website to reserve a room and noted the information regarding reservations not being taken. She wanted that language removed from the website.

Belter spoke in regards to the issues facing staff in room set-up. We do not have building maintenance and any room set-up requires taking staff away from the jobs of assisting patrons and other assignments.

Menerick we need coverage. Yes, important to hire a building maintenance person.

Derdowski: staff is helping with set-up. We don't have the staff compacity to handle the set-up and tear down of rooms. Derdowski made the decision to put the language on the website regarding room reservations.

Menerick then commented that perhaps what she is objecting to is the wording on the website.

Staff commented that a new room reservation system will be put in place. Other staff members commented on the amount of time they spent working on room set-up which took them away from their regular duties.

Staff vacancies have added to the workload. There are 5 total positions open including building services

Discussion of the board seeking a grant from the GHACF to assist with the director search

- 22-38 Motion by DeWitt, second by Lannon, that the search committee has permission to apply to the GHACF for a grant to assist with the cost of the director search. The grant request needs to be submitted by August 19. Vote 7-0. Motion carried.**

- 22-39 Consideration of a motion to waive the requirement for tuition repayment in the work agreement with Sara Derdowski (section 9E) in exchange for advising on issues that may arise. DeYoung will put in writing a brief description of the work exchange and will submit it to Derdowski for her consideration. Motion by Belter, seconded by DeYoung.**

Vote 5-1-1 (Menerick no, DeWitt abstained). Motion carried.

Discussion:

Derdowski said the tuition was approximately \$2900.

DeYoung asked to see the receipts and paperwork.

Derdowski had commented that she would like to see this in writing and have time to consider this.

Menerick stated she voted no because of Derdowski's comments about needing time to consider this.

TREASURER'S REPORT

- A. General Fund Financial Report as of June 30, 2022 (unaudited)
- B. Maintenance Fund Financial Report as of June 30, 2022 (unaudited)
- C. Debt Service Fund A Financial Report as of June 30, 2022 (unaudited)
- D. Debt Service Fund B Financial Report as of June 30, 2022 (unaudited)
- E. Bank Account Report as of June 30, 2022 (unaudited)

Derdowski reviewed the financial reports as presented.

COMMITTEE REPORTS

Executive Committee

- 1. Minutes from the July 26, 2022 meeting

(Next Scheduled Meeting: Tuesday, August 30, 2022, 5pm, LDL Program Room B)

Finance – no report

Building and Grounds – no report

Policy – no report
Personnel – no report

DIRECTOR'S REPORT

Derdowski reviewed the items in the director's report

PRESIDENT'S REPORT

Brooks: Commented on and congratulated Sara and Amy for their professionalism that they have shown the board, staff and public during this time.

PUBLIC COMMENT

John Golden expressed appreciation for the staff

Allison Boyer – comments for the staff – she has never worked with a harder working group of people – all staff, Sara and Amy. She was dismayed to hear at a board meeting about something about the room usage and cutting back the services. She commented that the staff has been working to address this She asked: what are we doing, what can we do so it doesn't break us? She spoke in appreciation of all that Chelsea has done. This has been a stressful time for all staff.

Katie Alphenaar stated she was disappointed in the comments about Chelsea tonight. Chelsea has really changed the programming of what has happened at the library. Much would not have been done at the library without all staff being involved. For the board - please ask why, what can we do to help.

TRUSTEE COMMENT

Belter discussed the goal of the meeting with staff on Monday, August 15

McCoy (staff) responded that not all staff will feel comfortable with meeting, discussing issues with board members. She asked what the expectation is, what is the purpose of the meeting. Staff would need questions so they are prepared. Staff would appreciate the time to think about their answers. The board will develop some discussion items. Members need to send them to Belter so that she can forward them on to John Martin. He will then forward them to the staff.

The question raised: how do we progress?

Nancy Collins (public) asked how are we going to share this information with other board members. Not all board members are/will be at the meetings. Communication has to take place.

Belter said that notes could be taken and shared with staff and the board.

DeYoung stated he appreciates everyone. We need to be careful to not doubt each other's intentions. He has a respect for those staff that have spoken up.

McCoy gave an example of how staff tried to speak up. She questioned why didn't the board move forward to ask Sara and Amy why they were leaving. They wanted to stay.

Lannon: the trustees are all individuals, one person speaking is not speaking for all of the board. She stated that she has been trying to figure out what is going on. She complimented staff and Sara and Amy for their great job. In response to receiving the letters of resignation Lannon stated that if you are saying you are leaving it is past the point of no return, the letters were very clear that they were leaving. It was done. This has become an us vs them climate and shouldn't be that. There should be professional treatment for all.

NEXT REGULAR MEETINGS

F. September 13, 2022, 5:30 p.m., LDL Program Room B

G. October 11, 2022, 5:30 p.m., LDL Program Room B

ADJOURNMENT 8:29 p.m.

Mary Jane Belter

Secretary

Mary Jane Belter

Burton H Brooks

President

Burton Brooks

Prepared by Mary Jane Belter