

WELLER PUBLIC LIBRARY BOARD Minutes

March 14, 2023 E-mailed March 15, 2023

CALL TO ORDER: By Vice Chair, Jim Leid. At 6 pm

TRUSTEES: Michael Hubbard–Chair 8-23, Jim Leid–Vice-Chair 8-27, Sherri Erikson 8-24, Marie Gagnon 8-25, Rebecca S Wilson 8-26 *Ending Term date after name Librarian: Twila Tate
Absent: Michael Hubbard, excused

GUESTS: Jillian Henze Waitsburg City Council Representative and Eila Whelchel

Minutes: E-mailed on 2/27/2023

Moved to accept by Rebecca Wilson 2nd by, Sherri Erikson **APPROVED**/REVISED

OLD BUSINESS:

- **Bylaws:** Suggestions to Bylaws were made and Twila will supply an electronic copy to Rebecca to correct and distribute to Trustees and Jillian to be assessed. Bylaws discussion took the majority of the meeting time and many items were tabled until the next meeting.
- **Pay increase for staff:** Discussion was had about pay for the staff. The pay currently meets minimum wage at \$15.74. All staff are part time and there are currently no benefits being given to the staff. It was the concern of those present that we need to move toward increasing the staff wage and for the strategic plan to look at making a full time position in the future. Marie Gagnon will approach Randy and consult with him about the staff pay and the future possibilities of staff being full time with benefits.
- **Children's Room Repair Update:** The Children's room is very close to completion. Louie, Marie, Sherri, Rebecca scraped walls and Eila swept the floor. Louie, Marie and Sherri applied primer and paint. The paint color is Cottage White. It was discovered that there may be a problem within five years of needing to re-mud the walls to retain the paint. The door, shelves and walls are well done and add value to the room.
- **Inventory and Building Replacement Costs: Update Tabled until next meeting**
The trustees were concerned about the inventory and replacement cost and if the insurance included the building and the new lift. Mike will write a letter to Randy

NEW BUSINESS

- **Projects: Tabled until next meeting - start thinking about how you want the library to look and projects that need to be done in the next 5 years (strategic plan)**
Projects and prioritize the completion of projects currently in progress and developing a plan of items that need to make the library a welcoming safe historically esthetic environment.

- **Memorandum of Understanding From Friends of the Library: Tabled until next meeting.**
Rebecca will contact Karen and let her know that we need to complete the Trustee's Bylaws before taking action on the Memorandum of Understanding from the Friends.

- **Grants: Discussion**

Current grants in process, needs and wants. Procedures and policies. Twila informed us that Brian Hunt has contacted her and asked for some additional information, specifically the city budget for the 2021, 2022 and 2023 years. He would like to see how the city is supporting the library. Twila feels that it would be good for the Trustees to draft a letter and explain how the Trustees and City work together to operate the library and develop a strategic plan of improvements for the library. Twila informed us that Walla Walla Electric will be coming to the library next Tuesday at 11am to walk through the upstairs and give us quotes for electrical repairs. She has invited us to attend.

- **Librarian Report:**

LIBRARIAN REPORT

MARCH 13, 2023

Staffing:

Library support staff work collaboratively on a 14 hour per week schedule (Wed/Thursday 2:00-6:00 PM and Friday/Saturday 10:00 AM - 2:00 PM. Twila works 5-10 hours per week as a combination in-person hours (working in the library to check in with support staff, clean the library, and working online to apply for grants, monitor email, etc.).

Effective April 1, 2023, the library hours of operation will be:

Wed/Thursday 1:00-6:00 & Friday/Saturday 9:00-2:00. Support staff have agreed to the new hours and assured me they are available to make the adjustment in April.

Programs & Outreach:

Burke Box arrived two weeks ago and library staff Sarah Roberts scheduled visits to the K-5 grades for field trip to the classrooms with the Burke Box. The traveling museum display was about INSECTS and prior to the box arriving, the Burke learning center sent lesson plans and activities to enhance the educational experience for each classroom.

Sarah visited each K-5 classroom.

Friday StoryTime is presented by Amanda Withers twice on Fridays; once in the AM and once in the PM. StoryTime posts and the activities are posted on social media and on the Weller calendarGrant opportunities:

Twila submitted the Letter of Interest to Sherwood Trust. LOI was due February 1st and was notified from Sherwood Trust that the LOI was accepted to move forward to the 2nd application process.

Council called a special meeting on Wednesday, March 8th, at 5:00 pm to discuss the Grant proposal, ask questions, and approved the Board to move forward with the grant process. Council provided a letter of support which was sent with the application that Twila submitted on March 8th.

The amount requested was \$500,000.00 to be used to improve the physical state of the second floor of the Weller Library building.

*New windows

*New electrical

*New plumbing

*HVAC units

*Update bathrooms/kitchen area

*Refinish hardwood floors

*Paint walls

*Repair/replace damaged ceiling and walls, to include installing new sheetrock, taping.

Grants:

Twila and Lisa Winnett met on Sunday to collaborate on applying for any additional grants to fund improvements to the Library building. Sherwood Trust requires other funds or organizations to be committed to the overall project.

Twila and Lisa will complete the Wildhorse Casino Grant for \$20,000. Grant due April 1st.

Twila applied for the Yancy Winans/Baker Boyer Grant for Summer Reading in the amount of \$4,000.

*The summer reading purchased program for 2023 will cost \$1,000.00 for all materials; the additional \$3,000 will be for the Seattle Science Center traveling Exhibition.

Twila applied for the AAUW grant in the amount of \$2500.00 to fund the purchase of children and youth nonfiction books.

Donations to Weller:

Private donors will be purchasing a barcode reader that is wireless and bluetooth (cost \$600.00), pre-printed sheets of barcodes for library materials (cost is estimated to be around \$350.00), and pre-printed library cards (cost is estimated to be \$600.00)

Next Meeting: April 11, 2023 at 6:00 pm

Adjournment: 7:18 pm Submitted by: Rebecca S. Wilson