

**Cathlamet Public Library  
Board of Trustees Minutes  
January 29, 2013**

**Present** – Trustees: Chair Tony Hardy, Chris Holmes (late arrival), Ruby Murray, Betsy Nelson, Stephanie Leitz (late arrival); Town Librarian: Connie Christopher

Toni called the meeting to order at 11:37 a.m.

1. Betsy moved to approve the **November/December 2012 meeting minutes**. Ruby seconded. Approved 2:0.
2. The **January 2013 voucher** for \$714.77 was reviewed and approved. Chris moved, Betsy seconded, passed 3:0.
3. The group reviewed the **January Librarian Report**, included with these minutes.
4. Agenda items '**2012 Budget Update**' and '**2013 Budget Status**' will be moved to the March meeting, as there is no information to review at this time.
5. Betsy moved to **approve the final draft of the by-laws** that changed 'Library Director' to 'Town Librarian'. Chris seconded. Passed 3:0.
6. Toni asked about **electing a new Board Chair** for 2013. Ruby moved that Toni be asked to serve for an additional year. Betsy seconded. Toni asked for a discussion before the vote. She indicated that she is willing to take the responsibility for another year but wants to make certain that someone else doesn't want the job first. Ruby mentioned that the position is a board development opportunity. The vote in favor of reelecting Toni was 3:0.
7. Connie distributed a draft of a **2013 Board Calendar**, which was requested at the November meeting, and asked for feedback. A discussion followed, including revisiting the time and day of the meeting. Ruby moved that the following modifications be incorporated; a) change forming the Budget Committee from July to August, b) add a special meeting (tba) to May for the purpose of working on long-term planning and the annual work plan and c) change the meeting to the third Thursday of each month at 12:35 p.m. Chris seconded the motion. Passed 3:0. Connie will find a new meeting place, as the Library is open at that time, and also get a notice in the newspaper as well as at the Library and at the Eagle.
8. All board members are willing to have their **photos on the new Web site**.
9. In response to a question from Connie about the **required frequency of background checks**, Heidi spoke with the Municipal Research and Services Center. Based on her findings, Connie will draft a new Volunteer Policy and tweak the Volunteer Application for the board to review at the March meeting.
10. Heidi also met with Town Clerk/Treasurer Tina Schubert to clarify the item in the Town's **Library Ordinance** that states: (*the Library Board shall*) "Accept such **gifts of money or property** for library purposes as they deem expedient." The summary of the conversation:
  - a) The Town can segregate monetary gifts to the Library in 2013 and beyond, using a 'miscellaneous' line item
  - b) Given nothing is budgeted for this line item in 2013, a budget amendment would be needed to spend that money. A budget amendment is generally not a difficult task if adequate time is allowed

- c) Donations can be spent or partially spent in a given year. The balance can roll forward into the following year
- d) Heidi recommended a "gifts to Library acceptance policy" – Connie will prepare a draft for March meeting
- e) She is also encouraging all Town departments to create physical inventory. Heidi feels that a reasonable 'deadline' is one month after moving back into the Library
- f) Tina will develop a written surplus policy – currently any surplus in excess of \$100 replacement value needs to have Town Council approval
- g) Once an non-monetary donation is made to the Library it needs to follow the same process – be added to inventory and go through the formal surplus procedure, as needed

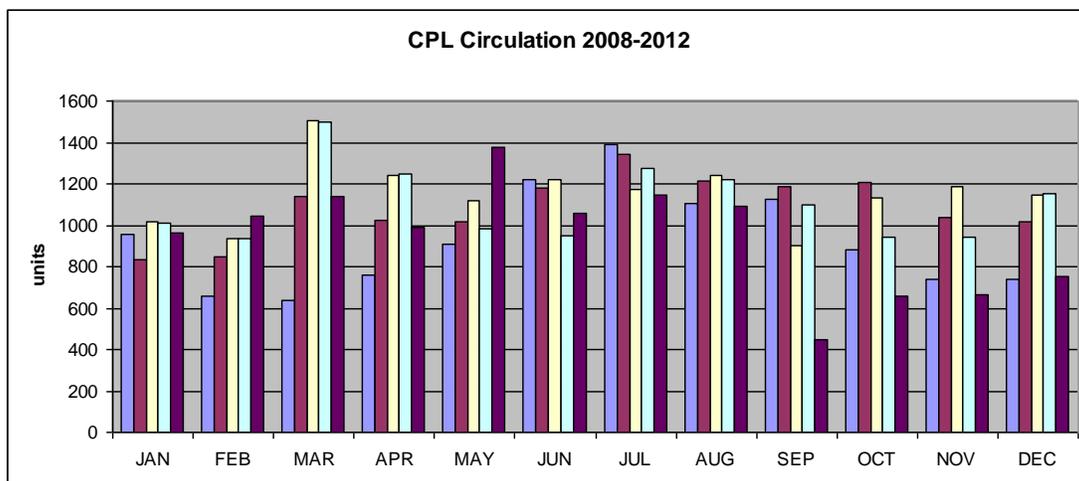
Board members asked Connie to come up with a proposal for March, a line item that includes amounts collected as small donations and book replacement fees to be used to replace worn, damaged and lost materials.

Toni adjourned the meeting at 1:12 p.m.

Respectfully submitted,

Connie Christopher  
Town Librarian

### Cathlamet Public Library Librarian Update



- January through August 2012 circulation was 3% less than 2011. September through December was 39% less, reflecting the impact of changing locations.

- Gary Bortel, IT Manager at WSL, will spend January 30/31 in Cathlamet uploading LibrarySoft data base into Koha, the open-source software we will be using, and formatting it. This is far outside his job description.
- The Library's Web site is evolving. A preview for Town Council is tentatively scheduled for their February meeting.
- We have added about 40 new 'old' photos to the Wahkiakum County Rural Heritage site – topics include school photos from the 1950s, family camp and other historic shots from around the county.
- Based on conversations with Heidi Heywood, Town Attorney, it would be wise for us to create two new policies; a) Gift acceptance policy and b) Volunteer policy. I will bring drafts to the March board meeting for review.
- Library customers are enthusiastic about the new books and movies we purchased in January – given there were very few purchases the second half of 2012.
- American Library Association Mid-Winter conference was held in Seattle last week. I was able to visit the exhibit hall free, thanks to *Proquest* a vendor of library databases, and see what libraries (public, academic, school, medical, etc.) are doing. Themes included eBooks, automation of all sorts and environmentally friendly practices. The latest public library initiative is enhancing the capacity of libraries to advance community goals and to be active change agents in communities across the country.
- The NoaNet Right-of-Access contract was signed on January 23. They need to complete the work by the end of January.
- Volunteer Craig Brown moved the library directional sign from the old location to a spot where it is visible from River Street.