



BOARD OF TRUSTEES MEETING  
October 17, 2024

The meeting was called to order at 3:34pm

In attendance Bryce Kammers, Shannon Grow, Jay Backus, Mary Jackson, Allisha Parot, Erin Kolb, Nicole Hahn

Additions/Corrections to the agenda: Magnum Construction and November Board Meeting date change – Tuesday, November 19 at 3:30pm  
Jennifer confirmed we can make “Additions/Corrections” to the agenda

Acceptance of minutes:

Jay moved to accept the September minutes. Mary seconded and the motion passed..

Financial report:

Board requested to include Payables in Board packet. Jay moved to pay vouchers & payroll as a slate. Shannon seconded and the motion passed.

Vouchers 24-305 – 24- 341	\$34,676.93
September Payroll	\$67,703.00
Total	\$102,379.93

Public/Staff Comment (3-minute limit):  
There were no public or staff comments.

Old business:

Patio Garden project: Magnum Construction will bid the project. Director provided a striping update for parking lots; job will be done in the Spring 2025.

We are hiring accounting firm for payroll: CliftonLarsonAllen LLP drafted a payroll contract. Board and Director will review the drafted agreement and Director will send to ACL pro-bono lawyer for review.

New business:

Code of Conduct policy revision: Request to include cannabis as smoking item not permitted within 25 feet of library door to our Rules of Conduct. Jay moved to approve the change, Mary seconded and the motion passed.

Surplus: Shannon moved to surplus Brother MFC-9970CDW wireless printer and roll of carpet, Jay seconded. Motion passed.

Reinvesting interest: Jay moved to move last month interest into investment, Mary seconded and the motion passed.

Mary moved and Shannon seconded to establish 2 accounts at Twin River Bank for processing of payroll. The motion passed.

Jay moved to add three signatories to all Twin River accounts: Jennifer Ashby, Allisha Parot, and Bryce Kammers. Shannon seconded and the motion passed.

Asotin High School Library situation: There have been significant layout changes and collection reduction at AHS Library to make more meeting space. AHS is open to program collaboration with ACL.

Consideration of Levy Lid Lift in 2025: Restoring our 50 cents per thousand allowable levy rate. If it passes, this would increase income from property taxes of approximately \$200,000 annually beginning in 2026. We discussed when to put it on the ballot (August or November). We are leaning towards November 2025 election. Jennifer will contact people who might have a good perspective on which time would be best to be on the ballot.

Preliminary Budget 2025: Review and discussion about preliminary budget: grants, staffing, maintenance. Director will provide Board an updated spreadsheet with actual dollars in 2023 and projected for 2024. Director will clarify Capital and Repair/Maintenance line item as related to the Heights Patio project. Director will reformat the spreadsheet. Discussion about reserves and keeping that figure to a minimum. Shannon moved to accept the preliminary budget with updates. Jay seconded and the motion passed.

Assistant Director salary - Executive session (limit 20 minutes)  
Shannon moved to go into Executive session at 4:47pm. Jay seconded and the motion passed. The board came out of executive session at 5:06pm.

#### Reports:

Director – see attached  
Adult Services– see attached  
Youth Services– see attached

Communications: There were no communications

#### Committee Reports:

Strategic Planning ; Friends; Foundation – no reports.

The meeting was adjourned at 5:07pm.