



BOARD OF TRUSTEES MEETING  
February 18, 2025, 3:30pm

Present: Bryce Kammers, Jay Backus, Shannon Grow, Mary Jackson, Jennifer Ashby, Allisha Parot, Erin Kolb, Nicole Hahn

The meeting was called to order at 3:30pm

There were no additions/corrections to the agenda.

Shannon moved to approve the January meeting minutes. Mary seconded and the motion passed.

February Financial Report. Jay moved to transfer \$10,000 from Investment to Cash. Shannon seconded and the motion passed. Jay moved to approve the vouchers and payroll. Mary seconded and the motion passed.

There were no public/staff comments.

Old business:

Open Board position – There were two applicants. One isn't qualified because they are a Clarkston resident. Shannon moved to recommend Marilyn "Sue" Griffin be appointed by the County Commissioners to the Library Board of Trustees. Jay seconded and the motion passed.

There has been no communication about our EEOC claim.

New business:

Asotin County Museum Bryce will call Ron Hostetler as follow-up to our letter.

Maintenance. We had a roof inspection and received roofing quotes with an estimate that the roof will last another 3-5 years. Current needed repairs will cost around \$29,000. A roof replacement will be around \$230,000. We discussed roofing options and quotes. Jennifer will submit a capital improvement to the Department of Commerce request this year. If funded, it would cover 50% of the cost.

Patio Garden Quotes –Jennifer recommends approving \$64,986.50 + \$3,333.39 for received quotes from McCall’s Concrete Construction and Flerchinger Electric. Shannon moved to approve. Mary seconded and the motion passed. Jennifer will approach the Foundation for extra financial support, particularly for the StoryWalk™.

Camera Quote – We had discussion about drafting a potential camera policy. Shannon moved to approved ITC Systems quote for \$7,435.96. Mary seconded and the motion passed.

Vacation & Sick Leave – Payroll is requiring an adjustment to our policy. Allisha will add a statement to the policy. Shannon moved to approve a change to the policy to include a definition for hours worked. Mary seconded and the motion passed.

Organizational Chart – Jennifer recommended that we move the Circulation Services, Technical Services, Senior Library Associate positions under Assistant Director to better reflect what is happening and to reduce the number of direct reports to the Director. Shannon moved to approve the Organizational Chart as proposed. Mary seconded and the motion passed.

Jay moved to close the PIFCU savings account Shannon seconded and the motion passed.

#### Reports:

Director: See written report.  
Assistant Director: See written report.  
Adult Services: See written report.  
Youth Services: See written report.

#### Communications:

#### Committee Reports:

Strategic Planning – Pass  
Friends: Library Giving Day is April 1, 2025. Fundraising for Teen space.  
Foundation: Election of officers on Tuesday, February 25, 2025.

Wanda Keefer, ACL Foundation, came in at 4:32pm. Director provided her with an update on approved bids for Heights outdoor project.

Adjourned at 4:38pm.