



BOARD OF TRUSTEES MEETING

July 17, 2025, 3:30pm

Present: Bryce Kammers, Shannon Grow, Jay Backus, Sue Griffin, Wanda Keefer, Jennifer Ashby, Allisha Parot, Erin Kolb, Nicole Hahn

Call meeting to order:

- Bryce called the meeting to order at 3:32pm

Additions/Corrections to the agenda:

- None

Acceptance of minutes:

June Meeting Minutes

- Shannon moved to approve, Sue seconded, motion passed

Financial report:

July Financial Report

- No transfers necessary. Shannon moved to approve vouchers and payroll, Jay seconded, motion passed

Public/Staff Comment (3-minute limit):

- none

Old business:

EEOC update

- none

Patio Garden

- Jennifer, Wanda, and others met with Master Gardeners today. Mapping out where flower beds are going to go.
- \$10,000 has gone to Foundation for plants and signs.
- Sprinkler system is in process of getting fixed (Jennifer will work to make original contractor fix sprinklers, otherwise she is looking for quotes from another contractor).
- Steps will be taken to salvage grass.
- Lid Lift Resolution
 - o Pro/con statements - Group needs to be recruited to write these up (can't be staff or board member) - Dennis has been nominated, he will likely recruit others
 - o Board and staff can provide information and talking points, but cannot campaign

Grants update

- Mary N. and Jennifer are almost done with their grant. Will show write-up at next Board meeting. Will present at Association for Rural & Small Libraries in September.

Photos & blurbs for website

- May be rescheduling from next Thursday to another time when Sue, Nicole, and Mary J. can all be present as well as staff

Upcoming board opening

- Bryce is officially resigning as Board chair effective at the end of this meeting, but willing to stay on the Board as a member. Will send official resignation letter to Jennifer ASAP
- Elections will happen in the August meeting

New business:

Pro/Con statements for Voter Pamphlet

- Shannon moves that we are officially seeking statements of pro/con for voter pamphlet, Jay seconded, motion passed

ASO petty cash

- Shannon moved to approve resolution 2503 to dissolve petty cash account at Asotin branch, Jay seconded, motion passed

HTS petty cash

- Has been signed out of ACL's cash as "HTS change". Auditor does not like this
- Shannon moved to approve resolution 2502 to open petty cash account at HTS, Jay seconded, motion passed

Open Data Policy

- Link for toolkit will be added when it has been published on WebJunction
- Starting quotation will be added where it is missing
- Jay moved to adapt the Open Data policy, Shannon seconded, motion passed

Reports:

Director; Assistant Director; Adult Services; Youth Services:

- See written reports

Communications:

- Wanda
 - o Working on patio garden
 - o Need to do some more grant applications because we're not getting some of them
 - o Working with Brad from the Friends group to revise vision and mission statements as well as outlining roles and responsibilities between the two groups

Committee Reports:

Strategic Planning – none

Friends – none.

Foundation – none

Adjournment:

- Bryce adjourned at 4:21pm