

## **Rainier City Board Meeting**

**May 7, 2022**

**2 p.m.**

**Rainier City Library**

Marcia Roberts called the meeting to order at 2.02 p.m.

**Board Members present:** Marcia Roberts, Kim Worrall, Brandy Blackburn, Tonya Higgins, and Jasmin Ellwood

**Board Members absent:** None

**Staff present:** Colette Nordstrom

**Community Members present:** Dr. Joseph Hattrick

**Visitor Comments:** None

### **New Business:**

**b. Have Board Members read the Trustee Handbook?**

Yes, all board members have read the handbook.

**c. Is the Library Board meeting Municipal Codes 2.20.40**

There are no answers yet. This is part of an ongoing conversation between Dr. Hattrick and Scott Jorgensen regarding the IGA. Some of library board members suggested Connie Budge come to a Library Board meeting and express what she would like to see happen regarding the municipal codes and the library.

**d. Update on Background checks for the City**

The Library Board agreed that background checks for library volunteers should fall on the City, (because it is a City requirement,) and not the school district. Dr. Hattrick will visit with Scott about how he handles the City's volunteers and will advise the library board of the proper process.

Dr. Hattrick asked the board if they would be open to moving the Library Board meetings from Saturday's to a weekday so Scott could attend some of the meetings. All board members agreed to move the monthly meetings, tentatively to the third Monday of the month.

**e. Pick one board member for Library Coordinator interview panel**

Kim Worrall offered to sit on the interview panel for a new librarian. Jasmin will be allowed to "sit in" as an observer.

**f. Poetry Contest refreshment update/ Tonya**

Winners for the Poetry Contest will be announced May 14<sup>th</sup> at 1:00 pm, in City Park. Winners will be encouraged to read their poems. Tonya will create an online presence for getting the word out. Light refreshments will be served.

The library would like to have announcements concerning the library read at the High School when applicable.

Brandi Blackburn offered to be the Library's Facebook administrator.

The meeting was adjourned at 3:00 pm.

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Marcia Roberts – Board Chair

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Colette Nordstrom – Librarian

## Library Coordinator Report for May 2022

I worked with More Power Technology this month to update all computers in the library. The new computers have been ordered. I am not sure when they will arrive. Installation for the computers will happen shortly after arrival. There is a remaining balance of \$1782.00 on the ARPA grant that will need to be spent prior to August 31, 2022.

The new Library banner has been assembled and is on display out front. It is colorful and I am hoping it draws attention to the library.

I have finished cleaning up the 54 pages of "past due" books. I kept past due books on file for 2020, 2021, and 2022, everything prior to that was placed in a lost category and the patrons library account was flagged. It will be up to the new librarian on how to proceed with getting those books back into the library.

I've been cleaning things out and tidying things up as I prepare for retirement.

I hope the library is successful this summer and sees many patrons.

**City of Rainier**  
**Options for Library Services**

**Option 1:** City Employee with full benefits

**Hours of Service:** 40

**Estimated Annual Cost:** \$68,573/ year

**Pros:** Additional hours offered; could enable more evening hours; employee would only have to contribute around \$90 per month towards health insurance costs

**Cons:** This exceeds the budgeted amount of \$60,000; budget would have to be changed to reflect change in status from contract service to city employee

**Option 2:** City Employee with full benefits

**Hours of Service:** 32

**Estimated Annual Cost:** \$54,645/ year

**Pros:** This would maintain current hours of service and be under budget

**Cons:** Employee would have to contribute around \$450 per month towards health insurance costs; budget would have to be changed to reflect change in status from contract service to city employee

**Option 3:** City employee with no benefits

**Estimated Annual Cost:** Around \$17,000/year

**Hours of Service:** 19.5

**Pros:** This would be well under budget

**Cons:** Fewer hours of service; budget would have to be changed to reflect change in status from contract service to city employee; employee would not have benefits

**Option 4:** Contract with a different service provider

**Estimated Cost:** TBD

**Number of Hours of Service:** TBD

**Pros:** Costs and hours of operation can be included in the contract; maintains current status as a contracted service; would not require any change to the budget; costs can be set, contained and kept predictable; contract can be cancelled if services do not meet expectations

**Cons:** Benefits would not be offered