

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**December 18, 2014**  
**Colville Public Library**  
**195 South Oak, Colville, WA 99114**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 3:05 p.m. by Catharine Whitby, Chair. In attendance were Chair, Catharine Whitby, Vice Chair, Rick Moore, Trustee Linda Shaw, Trustee Adena Sabins and Trustee JD Meacham. District Director Amanda Six, Business Manager Janet Eide and Administrative Assistant Rebecca Moore were also present.

**VISITORS** – Russ Larsen, Missy Stalp, Don Dashiell and Andrew Engel joined the meeting.

**GREETINGS** – Catharine welcomed everyone and thanked the visitors for attending.

**PUBLIC COMMENT** – Mr. Larsen talked to the Board about the Colville public bathrooms. He believes that both bathrooms should be unisex. He stated that there is always a line for the men’s bathroom. Amanda said she would talk to Krista Ohrtman, Colville Library Manager, about it and check on current building codes to see if it is possible to change.

Missy Stalp, Libraries of Stevens County Foundation President, shared with the Board that she is interested in starting a PAC (Political Action Committee). Her goal is to try and change state legislation regarding the cost of putting a levy vote on a ballot. Missy also talked about the Library Foundation. The Foundation will be using a new budget process this year and their focus will be on Early Literacy. The Foundation is also finalizing a fundraising event for the Library District this spring featuring Mike Leach, the Washington State University (WSU) football coach, and author of “Geronimo”. The next Foundation meeting will be January 22<sup>nd</sup> from 12-1 p.m. in Chewelah and Missy encouraged anyone interested to attend.

**AGENDA CHANGES** – Colville Library Staffing Agreement was added to the Agenda under New Business.

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of November 20, 2014 were reviewed. Rick made several suggestions to help provide more clarity and context for several items. The changes were made.
- (2) The minutes from the Board of Trustees Conference Calls of December 8, 2014 were reviewed. **Attachment (1)**
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 11/13 – 12/11/14 – 87 Vouchers total \$52,481.25  
Payroll Warrants November 2014 – 24 Direct Deposits for a total of \$58,121.03
- (4) Detailed Revenue & Budget Status Reports for November 2014 – Linda asked about uncollected revenue and if the remaining amount will come in. Janet and Amanda answered “yes” that some of it would come in but some may be unpaid taxes or an overestimate of new construction and may not come in before the end of the year. In January the deficit may require a resolution to make up for the loss of revenue and balance the budget after the 13<sup>th</sup> month bills are submitted.
- (5) The Director’s November 2014 time sheet and accumulated vacation & sick hours were reviewed.

**Motion made to accept the Consent Agenda, with corrections as suggested.**

Motion made: JD  
Motion seconded: Linda  
All in favor: Unanimous

**UNFINISHED BUSINESS:**

- (1) **City Contract Language Review - Update:** Nothing new to report.
- (2) **Kettle Falls Annexation & Building Project Discussions:** Amanda will be speaking to the Kettle Falls City Council on January 20<sup>th</sup> at 7:00 p.m. She will present the process for annexation. The Council has already been briefed by the Mayor of Kettle Falls and the City Clerk. The Mayor has heard from Kettle Falls residents they wish to have the ability to vote for the library levy and that would be possible with annexation.
- (3) **Policy Review – Travel Policy:** Amanda suggested that the Board attack a portion of the travel policy at each of the next future meetings. This agenda item was tabled until the January meeting.

**NEW BUSINESS:**

- (1) **Holiday/PLD Schedule - 2015:** Amanda surveyed the staff and everyone that replied to the survey stated that they are happy with a specified list of closed holidays, instead of a combination of holidays and personal leave days. Adena questioned as to why the Library does not observe Presidents Day and Columbus Day (the other 2 federal holidays) but do acknowledge the day after Thanksgiving and Christmas Eve. Amanda explained that the holidays are part of the compensation package for employees. Last year the Board approved 11 holidays (in previous years they approved 7 holidays and 4 personal leave days). The Board suggested that since the holidays are part of compensation for employees that the number of days should be discussed and approved at the time of the budgeting process and not in December. Per library district policy, the Board has the power to decide how many days are allotted to employees and when those days should be. Becca will add that to the agenda along with the mileage reimbursement in September. JD asked how long this policy has been in effect. Amanda stated that it has been in effect since 1996 and until 2014 the District used the model of a mix of holidays and personal leave days. Employees were happy with the shift this year and it helped with staffing since the library was closed for those specific days, and no substitutes were needed to cover absences used with personal leave days. Adena suggested switching closure on MLK day for President's Day. Rick did not agree. Don Dashiell added that the city of Colville does not have MLK contracted into their holidays. After discussion the board decided to be open New Year's Eve (December 31) and closed on President's Day (February 16, 2015).

**Motion made to modify the Holidays to be open New Year's Eve and close President's Day and accept the rest of suggested Holidays for 2015.**

Motion made: JD

Motion seconded: Adena

All in favor: Rick, JD, Catharine, and Adena

Abstained: Linda

- (2) **Board Meeting Schedule 2015 - date change:** The May meeting was mistyped on the original schedule last month, falling on the 2<sup>nd</sup> Thursday instead of the 3<sup>rd</sup> Thursday. With approval the meeting will now be May 21<sup>st</sup> instead of May 16<sup>th</sup>.

**Motion made to change the date of the May Board Meeting.**

Motion made: Adena

Motion seconded: Linda

All in favor: Unanimous

- (3) **Conference Call Schedule - 2015:** After looking over the dates it was noted that September 7<sup>th</sup> is Labor Day, a library holiday. The Board recommended moving that Conference Call to Tuesday, September 8<sup>th</sup>.

**Motion made to accept the Conference Call 2015 schedule with one change.**

Motion made: Rick

Motion seconded: Adena

All in favor: Unanimous

- (4) **2015 Trustee Board Executive Elections -** Linda suggested the trustee positions stay the same since it worked so well this year, JD agreed. Adena suggested that Rick become chair since he had so many years' experience as co-chair. JD stated that historically when rotations happen so quickly effectiveness is lost. He thought perhaps a two year minimum in a position would be better. He admires how Catharine has kept us on track. Catharine stated that unlike other Boards the chair of the Library Board does not drive the vision of the Board. It is more about running the meetings. Adena asked how the District arrived at this setup for the Board. Catharine explained that the board by-laws dictate what the Board needs for leadership: there is no need for a treasurer and the Library Director serves as the secretary leaving the need for just a Chair and Vice-Chair. Rick agrees that Catharine would do a great job filling the position for one more year. Linda does not feel ready to take on a leadership role. Adena likes the idea of change. The Board voted by secret ballot. After the ballot count, Rick was awarded the Chair position and Adena the Vice-Chair position.

- (5) **Hunters Rental Agreement:** The Hunters Library is housed in a building owned by Rural Resources. About five years ago, Rural Resources received a grant to provide remote-site meetings with clients (instead of just meeting in

Colville). Rural Resources partnered with the Library District and used various library locations throughout the county (including Hunters) for meetings with clients. In return, the District did not pay rent for the library space. Rural Resources no longer has this grant and is now requesting rent from the Library District of \$250/month. Janet and Amanda put together a written agreement and are waiting to hear back from Rural Resources before signing. Rick requested that Rural Resources provide, in writing, verification of their insurance. Amanda is hoping to approve in January. She will forward the agreement to the Board when she receives it.

- (6) **Staff Day:** The Library District would like to hold a Staff Training Day on Wednesday, January 7<sup>th</sup> in Colville. The staff will discuss ways to handle conversations with patrons and the public regarding budget cuts and Saturday closures. She would also like to work on specific library procedures. Amanda sent out a survey asking staff what procedures they felt were most important to be familiar with. It is her hope that the District can produce a "procedures manual" so that each library is on the same page regarding specific situations or problems.

**Motion made to approve Library closure January 7<sup>th</sup> for Staff Day.**

Motion made: Rick

Motion seconded: JD

All in favor: Unanimous

- (7) **Online Memoranda:** Rick suggested that it would be useful to have access to some of the documents the Board is sent in a shared location, perhaps google docs, google drives or the intranet. He asked if that would be helpful to other Board members. After some discussion Amanda said she would talk to Krista, Jessica, & Becca about a good solution and report back in January.

- (8) **Colville Staffing Agreement:** Amanda shared the yearly contract agreement from Colville for staffing. This contract is the contract between the City of Colville and the Library District for Management of the Colville Library. The wording in the contract states that the city can cancel at any time without warning. The Board does not feel comfortable with this wording and requested a change to include a notice of 30, 60 or 90 days. The Board would also like a formula stated in the contract to show how the two parties arrive at the contracted amount every year. The Board believes this contract should go hand in hand with the agreement for services. The Board would like the District to be on a path to change this before it is signed next year. Amanda will talk to Holly Pannell, Colville City Clerk, and will express the Board's concerns. Becca will add this item to the January agenda. The Board would like to work up a formula to present to the city showing an equivalent amount for the city to pay to be in line with what county residents are currently paying. Rick will work with Krista and Amanda to get started.

**Motion made to approve Colville Staffing Agreement as it stands this year.**

Motion made: Rick

Motion seconded: Linda

All in favor: Unanimous

- (9) **Executive Session - Directors Evaluation:** The Board adjourned to Executive Session beginning at 6:34 ending at 8:10. The session was held to review and evaluate the performance of a public employee (Library Director) per RCW 42.30.110.g. No items were voted on during the Executive Session.

**REPORTS**

- (1) **Director's Report: Attachment (2)**

- (2) **Trustee Report:**

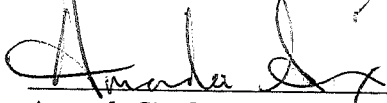
- (3) **Others:** County Commissioner, Don Dashiell asked the Board about any interest in including a library insert in the tax statements going out in January. He also asked if Amanda had been able to visit with Mark regarding moving District servers to Colville. Amanda explained that though we would like the opportunity to do that at this time it would be difficult since the District is set up very differently and all the computers are not linked. However, Amanda hopes that perhaps County IT people might be available to sub-contract for technology assistance. Amanda plans to meet with Mark after the first of the year. Don asked about the District having space in Lakeside that could be shared with SCAT (a southern Stevens County public safety organization.) Since the District does not own the building in Lakeside it does not seem like a feasible solution but Amanda told Don that she would contact the owner of the building and pass along the information that SCAT is looking for a new location.

ADJOURNMENT

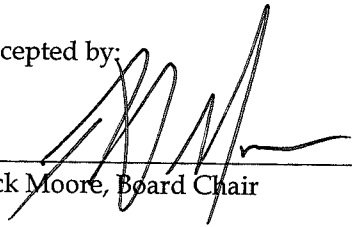
The meeting of the Board of Trustees was adjourned at 8:10 pm.

Chair adjourned the meeting.

Respectfully submitted:

  
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Amanda Six, Secretary, SCRLD

Accepted by:

  
\_\_\_\_\_  
Rick Moore, Board Chair

1/15/15  
Date

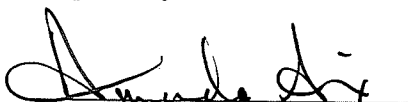
**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Conference Call**  
**December 8, 2014**

The conference call was called to order at 9:04 a.m. by Catharine Whitby, Chair. Present were Catharine Whitby, Chair, Rick Moore, Vice Chair, JD Meacham, Trustee, Linda Shaw, Trustee, Adena Sabins, Trustee and Rebecca Moore, Administrative Assistant. Amanda Six, Director was absent from the call.


**AGENDA**

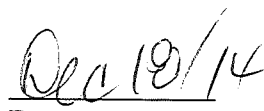
- **GREETINGS**
  
- **OPENING**
  
- **PUBLIC COMMENT**
  
- **ACTION ITEMS**
  
- **DISCUSSIONS**
  - The December 18, 2014 regular Board Meeting Agenda – Becca had a note from Amanda to add Hunters Rental Agreement to the agenda. Rick asked that Online Memoranda be added as well.
  - 2015 Staffing – Amanda sent notes with Becca regarding 2015 Staffing. Managers met last Friday to finalize the 2015 staffing schedule. Kettle Falls, Colville, Chewelah, Loon Lake, and Lakeside will be closed on Saturdays. Kettle Falls, Colville, and Chewelah will be open until 6pm on Fridays (they currently are open until 5pm). Shifts have been structured to (hopefully) reduce the need to get a sub if one person is absent. Courier deliveries will be Monday, Tuesday and Thursday. The bookdrops in Gifford and downtown Springdale (there will still be one at the Mary Walker School) will be relocated to Colville and Chewelah to accommodate the libraries being closed on Saturdays.
  
- **NEW BUSINESS**
  - Rick shared with the Board that he and Amanda spoke with Vickie from the tax assessor's office regarding the "new construction" portion of our budget. They reviewed how that amount is calculated and added to our revenue for the year. After talking to Vickie they both feel better educated in how the District should estimate this amount for our yearly budget. Catharine suggested having someone from that office come and give a tutorial in February so the Board can have a better understanding of how our revenue is calculated as well.
  
- **ADJOURNMENT - 9:18 a.m.**

Respectfully submitted:

  
Amanda Six, Secretary, SCRLD

Accepted By

  
Catharine Whitby, Board Chair

  
Date

Next Conference Call meeting is Monday, January 5<sup>th</sup>, 9:00am

## Library Director's Report

December 18, 2014

### Information Sharing:

- Amanda and Teah participated in a day of interviews for the architect for the Kettle Falls Library-Community Center Project. They were joined by David Keeley, Kettle Falls City Planning Director and Dorothy Slagle, Kettle Falls Mayor. Four architecture firms were interviewed. The interview panel unanimously selected the Wolfe Architectural Group from Spokane. They were approved by Kettle Falls City Council on December 16 and will begin the design process after the new year.
- Amanda and Sarah English attended some Early Learning meetings on December 9<sup>th</sup>. The Library is partner in a project to form a Tri-County Early Learning Coalition.
- There was a Library Foundation meeting on December 12. Sarah English attended and represented the staff.
- Krista and Amanda attended the Colville City Council meeting on December 9<sup>th</sup> to update them about the new hours changes for 2015.

### Colville Public Library (from Library Manager, Krista Ohrtman)

- One of the local Head Start classes has begun monthly field trips to the library for a special storytime with Adrienne. It is always a highlight to see them packed into our children's area enjoying stories and songs.
- Colville has recently seen an influx of patrons who are homeless. One patron in particular has multiple service animals (1 dog and 2 ducks). Our staff have been brushing up on our procedure in dealing with service animals and practicing consistency and fairness in enforcing our Code of Conduct. I am so proud of the patience and acceptance that the staff in Colville maintain even with patrons who can be challenging.
- Krista and Amanda had a conference call with the Executive Director of TLC and Product Owner (head developer) for LS2 - our Integrated Library System software. We were able to address a few of the concerns/areas for improvement we are hoping for and look forward to seeing these issues resolved.
- Weekly Open Lab gadget help has been busy with patrons bringing in their tablets, devices, and laptops for help. We will be taking a few weeks off from offering this service (due to being short-staffed), but expect it to be highly utilized again in January.

### Kettle Falls Public Library (from Library Manager, Teah Chadderdon)

- *Library Youth Garden* is still doing well.
- *Storytime* has slowed down a bit.
- Starting in 2015, *Book Club* is going to change slightly. Bronwyn is no longer going to facilitate Book Club; instead, two regular attendees are going to facilitate the discussion group.
- We cancelled Movie Club. So starting in 2015, we will no longer have Movie Club in Kettle.
- Patrons started bringing in healthy snacks for the kids after school. Apparently, they saw the snacks I have been providing from our partnership with the Food Bank and they were so impressed they wanted to contribute. I love Kettle!
- The Washington Rural Heritage grant is moving along smoothly

### Technology Report (from Jessica Varang)

- The new self-check was installed at Kettle Falls
- Auto-update software installed around the county by MCIT; still some bugs/final steps to finalize, but appears to be working
- Filter rebuilt and put in at Lakeside by MCIT, Hunters is rebuilt and set to install on Friday by MCIT
- New kids computers installed at Chewelah, Colville, and Kettle Falls with AWE educational software (approx \$3000 per computer), 50 educational kids games, all donated by Spokane County Library District.
- Digital Petting Zoo tour around county two weeks prior to Thanksgiving - low turn-out in most areas (small locations had higher turnout)
- Prepared new Overdrive handouts for Apple, Android, and Kindle devices