

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
April 16, 2015
Lakeside Community Library
6176 Hwy291, Nine Mile Falls, WA 99026

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:11 a.m. by Catharine Whitby, Trustee. Rick Moore, Chair joined the meeting a few minutes later. In attendance were Rick Moore, Chair; Linda Shaw, Trustee; JD Meacham, Trustee and Catharine Whitby, Trustee. Amanda Six, District Director; Janet Eide, Business Manager; Brooke Golden, Lakeside Library Manager and Rebecca Moore, Administrative Assistant were also present. Adena Sabins, Vice Chair was absent.

VISITORS - Terri Marikis and Lois Koehler from the Lakeside Friends group joined the meeting.

GREETINGS - Catharine welcomed everyone to the meeting and thanked the representatives from the Lakeside Friends for joining us. The Board especially thanked Lois for providing a delicious lunch for all of the meeting attendees.

PUBLIC COMMENT -As a Friend Terri is here to ask what the Friends can do to help the Library District. Terri will also be in charge of Summer Reading programs in the Libraries this summer. The Friends have created a mailer to bring awareness to what the library has to offer the Lakeside community. The Friends would like the District to proofread the mailer before it is distributed. What would the District want the public to know and when would be the right time for the mailer to go out? The Friends will pay for printing and mailing and plan to add these information sheets to the kindergarten packets at school. The Friends also provided lunch for the Board to share in at the end of the meeting.

AGENDA CHANGES - None

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of February 19, 2015 were reviewed.
- (2) The minutes from the Board of Trustees Strategic Planning Meeting of March 6, 2015 were reviewed.
- (3) The minutes from the Board of Trustees Conference Calls of March 9, 2015 and April 6, 2015 were reviewed.
Attachment (1)
- (4) The following vouchers and warrants were approved for payment:
Accounts Payable 2/19 - 4/2/15 - 119 Vouchers total \$73,440.72
Payroll Warrants February and March 2015 - 44 Direct Deposits for a total of \$113,891.14
- (5) Detailed Revenue & Budget Status Reports for February and March 2015
- (6) The Director's February and March 2015 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda as presented with revisions.

Motion made: Catharine

Motion seconded: JD

All in favor: Unanimous

UNFINISHED BUSINESS:

- (1) **City Contract Language Review - Update:** Amanda wants there to be a consistency, continuity and common language when talking to the cities regarding contracts. Amanda would like to have the Board form a sub-committee to work through city contracts. What language is best for starting conversations with the cities? There is no language regarding facilities in the RCW. Rick suggested that our discussion should be motivated by two things: What is our philosophy? And what is our obligation to our constituents in the county? Make sure contracts state that both parties have the ability to cancel the contract not just the city. Amanda noted that due to the unique way the district was formed, piecemeal over time, that every city has some distinct issues:
 - a. **Chewelah** - the City owns the building and recently annexed into the library district. A new contract needs to be developed with the City to reflect this change.
 - b. **Kettle Falls** - The new expansion of the Library in Kettle Falls is being funded by a Community Development Block Grant (CDBG) and as such, the building must be owned by the city for a minimum of twenty years. At this time the building is being built with the District agreeing to provide services in it. The relationship with the city of Kettle Falls is very fragile at this time. The Kettle Falls Library Board Chair would like to approve putting annexation on the ballot.

- c. **Northport** – the Library District owns the library building in Northport and the City of Northport is annexed into the Library District. The Board asked for clarification on why we own a building in Northport. Amanda explained that at the time Northport had already annexed and the District was in need of a location. Buying a building was the only suitable option. Rick stated that it is the goal of the District to provide library services in each location in the best way possible.
- d. **Lakeside** – due to circumstances with the landlord of the building the library currently rents, the library may have to relocate in the new future. This opportunity also provides the district with a chance to re-think the type of service provided in the Suncrest-TumTum area of southern Stevens County.

Catharine agreed to work with Rick to develop a position paper to develop the District’s philosophy of facilities and service. The committee will work via email and will complete the paper by the May meeting. Amanda would like to schedule a meeting with the City of Chewelah no later than June.

- (2) **Kettle Falls Annexation Discussion - Update:** Nothing new to report. The discussion is on hold at the moment.
- (3) **Policy Review – Travel Policy:** The Board reviewed all new edits to the Travel Policy draft

Motion made to accept the updated Travel Policy.

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

- (4) **Strategic Planning:** With several empty positions within the District, and a few more on the horizon, the District staff have been very busy. The Board feels it would be best to adjust the timeline of the Strategic Planning process. Our current plan runs through 2015. The staff surveys are in and Amanda will compile the responses and report back to the Board. Amanda stated that she would still like to have a goal of completing the updated strategic plan prior to finalizing the 2016 budget this fall. Rick noted that even if we do not meet that timeline, we will still have a working strategic plan and could postpone the update until 2016.
- (5) **Board Goals for 2015:** No specific goals were established but some suggestions were discussed. Catharine would like to offer help where needed. She would like to keep in good communication with Amanda and offer support where needed. Rick stated that it is not necessary at this time to have additional goals other than following goals associated with the current Strategic Plan. With regards to the goals for Strategic Planning, the Board should think on where the library should be and how to get there. Linda wants to work towards a “yes” vote for a lid lift and to report to the public more about what the library does and all the great things that can and do happen in the District. JD has a personal goal to get the libraries stories out there. He wants to remain flexible and viable in a community sense. Rick suggested that the Board come up with some criteria to grade themselves “are we being useful as a Board?”

NEW BUSINESS:

- (1) **Updated Mileage Reimbursement Rate:** On January 1, 2015 the federal reimbursement rate was raised from \$.56/mile to \$.57.5/mile. Since the District’s current budget was established with the \$.56/mile rate and with current budget constraints the Board decided to leave the rate at \$.56/mile. The Board will revisit the rate at budget planning time (autumn).

REPORTS

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

Kettle Falls Building Expansion Update: During discussions with the Architect and City of Kettle Falls Staff, it became apparent that the Kettle Falls Library would need to be relocated during construction. By having the library out of the current space during construction, the cost of construction could be reduced by nearly \$30,000. This savings could be put back directly into construction. The exact timing is unknown, but staff are preparing to be out of the building by June 1st. The District has received approval from Dave Keeley to use the Kettle Falls Information Center as a temporary location. The Information Center will not be able to hold all of the Kettle Falls

computers, but will be a temporary solution until the building is completed. The District may rent a mobile storage unit to hold the additional items.

(2) **Trustee Report:** None

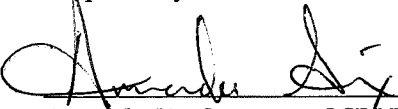
(3) **Others:**

ADJOURNMENT

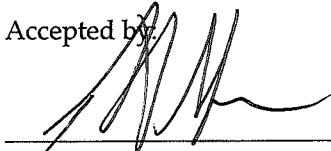
The meeting of the Board of Trustees was adjourned at 12:56 p.m.

Chair adjourned the meeting.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted by:


Rick Moore, Board Chair


Date



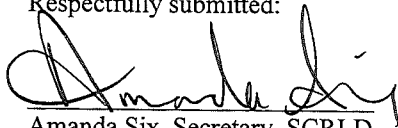
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
March 9, 2015

The conference call was called to order at 9:03 a.m. by Rick Moore, Chair. Present were Rick Moore, Chair; Adena Sabins, Vice Chair; Catharine Whitby, Trustee; JD Meacham, Trustee; Amanda Six, Director and Rebecca Moore, Administrative Assistant. Linda Shaw, Trustee was absent from the call.

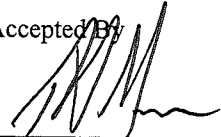
AGENDA

- **GREETINGS**
- **OPENING**
- **PUBLIC COMMENT**
- **AGENDA CHANGES** - add Staff Survey Questions to the agenda
- **ACTION ITEMS**
- **DISCUSSIONS**
 - **The March 19th regular Board Meeting Agenda Changes** - none
 - **Travel Policy** – Rick asked to have the travel policy on the agenda to discuss ride sharing. He opened the floor to discuss an incentive to staff that share rides to conferences or the airport. Amanda stated that she would need to check to see if it is legal to use tax-payer money for incentives; she suspects that it is not legal. Amanda appreciates the thought, but feels that it is complicating a problem that doesn't exist. Catharine stated that it sounded like a slippery slope. Rick noted that he felt the policy should be more clear that cost-saving measures (carpooling, room sharing) are strongly encouraged in order to stretch our training dollars. Becca asked that everyone review the updates to the Travel Policy on google docs before the March regular board meeting.
 - **Community Conversation Questions** – After reviewing the questions the Board made some edits and discussed how to go about collecting information. They decided community feedback could be collected both verbally and written, depending on the comfort of the Board member and the public they are dealing with. Rick asked if anyone was planning to talk to a group. Adena is hoping to talk to some groups in order to get to know more people in her local community. Amanda noted that she will be talking to several civic groups over the next few weeks.
 - **Staff Survey** – The Board reviewed and edited the draft of the survey for the library staff. The survey is the primary way that library staff will provide input on the direction for the updated Strategic Plan. Amanda will send out the survey to all staff this week via Survey Monkey. Staff will be asked to complete the survey by Friday, March 27.
 - **Other** - Catharine suggested that if board members know they will be missing a meeting in the future, that they contact Becca so that she can mark it down well in advance. This will help planning in case a meeting needs to be re-scheduled.
- **NEW BUSINESS**
- **ADJOURNMENT** - 9:48 a.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By


Rick Moore, Board Chair

Date 4/16/15

Next Conference Call meeting is Monday, April 6th, 9:00am

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
April 6, 2015

The conference call was called to order at 9:02 a.m. by Rick Moore, Chair. Present were Rick Moore, Chair; Catharine Whitby, Trustee; Linda Shaw, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant. Adena Sabins, Vice-Chair and JD Meecham, Trustee were absent from the call.

AGENDA

- **GREETINGS**
- **OPENING**
- **PUBLIC COMMENT**
- **AGENDA CHANGES - none**
- **ACTION ITEMS**
- **DISCUSSIONS**
 - **April 16th Regular Board Meeting Agenda Changes - none**
 - **District Credit Card for Melinda Schauer**
Motion to approve a District Credit Card for Melinda for Inter-Library Loan (ILL) purposes.
Motion made: Catharine
Motion seconded: Linda
All in favor: Unanimous
 - **Staffing & Job Openings update - 3 jobs are currently posted:**
 - A 28 hour Library Assistant (LA)1 position in Chewelah. Bronwyn Harris (LA2) is retiring at the end of April, Melinda Schauer applied via the in-house hiring process and was promoted to Bronwyn's position. Melinda's hours will be filled by Lisa Vos (LA1) who will be moving her hours to Colville and Kettle Falls (she currently works at Colville and Chewelah). This opened up the LA1 hours in Chewelah. Linda will prepare a card for the Board to sign, at the meeting, to thank Bronwyn for her 15 years with the Library District.
 - A 40 hour LA2/Community Librarian position - Adrienne will be leaving in May - this position has been posted as either or depending on qualifications of applicants.
 - A full-time Kettle Falls Manager position - Teah Chadderdon has left her position in Kettle Falls and this hire will replace her.

The positions have all been advertised on: the Washington Library Association (WLA) listserv, the Pacific Northwest Library Association (PNLA) job-site, Craigslist, the library's website, the Colville, Chewelah, and Deer Park weekly papers, as well as the Spokesman Review Sunday job classifieds and job website.

- Catharine asked for an update on the Strategic Planning process. Amanda commented that the staff survey's were completed and she was compiling that information. This month the plan is to talk to friends and neighbors and gather their opinions using the questions the Board has compiled. Amanda asked if the Board would be available for another joint Board/Manager meeting on May 8th. Linda and Rick are not available. Amanda said she would send out a

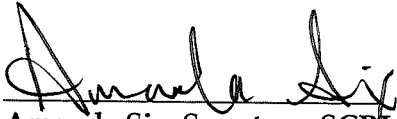
Doodle survey to see when the majority would be available to meet for the next planning step. Amanda has asked Debra Hansen to facilitate that meeting.

- o Lakeside location update – Amanda called the Lakeside landlord, Dwayne Radtke, to discuss any changes that may be necessary for the current contract and dates those changes should be in. During the phone call he notified Amanda that his property is currently in the process of foreclosure. He stated that he would be willing to enter into a month to month contract with the library district after the current contract expires on July 1st. The District is looking into other possible rental properties as Mr. Radtke said the bank would be raising rent after the foreclosure. Rick would like to contact the bank and discuss this. Catharine will contact Brooke to confirm a meeting with rental spaces after the Board meeting next week. Catharine is very interested in following this as she believes this might be a test case in how we see library changes happening in our outlying areas regarding the Strategic Plan.

- **NEW BUSINESS**

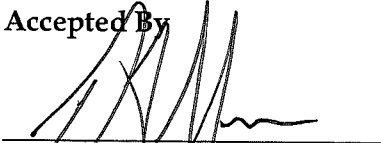
- **ADJOURNMENT - 9:25 a.m.**

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By



Rick Moore, Board Chair

4/16/15
Date

Next Conference Call meeting is Monday, May 11th, 9:00am

Library Director's Report

March & April, 2015

Information Sharing:

- Two long-time library staff, Bronwyn Harris and Nancy O'Neill will be retiring at the end of April, 2015. We are so sorry to see them leave, but wish them well in their new chapters in life!
- Amanda met with Senator Patty Murray's representative from the Eastern Washington office. Amanda presented information on early literacy and early learning needs in the area.
- Amanda has been participating on the weekly WLA Legislative conference calls regarding bills in the State Senate and House that may impact public libraries.
- Amanda gave a presentation to the Colville Rotary on early literacy and early learning issues in the area. Amanda also gave presentations to the Colville Athenaeum Club and the Colville PEO (Philanthropic Education Organization) regarding library services.

Chewelah (from Library Manager, Sarah English)

- The Library was filled with art for the Chewelah Arts Guild Art Walk on March 12. We hosted their Pencil Drawing Contest entries (up through March 30), displayed the altered books created by some of our patrons, showed patron David Murray's photographs, and encouraged attendees to make art of their own by putting their faces in books.
- The Library had a booth at the Chewelah Home and Garden Show and displayed some print resources that home owners may find helpful. Jessica brought the digital petting zoo and that was a big hit.
- Happy news! Katie, Library Assistant, just got word that she was accepted into the first Supercharged Storytimes cohort! Weekly webinars will provide tips and best practices supported by research to help our youngest library patrons have productive early learning experiences.
- Sarah has been elected to the Board of Directors of the Chewelah Chamber of Commerce and Secretary of the Chewelah Arts Guild. As our recent planning meeting showed, it's strategic to be embedded in the community and forge meaningful partnerships.
- The Friends of the Chewelah Library are celebrating their golden jubilee this year, having begun operations in April 1965. An ice cream social is planned for this summer.
- The Friends will be hosting their annual spring book sale in conjunction with Chewelah's City Wide Yard Sale on Saturday, May 2. Find some great bargains and support the Friends!
- We're getting ready to start our pumpkins! WSU Master Gardener Mary Sety will join us May 6 at 3:30 to help us make the best growing containers to give our pumpkins a nurturing start. Folks unable to attend may pick up free seeds and growing tips at the library. Chewelah is aiming to break the record of 2,015 pumpkin in 2015. Help us #LightUptheParkChewelah!

Colville Public Library (from Library Manager, Krista Ohrtman)

- Head Start visited the library Wednesday, March 18 for a special storytime with Adrienne.
- Krista visited Hofstetter School on Monday, March 2 for Read Across America day to share Dr. Seuss stories with first graders. Adrienne also had a special Dr. Seuss Storytime later that week.
- The Improvement Club's Book Sale held on March 13 was well-attended. Their next Book Sale is scheduled for Saturday, May 16.
- Over the last month, the Colville Library has hosted 454 distinct Wifi users - an average of 36 per day.
- Krista and Melinda are currently attending the Washington Library Association Conference in Tulalip. It will be a great opportunity for learning and networking. Krista is currently serving in her first year of a two year term on the WLA Board of Directors.
- Open Lab continues to be consistently attended on Tuesday mornings in Colville. Rick Moore, District Board member, is volunteering in the month of April to staff Open Lab to keep it open during some staffing shortages. Recent queries have included help using Facebook to connect with family and helping to install virus protection software on a patron's new laptop.
- Krista will visit the P.A.C.E. class at the Colville Community College to make a presentation on library resources and sign students up for library cards on April 21st.

Hunters Community Library

- Amanda (and family), Krista and Alex assisted Nancy in the installation of some new library furniture that should make the set-up and take-down of the Hunters Library much smoother, safer, and more efficient.

Kettle Falls Public Library

- The local Headstart class has started coming to Storytimes.
- Planning for the remodel and addition to the Kettle Falls Library is underway. We are currently finalizing plans with the architect and hope to break ground in June. We are also exploring options for a temporary home for library services while the building is under construction.
- A dedicated volunteer is offering weekly after-school programming for Kettle Falls youth, focusing on art. Watercolor creations created by the kids who use the library after school is currently on display at the library.