

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
February 19, 2015
Loon Lake Library
4008 Cedar St., Loon Lake, WA 99148

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:08 a.m. by Rick Moore, Chair. In attendance were Rick Moore, Chair; Adena Sabins, Vice Chair; Linda Shaw, Trustee; JD Meacham, Trustee and Catharine Whitby, Trustee. Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant were also present. Amanda Six, District Director was absent but joined the beginning of the meeting via conference call.

VISITORS - None

GREETINGS - Rick welcomed everyone and told Amanda the Board wishes her well and hopes she feels better soon.

PUBLIC COMMENT - None

AGENDA CHANGES - Nothing was added to the agenda but the Board discussed skipping over items that might need more additional input from Amanda.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of January 15, 2015 were reviewed.
- (2) The minutes from the Board of Trustees Conference Calls of February 9, 2015 were reviewed. **Attachment (1)**
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 1/15 - 2/12/15 - 113 Vouchers total \$61,434.12
Payroll Warrants December 2014 - 20 Direct Deposits for a total of \$58,488.42
- (4) Detailed Revenue & Budget Status Reports for January 2015
- (5) The Director's January 2015 timesheet and accumulated vacation & sick hours were reviewed.

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

Motion made: Catharine

Motion seconded: Linda

All in favor: Unanimous

UNFINISHED BUSINESS:

- (1) **City Contract Language Review - Update:** Nothing new to report.
- (2) **Kettle Falls Annexation Discussion - Update:** Amanda reported that there has been some confusion by a few Kettle Falls residents with regard to the new building expansion project and how it is being funded. Some residents believe that the new building and the possibility of annexation are linked. At the moment there is a lot of misinformation out there. Amanda, Kettle Falls City Planner Dave Keeley, and Teah Chadderdon, Library Manager are creating an FAQ regarding the building project to be presented to local groups such as Rotary and the Chamber of Commerce. Additionally, the FAQ's will be made available at the library and City Hall.
- (3) **Policy Review - Travel Policy:** The Board submitted their edits to the travel policy via google docs before the meeting. Rick led everyone in going through the document line by line to cut, paste and clarify the policy. Within the discussion and editing, the Board asked Janet about the library credit cards getting rewards for purchases. Janet will look into that topic and will report back. Discussions for policy updates included: reimbursement for parking, carpooling, and reporting travel expenses. Becca will clean up the edits and the Board can review them on google docs to approve at the March meeting.
- (4) **Strategic Planning:**
 - a. **Input from the public** - Rick and Catharine submitted several questions that could be used to get public input in helping to create the Strategic Plan. Catharine asked if anyone has come up with an obvious change to the current strategic plan. She feels we are on the right track e-book wise. Adena feels we need to foster more involvement in the community, community awareness and become more integrated into the community. Rick stated that the concept of libraries as an

institution has changed greatly. The Board will discuss further some good fruitful questions that they can ask the public.

(5) **Board Goals for 2015:** This item was tabled until next month.

NEW BUSINESS: none

REPORTS

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

(2) **Trustee Report:** The Board discussed what a help the Colville Improvement Club is to the District. One thing the Club provides is all the shelving for the Colville branch. This is a huge savings to the District. Catharine reported on the Kettle Falls Advisory Board and the Kettle Falls building project. The Friends of the Kettle Falls library have helped to raise \$40,000 to upgrade the current library building and flow with the new building. The new building project hopes to break ground in June 2015 and must be completed by the end of 2016 (grant regulations).

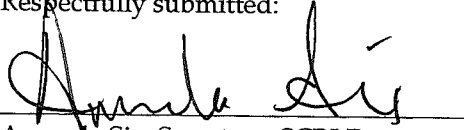
(3) **Others:**

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 1:13 p.m.

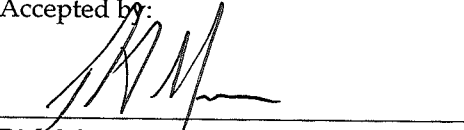
Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted by:



Rick Moore, Board Chair

4/16/15
Date

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

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

AGENDA

- **GREETINGS**
- **OPENING**
- **PUBLIC COMMENT**
- **AGENDA CHANGES** - none
- **ACTION ITEMS**
 - Joint Library Managers – Library Board Meeting – March 6th, 12-2, in Chewelah: The Library Board and Library Management Team agreed that a joint meeting would be the most efficient way to review data (demographic, library use, etc.) together. Amanda noted that the Managers next meeting will be on Friday, March 6 and suggested that the Board join the meeting from 12-2 pm. The managers would like to meet with the Board and discuss Strategic Planning. Catharine asked what the group expects to accomplish. Rick stated that they could use the time look over data that has been collected, analyze that and decide how to move forward. Linda discussed the need to be organized with information ready to go. Amanda stated that she will get information compiled and sent to the Board for their review before the meeting. The Board discussed that when talking to the public and requesting their thoughts and opinions it is important to ask good questions. Catharine said it is important to know what we need to know from them. Just because a community member does not use the library does not necessarily mean that he or she is not a library supporter. At the January library managers' meeting, the managers conveyed that they felt that one-on-one discussions with library users, non-users, voters against, and voters for, were the most valuable ways to get information about the future of the library. The management team felt that "focus groups" didn't always achieve useful information. The managers feel that feedback via conversation with an individual often brought the most useful information. The Board agreed the meeting on March 6th is a good idea. Catharine will be out of town. Amanda will send out the demographic and survey data for review by the board and the managers by February 27th. Rick asked that prior to the Board meeting each member of the Board come up with three or four focus questions that s/he feels is pertinent to ask the public in helping develop to the strategic plan. The Board will send those focus questions to Becca to compile for the meeting and she will add it to the agenda.

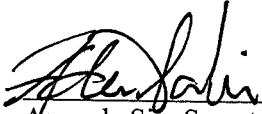
- **DISCUSSIONS**

- The February 19th regular Board Meeting Agenda – Strategic Planning questions for the Board to ask members of the public was added to the agenda under Strategic Planning.
- JD would like to talk about why the District’s administrative offices are located in Loon Lake. He would like the Board to discuss if this makes fiscal sense. Amanda explained several reasons why administration is in Loon Lake. Loon Lake is where the District was formed in 1996 and is one of only two places in the District where the District owns property (the other being Northport). Loon Lake Friends helped to purchase the building and later, the Library District expanded the facility to hold the administrative staff and a server room for the District. Prior to the expansion, the Library Administration was located in a rental property and the expansion of the space eliminated that rental payment. JD discussed that when planning the future Strategic Plan it is important to think about where we center ourselves as a District and would it make more sense to move the administrative office closer to the center of the District. Rick stated that this is a good thing to look at and discuss periodically. Amanda noted that there is a large population in the Loon Lake area, and south, and that from a demographic point of view, the administrative offices are centrally located. Furthermore, Amanda pointed out that relocating the administrative offices would incur a significant cost for the Library. Amanda recommended that the Library Board and staff use the strategic planning process, and community input, to determine if the administrative headquarters should be relocated. Amanda stressed that the administrative functions have been working well and that with the large population in the southern part of the county, that it has been working well to have the library administrative office located in Loon Lake.
- Catharine asked that Amanda report on how Saturday closures are going throughout the District. Amanda will include that in her Director’s Report at the meeting on the 19th.
- Linda asked about the Advisory Boards for both the Colville and Kettle Falls Libraries. She would be interested in a report from the liaisons from the City Boards to the District Board to learn more about what they do. Rick Moore is the current liaison to the Colville Library Board, and Catharine Whitby is the liaison to the Kettle Falls Board. They will both report on the city boards at the meeting on the 19th.
- Rick inquired about what service the District uses for conference calling and suggested looking into freeconferencecall.com as a way to cut costs. Becca will investigate and report back.

- **NEW BUSINESS**

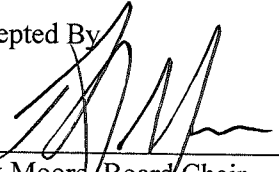
- **ADJOURNMENT – 9:53 a.m.**

Respectfully submitted:


~~Amanda Six, Secretary, SCRLD~~

Adena Sabins
Board Member

Accepted By


Rick Moore, Board Chair

2/19/15
Date

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

Library Director's Report

February 19, 2015

Information Sharing:

- Amanda attended the state-wide Library Directors' meeting in Federal Way, January 21-23. Topics discussed included: current funding laws for public libraries, planning for the future of libraries, and early learning partnerships.
- Summer Reading planning is well under-way: program materials are starting to come in, marketing is being planned, and the programs are being organized. We will offer mighty magnets to teen and adult finishers, and introduce a new component, Bedtime Math, to young participants. Since the theme is "Escape the Ordinary" and is related to super heroes, we are using the left-over signs from a previous year that say "A Super Reader Lives Here" as prizes for kids.
- Amanda is working with the Library Foundation and some physicians at Mt. Carmel to start a Reach Out and Read program that incorporates early literacy into well-child checkups.
- Amanda is also going to meet with the Pete Lewis, Colville School District Superintendent, to discuss partnerships between the public library and the school.

Chewelah (from Library Manager, Sarah English)

- Spring is coming! Chewelah Charlotte did not see her shadow, much to the delight of children of all ages (photo attached).
- Six folks participated in the officially sanctioned book altering activity in support of Chewelah Arts Guild's Art Walk, which will be taking place on March 12th (photo attached). We will also be showcasing the entrees in the Pencil Drawing competition during the event and artist.
- When it rains, it pours. A leak in the storage room ceiling has forced the Friends to relocate their book sale items to another space in the facility, and an under-the-sink water leak has left us without hot water. Both situations are being overseen by the city and their capable crews
- Katie has applied to be part of the Supercharged Storytimes cohort. A peer group of 100 librarians will participate in weekly webinars, apply what they learn in an early learning activity, and reflect on their experience. An online component will be available for the community to share best practices and provide moral and professional support for participants.
- Lisa is on a committee exploring the future of Washington Library Association interest groups. As past chair of the WALE conference Lisa knows first hand the leadership opportunities that interest groups provide.

Colville Public Library (from Library Manager, Krista Ohrtman)

- Library staff are fielding a lot of requests for tax forms (as is typical for this time of year). Unfortunately, the IRS is only sending the most basic forms to institutions who have distributed them in the past. We are working to help patrons print the forms they need or order them online to be sent to their homes directly.
- Several Head Start classes have visited the library this month for special Storytimes with Adrienne. Adrienne also visited Head Start to provide a storytime and library information during part of a parent meeting.
- Planning for Summer Reading is underway - both Krista and Adrienne have been working on preparing publicity to prepare for the summer.
- The Colville Library received a \$1,000 donation from the Colville Athenaeum Club.
- Open Computer Lab time continues to be well-attended. Krista has also scheduled several individual sessions for patrons this month, in addition to the weekly offering.

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

- *Library Youth Garden* is going well.
- *Storytime* numbers are still lower than usual. Headstart is planning to start coming to Storytime, so the lower numbers right now have turned out to be a good thing
- The Library / Community Center expansion has been coming along nicely and WAG is doing a fabulous job

Lakeside Community Library (from Library Manager, Brooke Golden)

- A school bond was on the ballot and failed, so another piece of interesting information about this community, I suppose. The school levy did pass however.
- Seem to be getting a few new patrons, but our circulation stats does not reflect much change. Still feel that a lot of patrons do downloadable here.
- Storytimes have been large--20+ kids for several weeks, new families.
- Sally is working very hard in 40 hour per week role.
- Worked with the elementary school on a 5th grade assignment that we have not done before, so some good collaboration there.
- Everyone is getting spring fever with the crazy nice weather. Gardening books are starting to checkout.

Loon Lake (from Library Assistant 2, Kristy Dyck)

- Kids seem to be enjoying our new Kindle. And, playing so nicely with it and each other. I found it odd and amusing that making paper Valentines trumped the shiny new Kindle for a whole week. I did not expect that!! It was sweet though.
- We seem to have an influx of new users again. Some have just moved here, some are very long time residents who have just decided to start coming in. (Levy? Loon Lake Times articles? Winter boredom?) And, yet others have come in saying that someone in the neighborhood suggested that they come here. Good stuff.

Saturday Closures

- **Chewelah (Sarah):** We've had one concerned person, but I had never seen her in the library before (she was picking up the book club book, though she never came to the meeting.) I worked Saturdays after Kristina left so I don't believe she had been a Saturday person.
- **Colville (Krista):** we have had some comments about what a shame it is that we are closed on Saturdays, but not really any patrons who are irate. When the Improvement Club held their Book Sale on Saturday in January they received some disappointed comments from patrons. Their next scheduled book sale is for *Friday*, March 13th.
- **Kettle Falls (Teah):** It is mostly just sad comments. Sometimes patrons think we (staff) are happy about it, but when we explain that we too are not happy about being closed on Saturdays, and that it is an unfortunate budget cut as a result of five years of continuous budget cuts and increased costs, they see how truly sad being closed on Saturday is and then thank us for being open at all.
- **Lakeside (Brooke):** Most people have been understanding. A couple of people have commented that it is inconvenient or impossible to get to the library now, with no Saturdays and no evening hours. But the evening hours were seldom used in my opinion. Lots of people express their regret about the levy and think it is a sad reflection of our community. The school bond failed recently also, however their levy passed. Quite a few people remark about closed on Saturday seems to go against what a library should be doing, but they also understand the reasons. The bookdrop has been manageable on Mondays.
- **Loon Lake (Kristy):** I was just pondering the Saturday issue this morning. I am surprised that I cannot see a difference in the traffic flow here. We only have one person who cannot come on any day but Saturday, so she has arranged to stop by once a month on Wednesday (her only other day off) to pick up books. She insists that is all that she needs, and seems very happy with the arrangement. Chuck says that Fridays are still quiet. Evenings are still very quiet. Otherwise, Monday and Thursday (Food Bank days) continue to be our busiest days. We seem to be more of a weekday errand than a weekend entertainment. It has been interesting to watch over the last month and a half. We were waiting for a pattern to emerge. So far, it has been pretty straight-forward.