

STEVENS COUNTY RURAL LIBRARY DISTRICT  
Board of Trustees Regular Meeting  
July 16, 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 and Catharine Whitby, Trustee. Amanda Six, District Director and Janet Eide, Business Manager were also present. Linda Shaw, Trustee; JD Meacham, Trustee and Rebecca Moore, Administrative Assistant were absent from the meeting.

**VISITORS** - None

**GREETINGS** - Rick welcomed everyone to the meeting.

**PUBLIC COMMENT** - None

**AGENDA CHANGES** - The Board agreed to add two executive sessions to the end of the meeting. One regarding a personnel issue and the other regarding real estate.

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of June 18, 2015 were reviewed.
- (2) The minutes from the Board of Trustees Conference Calls of July 6, 2015 were reviewed. Attachment (1)
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 6/18-7/2/15 - 47 Vouchers total \$32,756.79  
Payroll Warrants June 2015 - 21 Direct Deposits for a total of \$60,397.65
- (4) Detailed Revenue & Budget Status Reports for June 2015
- (5) The Director's June 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: Adena  
All in favor: Unanimous

**UNFINISHED BUSINESS:**

- (1) **City Contract Language Review - Update:** Amanda has nothing new to report. Rick asked if she had heard anything regarding gifting and she has not. Amanda asked her fellow Directors at the Library Directors' Meeting and several libraries have unusual contracts with their cities. There has been nothing found in the WAC's or RCW's regarding gifting related to this matter. There is no language that states "it must be equitable" or that there is a minimum threshold. Catharine suggested that if there is nothing on the books, from the state perspective, then maybe we need to address this issue with our own policy. It would be a good idea to have something in writing that we can fall back on. This is going to come up down the road and is a potential problem waiting to happen. Rick agreed that it is a good idea to look into creating a policy.
- (2) **Strategic Planning:** Table until August meeting.
- (3) **Kettle Falls Building Project - Update:** Catharine reported that they broke ground yesterday (July 15<sup>th</sup>) on the new building. Amanda thanked Catharine for coordinating all the volunteers for the move to the Information Center. Catharine reported that there were about 30 volunteers and staff that helped with the move. She thanked Adena for spending the day volunteering as well. Jessica is working on upgrading the internet at the Information Center. K20 will stay intact at the old library location and wireless can be used there throughout the construction process.
- (4) **Lakeside Building Discussion:** After the District lawyer looked at the contract and some changes were made Amanda signed the contract for the new building. Demolition has begun and ~~hopes to~~ *should* be completed by mid-

August. The goal is to open in the new location by September 8<sup>th</sup>. Amanda sent the notice to vacate to SALCO Industries informing them that the Library would be moving by August 31<sup>st</sup>. Catharine asked if the Board could discuss selling the Lakeside property, which the District owns, at some point and how would we go about doing that. Amanda suggested that it become part of the Strategic Plan or a bigger facilities discussion. Rick reminded everyone that the Board had discussed doing a facility overview at some point this year. Amanda stated that the District needs to discuss what the long term plan is for Lakeside. Rick agreed, commenting that when the District owns assets they should be revisited every 3-5 years. The board agreed to add facilities to a Strategic Planning Board Retreat discussion in January 2016.

#### NEW BUSINESS:

- (1) **Chewelah Building Update:** The Board adjourned to Executive Session beginning at 10:39 ending at 10:45. The session was held to discuss facilities in Chewelah. No items were voted on during Executive Session.
- (2) **Personnel & Litigation Issue:** The Board adjourned to Executive Session beginning at 10:45 ending at 11:08. The session was held to discuss a personnel and litigation issue. No items were voted on during Executive Session.
- (3) **August Board Meeting Date:** Amanda is unavailable on August 20<sup>th</sup>, the originally scheduled meeting date. The Board decided to move the August meeting to Tuesday, August 18<sup>th</sup> at 10:00 a.m.

**Motion made to move the August 20<sup>th</sup> Board Meeting to August 18<sup>th</sup>.**

Motion made: Adena

Motion seconded: Catharine

All in favor: Unanimous

#### REPORTS

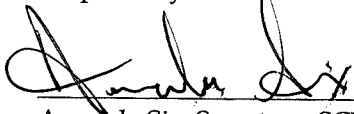
- (1) **Director's Report: Attachment (2)**
- (2) **Trustee Report:** Catharine reported that the Friends of Kettle Falls have raised \$57,000 over many years to help fund the new library. Since they are so successful at fundraising the City of Kettle Falls has asked the Friends to help sell memorial bricks for the front of the Kettle Falls Library. These bricks are \$50 and can have 3 lines of wording. The money will go into the building fund. Catharine also visited with a retired Kettle Falls school board superintendent regarding what worked for him in passing a levy while he worked for the school district. She gleaned some helpful information.
- (3) **Others:**

#### ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:09 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted by:



Rick Moore, Board Chair

8/18/15  
Date

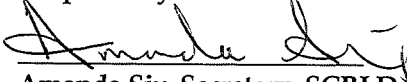
STEVENS COUNTY RURAL LIBRARY DISTRICT  
Board of Trustees Conference Call  
July 6, 2015

The conference call was called to order at 9:10 a.m. by Rick Moore, Chair. Present were Adena Sabins, Vice-Chair; Catharine Whitby, Trustee; Linda Shaw, Trustee; JD Meacham, Trustee; Amanda Six, Director; and Rebecca Moore, Administrative Assistant.

**AGENDA**

- **GREETINGS**
- **OPENING**
- **PUBLIC COMMENT**
- **AGENDA CHANGES** - Added Kettle Falls moving week and Liaison Roles to the agenda.
- **ACTION ITEMS**
- **DISCUSSIONS**
  - **July 16<sup>th</sup> Regular Board Meeting Agenda Changes** - none
  - **Chewelah Building Update** - Amanda, Rick, Catharine and Sarah met with Mayor Dorothy Knauss and City Administrator Mike Frizzell from the City of Chewelah. Currently, the District is able to utilize the Chewelah library facility rent-free in lieu of a contract-for-service payment from the City of Chewelah. That arrangement expires at the end of 2015. A new arrangement is needed starting in January 2016. The City of Chewelah proposed that the Library District purchase the current building in which the library is housed. Mike will meet with the Chewelah City Council facility sub-committee and will contact us with a possible sale price. Rent prices from the city are non-negotiable and cost \$.55/square foot which would come out to about \$30,000/year. The Board agreed that they are not opposed to owning the building but need to know the cost before the discussion moves forward.
  - **Kettle Falls Moving Week** - Kettle Falls will be closed July 13-17<sup>th</sup> as staff and volunteers relocate to the Kettle Falls Information Center. Most of the collection is going to Northport where it can be accessible for Clifford to pull holds. About 1/5 of the collection will go to the Information Center. The District has a U-Haul reserved and will begin moving on Monday the 13<sup>th</sup>. Catharine is coordinating volunteers and is in need of people, boxes and dollies. Construction on the new building begins July 20<sup>th</sup>.
  - **Liaison Roles** - JD would like to clarify exactly what a liaison's roll is between the Board and the Library Foundation. He wants to offer support but not cross any lines with information sharing etc. He will put some thoughts on paper and share them at the August Board meeting.
- **NEW BUSINESS**
- **ADJOURNMENT** - 9:35 a.m.

Respectfully submitted:

  
Amanda Six, Secretary, SCRLD

Accepted By

  
Rick Moore, Board Chair

  
Date

Next Conference Call meeting is in August (date to be confirmed) 9:00am

## Library Director's Report

July, 2015

### Information Sharing:

- Amanda attended the summer Washington Library Directors' Retreat July 8-10 in Federal Way. Topics discussed included:
  - Preparing professional librarians at the iSchool – update by Joe Janes
  - Changes in security and safety at public libraries
  - The future of teen services in public libraries – focus on learning and skills

### Chewelah (from Library Manager, Sarah English)

- The Chewelah Public Library staff had a fabulous time presenting a marble book/journal making program as part of the Children's Pavilion activities at Chataqua. Paper was put in a shoebox along with drizzles of multiple colors of paint and a four marbles. When the box was shaken (and thumped, and banged) the marbles traveled over the paper making a unique design. A pencil was attached to ribbon at the spine for jotting down notes in the field or stories.
- Our Summer Reading Program participation continues to be down over last summer. We are one Superhero Training Camp program in, and it will be interesting to see what the next three weeks bring. See the Libraries of Stevens County Facebook page for photos from the arduous but fun training here at Chewelah.
- Jesse Jones, our newest employee, has faithfully been commuting from Spokane, and even made the trek up to help with Chataqua. His sense of humor, Pac10 (now Pac 12) knowledge and bookstore experience is appreciated, and his spider ridding skills are unmatched.

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

- Colville had 50 and 40 children attend the first two Summer Reading "Superhero Training Camps." Terri Marikis is doing an excellent job facilitating fun, high-quality programs for the kids.
- Colville also hosted Humanities Washington Speaker egan Kelso earlier this month, organized and facilitated by Sarah. Megan (a comic artist) spoke about using comics to describe a sense of place. It was an interesting and engaging program.
- Colville already has 15 kids who have completed the Summer Reading challenge of reading 20 hours - we have over 200 children signed up to participate.
- The Colville Library has been very busy lately - days with attendance over 650 people. We're working hard to maintain excellent customer service!

### Kettle Falls Public Library

- Moving week! Staff and a cadre of volunteers lead by Catharine Whitby worked very hard to move out the former location into the Kettle Falls Information Center. Materials were also moved to the Northport Library basement and office so that all materials will be accessible via the online catalog for the duration of the six-month relocation.

### Lakeside – from Brooke Golden

- Demolition work has begun on the new location to get it ready for the Lakeside Library! The current plan is to move in sometime in late August and open to the public after Labor Day.