

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
October 29, 2015
Kettle Falls Wastewater Treatment Plant
768 Old Kettle Road, Kettle Falls, WA 99141

Public Hearing – 2016 Preliminary Budget, Levy Rate and Revenue by Sources

10:00 a.m.

At 10:11 a.m. Rick Moore, Chair, opened the public hearing. The general operating fund revenue by source handout was available to the public. There was no public comment. The hearing was closed at 10:13.

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:14 p.m. by Rick Moore, Chair. In attendance were Rick Moore, Chair; Adena Sabins, Vice Chair; Catharine Whitby, Trustee; JD Meacham, Trustee and Linda Shaw, Trustee. Amanda Six, District Director; Katy Pike, Library Manager; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant were also present.

VISITORS - Valda Pancoast joined the meeting as a new resident of Stevens County living in Kettle Falls.

GREETINGS - Rick welcomed everyone and thanked Valda for joining the meeting. It is so good to see Linda feeling better.

PUBLIC COMMENT - None

AGENDA CHANGES - None

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of September 28, 2015 were reviewed. **Attachment (1)**
- (2) The following vouchers and warrants were approved for payment:
Accounts Payable 9/24-10/15/15 – 68 Vouchers total \$56,414.25
Payroll Warrants September 2015 – 23 Direct Deposits for a total of \$59,512.80
- (3) Detailed Revenue & Budget Status Reports for September 2015
- (4) The Director's September 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) **Chewelah Building Update:** Catharine and Rick met with Mike Frizzel from the City of Chewelah. The City agreed to the following conditions:
 - All outside maintenance will be covered by the City
 - The K20 internet connection equipment utilized by the library can continue to be stored in the basement at no cost to the District
 - The Library will have an easement for access to the building through City property
 - Either party will give one year's notice for roof repairs.
 - The District will have first refusal if the City decides to sell the building, and vice versa.
 - The City will take care of all the electrical problems brought up in the inspection and will insulate the HVAC on the roof.

Mike also had some suggestions from the Chewelah City Attorney to decrease the purchase price. The Attorney suggested a reversion clause where the Library would agree to give adequate library services to the citizens of Chewelah for a certain amount of time in return for a reduction of \$15,000 on the purchase price of the building. If the Library failed to offer "adequate services" (to be defined), the City of Chewelah could repossess the building. This idea made most of the Board nervous. How do you measure what "adequate" services are? What is the timeline? Would this set a precedence the District would not want to continue? Catharine prepared and presented

some financing options for paying for the building purchase. The Board needs to come to a decision about what direction they would like to go. The Chewelah lease ends December 31, 2016. If the District chooses to rent the facility instead of purchasing it, the cost will be \$33,000 per year.

The Board adjourned to Executive Session at 11:00 a.m. ending at 12:18 p.m. The session was held for a Real Estate discussion.

- (2) **2016 Draft Budget:** Rick requested that the amount of revenue represented under Grants be changed to \$1 as a placeholder in the budget so that there isn't a false sense of revenue that may, or may not, come in. Janet will confirm bars numbers for grants - restricted vs. unrestricted. There was some discussion about whether Friends Groups donations should go into grants or donations. Some Friends have 501c3 (non-profit) status, and some do not. Janet and Amanda will do some research and will report back at the November meeting. Amanda reported that it looks like the Federal COLA for 2016 will be 0%. The City of Colville has decided to give a .5% COLA. The Board discussed what level, if any, of a COLA increase could be budgeted for library staff in 2016. With current finances the Board does not think adding staff at this time is a good idea. Any shortage in the budget causes the Book Budget to be decreased as it is the line item with the most flexibility. After much discussion and hearing previous feedback from the staff the Board called for a vote.

Motion made to approve a 0% COLA and 1 step increase for the staff in the 2016 Budget.

Motion made: Catharine

Motion seconded: Linda

All in favor: Unanimous

NEW BUSINESS

- (1) **Director's Evaluation Process:** Catharine handed out a timeline for the Director's Evaluation. Adena volunteered to collate the Board responses. Amanda will submit her self-evaluation to the Board by November 13th.

REPORTS

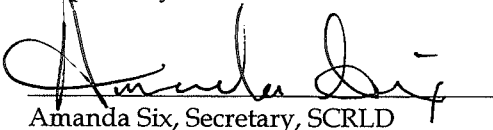
- (1) **Director's Report: Attachment (2)** Amanda also talked about the Board Member rotation schedule and what year each member is set to rotate off. Linda's term is up in December, 2016. If she is interested in staying on she can talk to the County Commissioners. Everyone welcomed the idea of her continuing with the Board.
- (2) **Trustee/Liaison Report:**
- (3) **Others:**

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 1:33 p.m.

Chair adjourned the meeting.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted by:


Rick Moore, Board Chair

11/19/05
Date

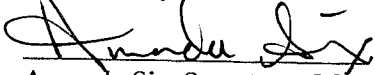
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
October 5, 2015

The conference call was called to order at 9:05 a.m. by Rick Moore, Chair. Present were Adena Sabins, Vice-Chair; Catharine Whitby, Trustee; JD Meacham, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant. Linda Shaw, Trustee; ~~was absent from the call.~~ *was present*


AGENDA

- GREETINGS
- OPENING
- PUBLIC COMMENT
- AGENDA CHANGES
- ACTION ITEMS
- DISCUSSIONS
 - October 29th Regular Board Meeting Agenda Changes – none
 - COLA/Step Increase/Salary Changes – Amanda provided a salary review from several library systems in Washington State that are similar (rural, similar population served, etc.) to see how our salaries compare to other libraries. This is helpful information for the Board to see when deciding if the District is able to give a COLA or step increase. Amanda reminded the Board that the draft budget distributed at the August meeting, reflects a 1% increase across the board for salaries. This level of increase was included just as a starting point in the discussion. Janet Eide, Business Manager, noted that our salaries budget for 2016 also reflects overall decreases because of two main factors: recent hires in 2015 are at step 1 and replaced some staff who were at very high levels, and 20 hours were not replaced after the several changes in staffing in mid-2015. In summary, Eide noted that in our current salaries and benefits lines, the Board does have room to recommend an increase without having to reduce other line items in the budget. The general consensus is that there may be a 1.3% federal COLA this year but it isn't set until sometime in October. Amanda voiced that she feels it is justified to provide all staff with both a step increase and a COLA increase. She noted that staff are the key to any successful library and they work very, very hard; they support changes when they occur and are always busy. The Board would like to see the draft budget at the October meeting to include columns that have: 1) 1.5% COLA and a step increase, 2) 16 hour position in Lakeside, 3) 1-20 hour position, 4) 2 -20 hour positions. Adena noted that perhaps having more staff to help with business would make a more satisfying job experience than an increase in pay.
- NEW BUSINESS
- ADJOURNMENT – 10:03 a.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By


Rick Moore, Board Chair

10/29/15
Date

Next Conference Call meeting is November 9th at 9:00am

Library Director's Report

October, 2015

Information Sharing:

Chewelah (from Library Manager, Sarah English)

- Yay, yay, yay! Chewelah's Light Up the Park attracted 1,951 pumpkins—enough to shatter the previous World Record of 1,510! Paperwork is being compiled and will be submitted to Guinness World Records folks, along with photographs of each individual pumpkin and a video of the line. The Chewelah Public Library was pleased to be a distribution point for both seeds (2,015) and harvested pumpkins (140).
- We also took part in Boo Fest as part of the Light Up the Park festivities. About 100 kids visited us on Friday night before heading to the Civic Center for a costume contest and hot dog feed and received pumpkin spice scented bookmarks from Butchette, a witch doctor, a pirate and a skunk.
- Ode to a Pumpkin, the Libraries of Stevens County's literary contest offered in conjunction with Light Up the Park, attracted two oral contestants and 20 written entries.
- The Friends of the Chewelah Public Library held their fall book sale and raised \$250. These funds help support program materials, such as the recent purchases of a public address system and DVD cleaner. Thank you, Friends!

Colville Public Library (from Library Manager, Krista Ohrtman)

- Lisa and April are attending the WALE conference in Chelan. April received a WALE conference scholarship, and is serving on a panel presentation about new professionals. Beginning at the conference, Lisa will serve as current Chair of the WALE interest group.
- Bright Beginnings preschool 3-year old classes visited the library last week - each student selected a book to check out and share with their classmates in their "library" at the preschool. This group is planning to visit the library each month to choose new books.
- Colville kids (and adults) really enjoyed the opportunity to explore and build with the LEGO kit from the State Library. They made many exciting LEGO movies, and are looking forward to experimenting with the "Cool Creations" kits as well.
- Preschool storytime, Baby storytime, "Technology Tuesdays" (formerly known as Open Lab), and monthly book club are all continuing as usual.

Kettle Falls Public Library (from Library Manager, Katy Pike)

- The autumn weather has forced Story time from outside the Information Center to across the street to the Haran Irish Dancing Studio next to the America West Bank. The business has graciously donated their space for November and December.
- The budget presentation to Kettle Falls City Council went well. While I was able to meet with the current board members and Catharine Whitby to go over the budget proposal prior to the presentation, only Catharine showed for the actual presentation to City Council. Rayna sent me a nice email about it (see below).
 - Hi Katy, I just wanted to say thank you for your presentation last night at City Council. I know you were a little unsure of how to present your budget proposal, but your presentation was the nicest presentation the City Council has ever had from the Library. It was informative, precise without a lot of fluff and very easy to follow. Kudos Katy!! Good Job!! Have a great day!! ☺☺ Raena
- I had a meeting with the Inland Northwest Council of Libraries for continuing education and professional development opportunities. Since we are a member and pay dues, there is no registration fee for any of the workshops. The next workshop will be November 13th and the topic is "Library as Publisher: From Gatekeeper to Gardener."
- The kids had a terrific time with the Lego Programming. It was a pleasure to see the kids' creations and stop animations. These have been posted on the LOSC Facebook page. There is one last round for the "Cool Creations" Lego Kits this November 4th in Kettle Falls.
- Starting November 1st, the Washington Rural Heritage grant photograph scanning will be conducted. Due to the various storage locations of the photographs and the wrap up another WRH project, we have had a late start date. A quarterly report will be submitted to Washington State Library by Oct. 30th.
- Due to the installation of our new WiFi router, KF is no longer experiencing as many WiFi/Internet problems. This has led to an increased demand for computer usage especially since word has "gotten around" with the teens (video games are now working!) The weather has also pushed a lot of people into the Information Center building.
- Building Progress: 60% Total Complete: 98% Framing, 50% Exterior Siding, 100% Plumbing. HVAC is roughed in. Depending on the weather, the exterior should be painted by the end of this week or next.
- Lastly, Donna Schmid, our after school programming volunteer, held a quilt raffle last year for funds for the after school art program she manages. We used some of these funds to purchase pumpkins from the Colville Corn Maze and Pumpkin Patch. The business graciously gave a discount! The kids carved 33 pumpkins for Light Up Chewelah. A special note: Donna is currently experiencing some health problems and might impact ongoing art programming for the

kids. We will be stopping the program after Nov. 4th for the winter (due to no space and Donna's health.) I will be thinking of other alternatives.

Lakeside (from Library Manager, Brooke Golden)

- We are comfortably settling into our new space. The majority of the comments we have heard so far are positive.
- We made quite a few new cards (40) in the month of September. A number of people came in and updated their cards, which many had not been used in years. Several new families got cards and are weekly users.
- The Friends of Lakeside Library purchased a shed which is now outside the back door of the library to store their used books in for book sales. This will free up space in the staff room, as well as give them much more space to work with. The Friends also purchased a new section of shelving for the children's area, which should arrive in a month or so. This will expand the Juvenile Fiction shelving and increase the overall space in the kids area.

Northport/Onion Creek (from Library Manager, Katy Pike)

- I have special Lego programming for the school up at Northport and Onion Creek with the smaller Cool Creations Lego kit. I will submit the results in next month's report!

Hunters (from Library Manager, Katy Pike)

- No special programming at the school. This Friday, I will be hosting some Cool Creations Lego programming 3-5 in the library. Megan and I have been talking about ways to improve the relationship with the school. Currently, they are unresponsive to our phone calls and programming offers.

Technology Report (from Jessica Varang)

- Installed Ubiquiti wireless devices in 6/8 libraries. Four libraries are also running Meraki devices. Some libraries prefer one over the other. Ubiquitis give better coverage (distance) vs. Merakis are easier to manage, especially from afar.
- Light Up the Park Chewelah - 3D printer booth
- Webinars on Kindle lending program, Windows 10, Office 2016, and Adobe Creative Suite
- Stevens County Broadband group revamp/regroup meeting
- Firewall management - upcoming renewal
- Investigating cloud server for cloud-based filter for all libraries.