

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
September 28, 2015
Lakeside Library
5919 Hwy 291, Ste. 2, Nine Mile Falls, WA 99026

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 1:18 p.m. by Rick Moore, Chair. In attendance were Rick Moore, Chair; Adena Sabins, Vice Chair; Catharine Whitby, Trustee and JD Meacham, Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant were also present. Linda Shaw, Trustee was absent from the meeting.

VISITORS - None

GREETINGS - Rick welcomed everyone to the meeting and commented on how nice the new Lakeside Library space looked. JD commended Rick as he started the meeting. ☺

PUBLIC COMMENT - None

AGENDA CHANGES - Insurance was added as a sub category to the Draft Budget. JD asked that Liaison Report be added to the Trustees section for a monthly report.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of August 18, 2015 were reviewed.
- (2) The following vouchers and warrants were approved for payment:
Accounts Payable 8/13-9/21/15 - 104 Vouchers total \$83,916.83
Payroll Warrants August 2015 - 21 Direct Deposits for a total of \$58,774.45
- (3) Detailed Revenue & Budget Status Reports for August 2015
- (4) The Director's August 2015 timesheets and accumulated vacation & sick hours were reviewed.

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

Motion made: JD

Motion seconded: Catharine

All in favor: Unanimous

UNFINISHED BUSINESS:

- (1) **Kettle Falls Building Project - Update:** Walls are up and the roof is on. According to the contractor, the build is running on schedule so far. The Friends have sold about 130 dedication bricks and may offer more. The bricks will be used in the entry-way.
- (2) **Chewelah Building Update:** Catharine reported for the ad-hoc committee regarding the purchase of the Chewelah building. Amanda has confirmed with the City that an additional bathroom is not required. Possible funding choices for the purchase are: use of savings or borrowing from savings, The State Treasury Office offers loans, Stevens County could loan funds and other banking institutions could be consulted for loans. The Building was inspected Thursday, September 24th and the inspection report just came in but has not been reviewed. The inspector had some initial concerns regarding the roof and the HVAC system. Amanda plans to meet with the City of Chewelah and go over the District's concerns. Amanda will also get clarification about our usage of the area below the building that stores our technology wiring. Becca will send out the Inspection Report and asked that everyone read over it and report back with their concerns by Monday, October 5th. Becca will compile those concerns and Amanda will bring them up with the City when the ad hoc committee and Amanda meet mid-week (October 6-8).

- (3) **2016 Draft Budget:** Amanda is very concerned that patrons continue to want more services which the Library District would like to provide but the District just doesn't have the money. Other Library Districts with the same budget are only funding and employing one building while we are spread across many. What is the solution? Do we run a levy? Do we close branches? According to the American Library Association (ALA), the size of population our system services should have a book budget of about \$230,000 (We are currently planning to budget \$173,000 for 2016). It is not possible to continue to maintain our current level of service and fund all the other line items it takes to run the District. Things can be cut but there is the danger of cutting so much that the District becomes irrelevant to people it is trying to serve. Much discussion ensued. Rick asked how the savings balance has increased so much in the last few years, was there a windfall? Amanda and Janet explained that anything that comes in over what we initially budgeted such as timber tax or new construction or even back taxes paid after the year they were due goes into the District savings account. Over time this adds up. The District is required, by State law, to keep 1/3 of the current annual budget in savings at all times. The rest can be used if needed and approved. Rick is wary to use money from savings without a clear plan to pay it back. Catharine asked if there are other funding models available to the District? With time constraints, since the Board is hosting the open house for Lakeside's new location, they decided to push the COLA/Step Increase/Salary Changes conversation to the Conference call on October 5th.
- a. **Holiday:** The Board discussed the benefit of keeping 11 paid holidays versus holidays and personal leave days which end up costing the District more money. The Board would like to continue with the plan to have 11 paid holidays in 2016.
 - b. **Mileage:** The Board agreed to stick with the mileage rate set by the IRS for mileage reimbursement. The rate we will use for the 2016 budget is \$.575.
 - c. **Insurance:** Insurance is part of the compensation package for full-time staff of the District. The Board can decide which packages of insurance the District offers. A new Prime Network is being offered by the State with a smaller increase than normal in insurance premiums due from the District. This will help the budget as Amanda and Janet expected at least a 9% increase and the Prime Network will be an increase of 2.75%. Discussion ensued and the Board called for a vote.

Motion made to maintain the current insurance choices available to District Staff.

Motion made: Adena

Motion seconded: Catharine

All in favor: Unanimous

NEW BUSINESS

- (1) **Staff Survey and Director Evaluation:** Rick asked the Board if they agreed to again use the staff-feedback survey that was sent out last year as a way of receiving feedback for evaluating themselves and Amanda. Rick will email the survey and asked that the Board submit any requested changes by Wednesday, September 30th. Rick will input the survey into Survey Monkey and send it to Becca for distribution to the staff. The staff will have until October 16th to complete the survey.
- (2) **Colville Contract:** It has come to Amanda's attention that the City of Colville is running a bi-annual budget and changes cannot easily be made until next year with the Library/City Contract.
- (3) **Board Meeting Times:** If Adena's current employment position becomes permanent she would like to re-visit this agenda item. At this time it will be left as is.

REPORTS

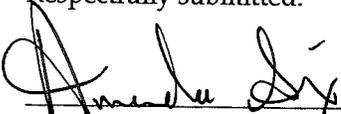
- (1) **Director's Report: Attachment (1)**
- (2) **Trustee/Liaison Report:** JD reported that the Library Foundation is quickly learning and expanding. He believes there will come a time in near future when the District will be able to utilize the Foundation and have them contribute to giving or finding alternate funding resources.
- (3) **Others:**

(3) Others:

ADJOURNMENT

The meeting of the Board of Trustees was temporarily adjourned at 3:10 p.m. for the Lakeside open house. The meeting resumed at 4:05 p.m. and was completed and adjourned at 4:25 p.m.
Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted by:



Rick Moore, Board Chair



Date

Library Director's Report

September, 2015

Information Sharing:

- Amanda has been participating in the newly formed 3 Tribes, 3 Counties inter-agency organization to address recovery after emergencies in the Tri-County Area. She also created the new website for the organization in order to better organization information and access to information.

Chewelah (from Library Manager, Sarah English)

- October will be an especially exciting month for us at Chewelah Public Library. Humanities Washington speaker Lance Rhoades will make a return visit to Chewelah on October 8 at 7 pm to enlighten us about Love and Laughter: On Romantic Comedies. On October 21 at 5 pm we will be hosting the library district-wide Ode to a Pumpkin Open Mic presentations of folks sharing their literary creations in homage to these great gourds. October 23 and 24 patrons will be encouraged to take a selfie with the LOSC 3-D printed pumpkin and post their photos on the Light Up the Park Facebook page to compete for internet fame and prizes. And finally, Trick-or-Treaters of all ages may visit the Library as part of Boo Fest on October 23 from 4-6 pm to receive their very own pumpkin-spice scented scratch-and-sniff READ bookmark.
- Charlotte, the Library pumpkin, has chosen to go the adoption route. Photos of the loving family are attached. They are looking forward to being part of the Guinness World Record line up on October 24th.



- Katie Park, who has a tremendous heart for working with children, will attend a pre-conference session at the Spokane Young Child Conference and Expo about reaching children on the autism spectrum. She will also attend sessions on coding and robotics--two activities we are considering introducing to our teens--at the Washington Library Employees conference in Chelan at the end of the month.
- Cody Fairweather, who makes sure our library is sparkly and clean, was elected Vice President of People First for Washington State. People First is an advocacy group for folks born with special challenges. Way to go, Cody!

Colville Public Library (from Library Manager, Krista Ohrtman)

- April visited junior-high reading classes for book-talks and a presentation on library resources. Classes will visit the library for a tour presentation on using library resources next month.
- The 3-year old classes from Bright Beginnings Preschool visited the library this month for special storytimes. Beginning next month they will visit the library monthly to select books to check out for their classroom.
- Krista attended the PLAD (Public Library Assistant Director's) group meeting in Renton. These meetings are invaluable for information-sharing, learning, and professional networking.

- Adrienne is assisting Jessica/Krista in a website refresh; just a few hours each week of work and providing some additional training in how to maintain the website as well.
- Krista and Jessica will visit Gina at the Sandpoint Library next week to gather information on several TLC projects that are coming up in future months. Sandpoint is an early adopter of many TLC services.
- Next month, Lisa and April will attend the WALE conference. Lisa will serve as WALE Chair for the next year. April is serving on a panel presentation and was awarded the WALE conference scholarship (her registration and hotel provided by the scholarship.)

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

- Melinda Schauer, Library Assistant 2, attended the annual Pacific Northwest ILL conference in Portland in early September. She has since trained Lisa as the new ILL backup.
- Books on Tap! was very successful. Melinda's idea was awesome!

	2014	2015
Gross Receipts	\$1533	\$1579
Cost of Beer	\$753	\$643
Total Revenue	\$780	\$936

Attendance was lower in 2015. However, beer sales were good thanks to the help of the library district. Books on Tap was a huge success. Please thank everyone for their help this year.

- "Art in the Park" has been a great success. Donna Schmid is providing art programming on Wed. afternoons in the park. We have been working on solutions for programming as the weather gets closer.
- KF is promoting Banned Books week
- Not so great news: Outside story-time at the library has slowed down since school started. We are having issues with people living around the Information Center/Library: smoking, littering, and sleeping on the benches.

Librarian: Currently, I am working with Sarah, Jessica, and April to plan the Lego programming this Fall. I will be taking a training for the Rural Heritage grant in October in order to prepare for the grant cycle starting in November. Lastly, I am planning with Donna to have the after school programming kids participate with the Light up the Park at Chewelah. I have been asked by Amanda to fill the role of the INCOL Continuing Education Rep for our LOSC.

Loon Lake – from Kristy Dyck

- Well, our adorable little red-headed mask winner was a happy young man! Biggest grin that I've seen in a while.
- Our summer people are starting to head south. :(So, it is quieting down.
- But, our home schoolers are in full swing again, so we shouldn't get too lonely.

Hunters and Northport Community Libraries

Hunters: Megan is glad to return to work. There has been a kind response to her recent loss. She is doing a great job managing a situation with the Hunters Friends group. There was one incident with gun shots outside of the library, but it was handled well by Megan. (Reports of a person shooting at a bear in the area was the cause.)

- Northport: Clifford has been doing a great job, along with our volunteer, Martha, at tracking down lost books and meeting holds requests at Northport and in storage. There was an incident with a patron that caused a disruption in the library, but it was handled well by Clifford.