

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
April 21, 2016
Kettle Falls Public Library
605 Meyers, Kettle Falls, WA 99141

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:10 a.m. by Rick Moore, Chair. In attendance were Rick Moore, Chair; Adena Sabins, Vice Chair; JD Meacham, Trustee; Linda Shaw, Trustee; and Catharine Whitby, Trustee. Amanda Six, District Director; Janet Eide, Business Manager; Katy Pike, Kettle Falls Manager; Sarah English, Chewelah Manager; Krista Ohrtman, Colville Manager; Brooke Golden, Lakeside Manager; Jessica Varang, Technology & Education Coordinator; and Rebecca Moore, Administrative Assistant were also present.

VISITORS - Joan Nullett

GREETINGS - Rick welcomed everyone to the meeting.

PUBLIC COMMENT - Joan stopped by to thank the Library District Board and Amanda for all of their hard work and dedication to the Kettle Falls Library building project.

AGENDA CHANGES

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of March 17, 2016 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of April 11, 2016 were reviewed. **Attachment (1)**
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 3/9-4/7/16 - 90 Vouchers total \$69,518.07
Payroll Warrants March 2016 - 24 Direct Deposits for a total of \$62,265.61
- (4) Detailed Revenue & Budget Status Reports for March 2016
- (5) The Director's March 2016 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) **Tactical Visioning:** Tabled until 11:00 a.m. Amanda stated she was glad to have the Management Team and the Board together because they all need to give input on forming a plan, a roadmap, of how the library will be funded for the next few years. She noted that since all other plans and action items for the library hinge on funding, that it should be the first piece to clarify. She also stated that it would be wise to have two plans (Plan A and Plan B): one if a levy were to pass, and one if a levy were to fail. Amanda stated that her goal by the end of the meeting, was to have staff and the board on the same page with regard to funding in the coming years.

JD re-stated his previous message "If your message has not changed and your audience has not changed you are going to get the same results." In other words, he felt that until the District's audience changes a levy will not pass which may mean waiting for annexation from Colville and Kettle Falls. Krista explained that we have to make changes to do the things we want to do whether we run a levy or not. Even with a levy there will not be an increase in revenue now so re-prioritizing needs to happen now. How can we best incorporate the change?

- There are 2 pieces to address: a timeframe of funding and what are we going to do now
- Annexation could appeal to library supporters but does not appeal to everyone.
- Catharine brought up the fact that the funding model for Washington State does not work for our District like it does for other larger populated Districts. How possible is it to change that? From Amanda's perspective and research it will be very difficult because the system works for a majority of library districts in the rest of the state.

Krista created a report to show how much each collection in the libraries has circulated in the last month along with the value of each collection. Our collection is mainly patron driven with staff filling in the collections where needed. District dollars need to be put where they get the most use. Is continuing to have a patron driven collection the right way to go or should the district change it up? Change the buying model for books. Refocus the budget to maintain relevancy to our patrons. Brooke stated if we can establish some guidelines to explain how we purchasing moving forward patrons will have a greater understanding of why we don't purchase every request.

Other comments:

- What would need to be cut to add Staff to do the extra things they would like to do? Is it possible?
- The Board wants to do what it can to help keep the staff energized and doing the job they love.
- Next steps: Amanda will develop a draft of action items that will focus on a 3 year list of action items with the thinking that a levy will not be run during that time. Restructure to be relevant. Start a change of how money is allocated in collection development. The PR portion is important – not put into play in a vacuum – elevator talk. JD suggests writing an article.

NEW BUSINESS

- (1) **Resolution #05-2016 - Amendment to 2016 Budget:** Investment Fund monies will be added to the 2016 budget for the additional expenditure of the Chewelah Library real estate purchase. After discussion the Board called for a vote.

Motion made to accept Resolution #05-2016 as presented:

Motion made: Catharine

Motion seconded: Linda

All in favor: Unanimous


REPORTS

- (1) **Director's Report: Attachment (3)** Since the managers were present for the meeting most of them presented their portion of the Director's Report and were able to offer feedback to Board questions and discussions.
- (2) **Trustee/Liaison Report:** Catharine reported that brick sales for the Kettle Falls Library are still available for \$60. Linda made her rounds to Loon Lake and Lakeside Libraries and really enjoyed seeing the new space in Lakeside for the first time. JD reported that the Foundation is meeting April 22nd and will dedicate some time to re-focusing on goals and marketing.
- (3) **Others:**

ADJOURNMENT

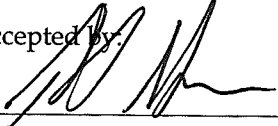
The meeting of the Board of Trustees was adjourned at 12:18 p.m.
Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted by:



Rick Moore, Board Chair

5/19/16

Date

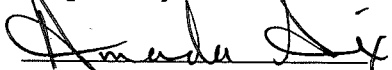
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
April 11, 2016

The conference call was called to order at 9:06 a.m. by Rick Moore, Chair. Present were Rick Moore, Chair; Linda Shaw, Trustee; JD Meacham, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant. Adena Sabins, Vice-Chair joined the meeting at 9:20. Catharine Whitby, Trustee was absent from the meeting.

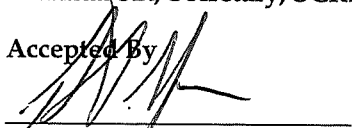
AGENDA

- GREETINGS
- OPENING
- PUBLIC COMMENT
- AGENDA CHANGES - JD would like to add Information Inquiry to the agenda under New Business.
- ACTION ITEMS
- DISCUSSIONS
 - April 21st Regular Board Meeting Agenda Changes - None
- NEW BUSINESS
 - Information Inquiry - JD would like to know how to find the original application for the NOANET Middle Mile application for Broadband. This application was filed by an umbrella organization of public utility districts not the library. JD would like to know what the rationale was for choosing the particular kinds of community operations this was made available to because it is something of curiosity to the Library Foundation. Amanda stated that the federal grant guidelines identified the "anchor institutions" that were part of the grant. Amanda and JD will discuss this further after the conference call.
- ADJOURNMENT - 9:26 a.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By


Rick Moore, Board Chair


Date

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

Library Director's Report

April, 2016

Chewelah - from Library Manager, Sarah English

- We have been program-tastic here at Chewelah during National Library Month. Patrons have enjoyed experimenting with the Makey-Makey electronics kit, learning how to co-exist with Cougars, and hearing about the Lady Long Rider's adventures on horseback traveling across the country.
- There were a lot of "green thumbs up" for the Libraries of Stevens County at the Chewelah Home and Garden Show. Photos are available on the Libraries of Stevens County facebook page.
- As with any new home purchase, there are some repairs that surface after a sale has gone through. Our inner doors are the loudest "voices" in the library. The speed of closure has been adjusted many times but the repair never sticks. We are about at the point of taking the doors off.
- Sarah was a "celebrity" judge at Washington State University's Libraries first annual Edible Book Contest. Lots of notes were taken so a similar Libraries of Stevens County event could be successful. She also served as a professional coach at the Edward R. Murrow College's Symposium and a judge for the Graduate and Professional Students Research Expo, also at WSU.

Colville Public Library – from Library Manager, Krista Ohrtman

- Next week Krista and Lisa are attending the annual Washington Library Association (WLA) conference in Spokane.
- Now that the weather is once again fine, the 3-year old classes from Bright Beginnings preschool will be visiting the Colville library for a short storytime and to select books for their classroom library.
- Krista attended the Providence Mt. Carmel Hospital community needs assessment meeting this week. It was an interesting opportunity to discuss present community health needs with other leaders and provide Providence with information they will use to determine how they spend Community Benefit funds.
- Larry has been working hard to set up an online Summer Reading experience for our young patrons who prefer it called The Great Reading Adventure. It will be a very cool alternative and hopefully draw some new participants. The software is free to all libraries (it was developed by a library system in Arizona using IMLS funds) but requires some time and expertise to set up.

Hunters & Northport Community Libraries – from Library Manager, Katy Pike

- Northport: Everything is about the same. The new kid that was hired to take care of the lawn is doing a great job. He will be evaluated at the end of the month by Clifford to make any adjustments.
- Hunters: Megan is going to the WLA conference next week. Due to the lack of subs, we will be closing HN the days of April 27 and 29. Megan has taken it upon herself to schedule different programming for Hunters including jewelry weaving class, tech help, and "Co-existing with cougars

Kettle Falls Public Library – from Library Manager, Katy Pike

- We had excellent March stats since the grand opening: at least 95-140 people a day, an average of 22 reference questions, and 3 hours of volunteer time every day. Additionally, there are about 13 kids for every after school program. Since the grand opening, we signed up 28 new card users (March numbers only). We updated 201 cards as well. Many of the cards I have updated, haven't been into the library since 2014 and earlier. I am expecting a major increase in story time numbers; I am currently averaging about 8 kids, but there are supposed to be 15 more coming starting in May from Head Start.
- Library Advisory Board: I am working on the recruitment of library advisory board members for the Kettle Falls Public Library. Currently, we only have two. All members must reside in town except one person who

has to reside in Stevens County and be within the Kettle Falls School District. I have two people who reside in town who might be willing to serve on the board.

- Professional Development: I attended a Management and Leadership training with Sarah down in Pullman. It was a wonderful training despite the location. I will be attending a 2/3 day at WLA at the end of the month.
- Programming: We are currently doing Makey-Makey Programming. We had a turnout of 10 kids and had 2 teen volunteers. We are also offering a free family movie 1 per month during the school year.. We have "Co-existing with Cougars" and a partnership with TriCounty Development and WSU extension office for a digital day camp for businesses. Lastly, volunteer Donna Schmid has continued her after-school art programming with the kids in which we have been averaging about a dozen kids.
- Washington Rural Heritage Grant: We have a new collection of photos from Onion Creek School and someone just dropped off a pile of photos today without prompting. We are ready to purchase the necessary equipment to display our digital collection
- Challenges: AC really isn't working very well at this point. Due to the bigger space and more windows, it is harder for us to cool down the space. (BTW: Heating works just fine.) Once all the bills are paid, we will be looking at the purchase (if possible) of blinds for the library. Landscaping: Waiting on the City crew to have time to come dump soil and gravel on the property. At this point in time (source: City Council meeting) they don't have a whole lot of time right now. I will be working with Adena and the WSU extension office on getting some Master Gardeners to help us prepare for some landscaping in the back.
- Having Megan here an extra day has been wonderful. I am getting things done!

Lakeside – from Library Manager, Brooke Golden

- The final Fairy Princess Tea was held on Saturday, April 16th. It was a big success with 31 fairies in attendance. The Friends of Lakeside Library did a wonderful job decorating and running the event. Larry, our new librarian, came and took fabulous photographs of the event. It was really wonderful!
- The second graders did not visit in March as they have for the past 10 years, but we have scheduled a field trip for the end of May.
- The Friends of Lakeside Library have their big spring book sale on Saturday, April 30th. They're bank account is a little low after purchasing an expensive shelving unit for the library. They also purchased flowers for the front of the building. Their big investment was in lumber for the art installation in the children's area, which Eagle Scout candidate Ian Abrams is currently working on
- Jesse Jones, Library Assistant 1, is fitting right in at Lakeside, with patrons already knowing him by name and telling me about things he has done for them, and how they will wait until Friday to talk to Jesse about such and such

Loon Lake – from Library Assistant 2, Kristy Dyck

- We have had an impressive number of new cards. New end-of-tax-season people as well as restless springtime folks.
- We have been trying out the new timers on the computers (Envisionware). It has gone surprisingly well. A few glitches, but nothing very bad. The patrons really seem to be liking it as well. That has been the most pleasant surprise. It feels like the learning curve that self-check-out was. It is also helping us to re-issue and update the cards of computer users. The interaction has been really positive.
- We have another nice article coming out in The Loon Lake Times next week. (Thank you Jessica!) It is great, being a regular feature.
- And, lastly, we are beginning to hype up our little patrons for Summer Reading Program and this summer's special programs. I have a Jr. Ranger that is already waiting with bated breath. She is almost as excited about Forest Rangers as I am!
- All in all, a good spring at Loonsville.