

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
August 18, 2016
Onion Creek Library Station
2191 Onion Creek Rd., Colville, WA 99114

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 8:13 a.m. by Rick Moore, Chair. In attendance were Rick Moore, Chair; Adena Sabins, Vice Chair; JD Meacham, Trustee; Catharine Whitby, Trustee and Linda Shaw, Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant were also present.

VISITORS

GREETINGS - Rick welcomed everyone to the meeting.

PUBLIC COMMENT - Terri Charbonneau, owner of the Onion Creek General Store, commented that she really enjoyed having Summer Reading Program activities three weeks in a row in Onion Creek. She had 21 children attend the last program. The Board thanked her for all she does to encourage Library support in Onion Creek.

AGENDA CHANGES

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of July 21, 2016 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of August 8, 2016 were reviewed. **Attachment (1)**
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 7/15-8/10/16 - 85 Vouchers total \$68,156.66
Payroll Warrants July 2016 - 23 Direct Deposits for a total of \$61,700.39
- (4) Detailed Revenue & Budget Status Reports for July 2016
- (5) The Director's July 2016 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) **Draft two year budget:** The Board discussed the adjustments to the draft budget. Revenue from the Lakeside proposed property sale was removed due to not knowing when it might sell. Without a place to put money from savings just yet Amanda added that amount to estimated timber tax which will then be zeroed out at years end using savings. Rick suggested adding a general fund line into the budget and putting it there. After some discussion Amanda agreed and Janet will add that line to the budget. There will be a budget hearing for the City of Colville August 30th. Amanda and Krista met with the mayor again. He is in favor of an increase in the contract between the City and the Library District but it still has to be approved by the City Council. There is still some resistance in moving the city position, that will retire at the end of June 2017, to a district position due to the union but Amanda feels it's an important move as they look toward annexation. The City union does not want to lose a bargaining position which anyone with 20 hours or more must be part of. This draft budget includes two 20 hour positions but also includes the costs of promoting two Library Assistant I's to Library Assistant II's. This increase in staffing and responsibility will allow individuals to take on additional responsibilities in order to free up the managers to do other tasks. Adena is hesitant to promote staff when the money may not be around to sustain the increase for long. Rick and the rest of the Board voiced appreciation for her insight.

Amanda discussed that with the paradigm shift Colville will be seen as more of a research library while at the other end of the spectrum Lakeside will be more of a browsing library. The Colville Library touches more people in the county (☺) than other branches. While other branches are looking for more foot traffic Colville is not. With the busyness in Colville the Board talked about how to switch the focus to possible solutions. The space is not large enough for the current situation. Would renting a space like the old Pizza Hut with a drive-through for hold pickups and a lot of computers be a good one? Discussion happened. Rick suggested that Colville be on the agenda of future discussions regarding facility improvements. Amanda might call Pizza Hut, in Colville, which is now empty, to see what rent would be. Drive through pickups sounds like a great idea. Every branch will begin offering scanning services, if they are not already. Faxing will no longer be an option at any locations. Previously we did not offer faxing if it was available in the community elsewhere so as not to compete with local businesses.

NEW BUSINESS

- (1) **Exempt to Non-Exempt:** Federal law has changed the threshold for the minimum salary that can be considered exempt. The Library Manager and Business Managers positions are currently considered exempt but the first few steps of their pay scale falls below that minimum. This requires the District to move Library Managers to non-exempt. The only change will be that now the managers will have comp-time for hours worked over 40 during a week. They will be encouraged to use those hours within that week or soon after. Those positions will be salaried in order to have a more even monthly-salary. The Board needs to vote on any changes made to job descriptions. Janet will send out the position descriptions prior to the September conference call meeting.

REPORTS

- (1) **Director's Report: Attachment (2)**
- (2) **Trustee/Liaison Report:** Catharine attended a Library Trustee Training Day, put on by the State Library, in Spokane. This was the first time since 2007 the State Library has offered this training and Catharine thought it was very informative. She stated to the Board that they are ahead of the curve on Director's Evaluations, compared to other Libraries in attendance. Catharine offered to send this Board's 360 questionnaire to other Trustees as an example. The Training also brought up how the Board could evaluate themselves and Catharine has some examples she will share by email. Other conversations: How do we replace Board Members? It is important to have the continuity, begin discussions, and make a succession plan. Also, need to create a succession plan for the Library Director and will work with Amanda to develop a plan. These ideas will be added to the governance section of the strategic plan. Discuss at a future retreat. Catharine ended by sharing that there is a wealth of resources which provide information on what it means to be a Trustee - online resources etc. and she will send out a list.

Amanda had to leave at this time for a prior commitment.

JD explained that the Library Foundation can either apply for outside grants or give grants. From many previous discussions self-check machines are known to be time/staff saving. Should the Board suggest Amanda write a letter of request to the Foundation to investigate funding of a couple of self-checkout machines? The Foundation has the funds and wants to do something good with it. A majority of the funds have to be spent in Colville. Rick will talk to Amanda about it.

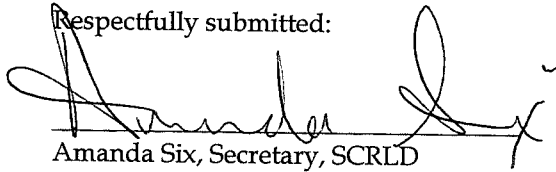
Adena reported that she is working with the Master Gardeners to coordinate a garden planning seminar at the Kettle Falls Library. This would be a teaching seminar that would also help to landscape the new Kettle Falls Library. The board offered some suggestions of people in the community that Adena could talk to to help make this happen.

- (3) **Others:** The Board discussed the next steps in putting the Lakeside property on the market. Is a resolution needed? When is the best time to put it on the market? Janet will investigate and it will be added to the September agenda.

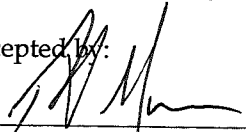
ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 10:35 a.m.
Chair adjourned the meeting.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted by:


Rick Moore, Board Chair

9/22/16

Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
August 8, 2016

The conference call was called to order at 9:07 a.m. by Adena Sabins, Vice Chair. Present were: Adena Sabins, Vice Chair, Linda Shaw, Trustee and Catharine Whitby, Trustee, Amanda Six, Director and Janet Eide, Business Manager. Rick Moore, Chair, JD Meacham, Trustee, and Rebecca Moore, Administrative Assistant were absent from the meeting.

AGENDA

- GREETINGS
- OPENING
- PUBLIC COMMENT
- AGENDA CHANGES
- ACTION ITEMS
- DISCUSSIONS
 - **August meeting date change:** Amanda noted that her children are competing in a swim meet that day and that she needs to leave early to drive them to the meet. The board agreed to move the start time of the meeting to 8:00 am so that she can leave in time to get her children to the meet. Amanda thanked the board.
 - **August Regular Board Meeting Agenda Changes:** None
 - **Report on Lakeside property from Catharine:** Catharine stated that she talked with both Sally Cooper and Brooke Golden, employees at the Lakeside Library, and with Pat Cooper, the realtor who provided the board with a broker's price opinion about the property in the Suncrest area currently owned by the Library District. She learned a few things: many residents are not aware that the library owns the property; property in that area is not selling quickly and the property's turn-lane requirement may increase the difficulty in selling; and the property could possibly be rezoned as residential.
 - **Changes to Federal Law regarding overtime and exempt employees:** Amanda noted that there have been some changes to the Federal Law regarding exempt status. She will further elaborate at the regular meeting so that both Rick and JD are aware of the changes and how that will impact some of the Library's position classifications.
- NEW BUSINESS
- ADJOURNMENT - 9:26 a.m.

Respectfully submitted:

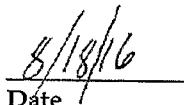


Amanda Six, Secretary, SCRLD

Accepted By



Adena Sabins, Board Vice Chair


Date

Next Conference Call meeting is September 6 (TUESDAY) at 9:00am

Library Director's Report

August, 2016

Information Sharing:

- Jessica Varang, Technology and Education Coordinator has prepared and distributed an RFP to contract for technology support. She sent the RFP to three companies; two of three submitted a proposal.

Chewelah Public Library - from Library Manager, Sarah English

- The Chewelah Public Library is also one of the landmark locations/scenes selected for the Colorful Chewelah coloring book. We are excited to see what makeovers are designed for us.
- Another successful Summer Reading Program is coming to a close. We are excited to see all of our patrons achieve their reading goals and proudly sport their gold medals. We'll have a final tally to report next month, but early exciting news is that we have more registrants this year than last year.
- We are a site on the August Art Walk, featuring the stunning Light Up the Park and Palouse photography of Ed Broberg.

Colville Public Library from Krista Ohrtman, Library Manager

- Larry Brunt, Community Librarian, has returned to work at the Colville Library after a 10-week internship as a digital librarian at the Baseball Hall of Fame in Cooperstown, New York.

Hunters Community Library

- Megan Bush, Hunters Library Assistant 2, will be going to the Hunter's Fair this weekend. She and Jessica will be hosting a booth.
- Summer Reading Programming: Megan's efforts have commendable. She has increased sign up for SRP. She has gone out of her way to promote the library. As a result, we had more kids sign up than in the last 3 years. The Friday when it was raining in Hunters and SRP had to be held indoors, the kids had a bunch of fun with the marshmallow shooters. They were using library carts as an obstacle course and tables as bunkers. Megan is still finding marshmallows.
- Tech Help: Jessica has been offering Tech Help once a month in HN. There hasn't been a consistent demand. We hope this changes with the promotion at the HN Fair.
- For Fun: Megan has been getting some phone calls from a patron asking about the Weather forecast. He wants to determine weather or not he should bring in his sheep!

Kettle Falls Public Library – from Katy Pike, Library Manager

- Summer Reading programming has come to a close and we had a pretty good turnout. It was nice, for once, to actually conduct summer reading program without having to move a library! We had wonderful volunteer to help out at the KF location, Judy McAbee. She has been a staunch volunteer ever since the move. Currently she is another shelper for our library along with Martha Christman.
- School Open House: I am trying to have some type of presence at the school open house on August 29th...I am still working on setting this up!
- Room Rental: I think the word has finally gotten out about the room. Within the week, we had five different people sign up! Everything from a B-day party, to Water Color Classes, to a community information night by the Fire Department.
- For Fun/Interesting: We can now add mechanics to the master list of what we do in the library. An elderly man came in last week, plopped down a mechanical part, and promptly asked us to help him find a carburetor repair kit for a 1934 Oldsmobile and a company where he can make

an order over the phone. Megan and I tried to identify the kit, but thankfully, Megan gave her husband a call and got the relevant information!

- We can expect a lot more kid traffic with the new school year. Kids and adults frequently sit outside the library before/after and during business hours enjoying the warm weather. Two weeks ago we had a "bicycle gang" of about 15 kids on their bikes right in front of the library! One kid came in the library with the coupon advertisement asking for a free library card!
- Additionally, I had a patron come into the library today who was brand new to computers and needed assistance finding information on the internet about an internment camp in Serbia. It turns out that the patron had just come back from Serbia. She had taken her granddaughter to the site where the patron's family died.

Northport Community Library & the Onion Creek Library Station

- Siena has been trained for both sites, and she has successfully subbed at Northport this month!
- Fire season has started! Clifford was running routes this morning; he came across a civilian fighting a fire near the railroad tracks near Marble Valley. So he called in the fire.

Technology & Education Report – Jessica Varang

- Touring fairs (Dam Days, Hunters, NEWA, We Heart Deer Park, etc)
- Troubleshooting Envisionware (debug logging, patron access issue, etc)
- Investigating EZProxy for easier access for our database connections
- MITA Grant for Coding Workshops - for new laptop lab to teach coding clubs
- Presented Imagine Academy at TEDD Board Meeting (late July) and upcoming Sept GLLCOC (Greater Springdale Loon Lake Chamber of Commerce) meeting