

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
December 15, 2016
Colville Public Library
195 S. Oak St., Colville, WA 99114

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; Catharine Whitby, Trustee; JD Meacham, Trustee and Linda Shaw, Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant were also present. Krista Ohrtman, Colville Manager, joined at 11:45 am.

VISITORS - Bill Pifer, Colville Library Board liaison from the Colville City Council joined the meeting.

GREETINGS - Rick welcomed everyone to the meeting.

PUBLIC COMMENT - Mr. Pifer noted that he was curious about the annual budgeting process.

AGENDA CHANGES - Add Colville City Staffing Contract to New Business.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of November 17, 2016 were reviewed.
- (2) The following vouchers and warrants were approved for payment:
Accounts Payable 11/10-12/2/16 - 81 Vouchers total \$68,301.09
Payroll Warrants November 2016 - 24 Direct Deposits for a total of \$63,931.88
- (3) Detailed Revenue & Budget Status Reports for November 2016
- (4) The Director's November 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) **January Conference Call Educational Component and possible date change:** Due to scheduling conflicts the Board called for a vote to move the January Conference Call. Amanda will contact the County Assessor to request he conduct a Board training in April and will send the Assessor questions thus far compiled by the Board.

Motion made to move the January Conference Call/Webinar to Tuesday, January 17th at noon.

Motion made: Catharine
Motion seconded: Linda
All in favor: Unanimous

- (2) **January Board Meeting date change:** Due to scheduling conflicts the Board called for a vote to move the January Board Meeting.

Motion made to move the January Board Meeting to January 26th at noon.

Motion made: Adena
Motion seconded: Catharine
All in favor: Unanimous

NEW BUSINESS

- (1) **2017 Trustee Board Executive Elections:** After the Board discussed the duties and responsibilities of each position and individual members expressed their interest in serving, a vote was called.

Motion made to reappoint Rick and Adena as Chair and Vice-Chair, respectively.

Motion made: Linda

Motion seconded: JD

All in favor: 3

Neigh: 1

Abstain: 1

- (2) **Colville City Staffing Contract:** Amanda and Krista have been meeting with City of Colville for the last several months to discuss the staffing contract. The City of Colville votes on a bi-annual budget and has increased the funding for the Library District to \$40,000 for 2017 and \$44,000 for 2018. One member of the City Staff, Kathy Larson, will retire at the end of June 2017. The City would like to move all three city employee positions to the District after the staff retire. Moving these positions will help in the future with annexation discussions. The Board would also like to change some of the wording in the contract. When Kathy retires the contract will need to be updated and Amanda will bring their request up at that time.
- (3) **Executive Session - Library Director's Evaluation -** The Board suggested going through the reports part of the agenda then coming back to Executive Session. The Board adjourned to Executive Session beginning at 12:00 ending at 1:00. The session was held to review and evaluate the performance of a public employee (Library Director) per RCW 42.30.110.g. No items were voted on during the Executive Session.

REPORTS

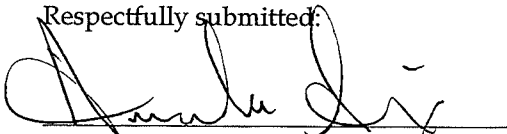
- (1) **Director's Report: Attachment (1)**
- (2) **Trustee/Liaison Report:** Catharine completed her last responsibilities with the Improvement Club. She also reported she was able to play the triangle in the Community Orchestra, something she has always wanted to do. © JD reported that the Library Foundation will have a meeting January 11, 12:30, Chewelah Hospital, they will be electing new officers and appointing trustees. Amanda plans to attend that meeting. Rick reported that he attended the Colville Advisory Board Meeting. Catharine will attend the Kettle Falls Advisory Board Meeting after she returns from her trip.
- (3) **Others:**

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 1:00 p.m.

Chair adjourned the meeting.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted by:


Rick Moore, Board Chair

1/26/17
Date


STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
December 5, 2016

The conference call was called to order at 9:04 a.m. by Rick Moore. Present were Rick Moore, Chair; Catharine Whitby, Trustee; JD Meacham, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant. Linda Shaw, Trustee and Adena Sabins, Vice-Chair were absent from the call.

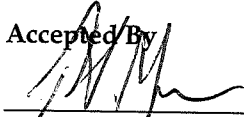
AGENDA

- **GREETINGS**
- **OPENING**
- **PUBLIC COMMENT** - Heather Peterson and Lacey Scott from The Washington State Auditor's Office joined the call to perform the Exit Conference for 2013, 2014, and 2015 District Audit (the Library District is audited every three years). They reviewed the report of the audit and voiced appreciation of the staff for being so helpful and providing needed information quickly. This helped the audit to go more quickly and smoothly. Ms. Peterson and Ms. Scott also appreciated that District employees are willing and wanting to improve on processes to ensure the District is doing things correctly. They reported that District operations complied with applicable requirements and provided adequate safeguarding of public resources. The District also complied with state laws and regulations and its own policies and procedures in the areas they examined.
- **AGENDA CHANGES** - Catharine asked that January Conference Call Education be added to New Business.
- **ACTION ITEMS**
- **DISCUSSIONS**
 - **November 17th Regular Board Meeting Agenda Changes** - add January Conference Call Educational Component to New Business
 - **January Board Meeting date change** - Amanda will be attending the bi-annual Statewide Library Directors' meeting in Tacoma on January 19th the day of the January regular Board Meeting. Becca will send an email to the Board to check their calendars for a possible move to the following Thursday, January 26th and the Trustees will vote at the December meeting.
- **NEW BUSINESS**
 - **January Conference Call Education** - After the regularly scheduled Conference Call in January, the Board will take part in a webinar. Catharine has spoken to Carolyn Peterson, from the Washington State Library, about leading a walk-through of the Wiki version of the Library Trustees Manual. She will use an interactive format called Blackboard to lead the webinar which will allow Trustees to ask questions. Catharine wants to make sure this is something that interests the Board. JD and Rick agreed this would be very informative. JD is unavailable January 19th, the day of the scheduled Conference Call and would like to participate. The Trustees discussed moving the Conference Call/Webinar to the following week and will vote at the December meeting. Catharine will also begin talks with John Olson, Stevens County Assessor about providing a Board training following the April Conference call. The Board is hoping to have a training once every quarter.
- **ADJOURNMENT** - 9:40 a.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By



Rick Moore, Board Chair

12/15/16
Date

Next Conference Call meeting is January 11th at 12:00 p.m. followed by a webinar in Colville.

Library Director's Report

December, 2016

Information Sharing:

- We have hired Christine Auvil as the new Library Assistant 1 in Chewelah. Christine is originally from Chewelah, but went to Evergreen State University in Olympia. She also has a Masters in Counseling Psychology and a BFA from the Chicago Art Institute. She worked at the library at the Art Institute and, most recently, in an Apple store assisting customers with a wide range of Apple products.

Chewelah Public Library - from Library Manager, Sarah English

- Now that we have coded and colored, we are looking forward to hosting the Washington State Poet Laureate this Wednesday at 5:30 pm.
- A fresh pair of eyes helps us see a better functioning space. Amanda subbed and made several suggestions which have already been implemented or are in process. The new non-fiction has been moved from the beginning of the non-fiction range to share up-front real estate with the new fiction and an additional study carrel will go in its place. Graphic novels will then have their own wall near the Young Adult section, where said study carrel used to be.
- Not only is the interior of the library being moved, but the interior of Sarah's house is getting a shake up as well. She will be moving to a new street--but not a new zipcode--by the end of the month. The whole library staff has been very helpful sharing boxes and large vehicles and muscles.

Colville Public Library from Krista Ohrtman, Library Manager

- Both Preschool and Baby Storytimes are experiencing growth – it is fun to have our Storytime carpet filling up with new kids and parents as we have transitioned into a new school year.
- Bright Beginnings preschool 3-year-old classes visited the library for a field trip. We read stories about the library together and are looking forward to seeing them again after the holidays when they will each choose a book to share with their classmates.
- The Improvement Club donated a new stove in the basement kitchen, and also made a donation to purchase diaper changing stations for the men's restrooms. We are so grateful for their generosity and hard work for the Library.

Hunters Community Library

- Hunters had it's annual book and bake sale. Unfortunately, due to the inclement weather, the event didn't go as well as expected. Megan's laptops have been successfully replaced by Jessica. So far, everything is working just great!

Kettle Falls Public Library – from Katy Pike, Library Manager

- Professional Development: I have been approved to sit on the KF Food Bank board. Amanda has asked for me to be the new library liaison to the Hunger Coalition.
- The Friends of the Library received a check for \$417.76 for the books that were weeded/discarded from the KF move this last March.

- The KF Knitting/Crochet club reported making and donating 90 hats for the annual Coat Drive. The group consists of about 4 -5 ladies.
- Awesome Art: Donna Schmid is taking the next 2-3 weeks off - I am going to cover this time. The kids have been working really hard to make really cute holiday decorations. Donna is planning to host a booth next year at the Lady Lions Christmas Craft Sale to sell art that the kids make to fund raise for supplies for the after school art program.
- NaNoWriMo has concluded. It was run by a volunteer, Christine Evans and by Melinda. It was arranged to meet every Tuesday from 3-5 PM and in that time, we only had 2 attendees outside of staff and volunteer. We would like to try this again next year, but I would possibly like to arrange speakers (i.e. topics to include how to get published, library resources, etc.)
- New Staffing/Volunteers: We have a new WorkSource placement (youth job experience) and her name is Jamee. She is a great addition to the library. Gail Becker will be starting as a volunteer this week. It is nice to have help! ;)
- Volunteer Luncheon: To honor our volunteers, I hosted a very last minute luncheon but I had a great turnout of 20 people. It was budgeted in this year's city budget. It cost about \$260, and will probably be adjusted significantly. Part of this was due to how ill I was around Thanksgiving. I was considering cancelling, but by Dec. 4th, I was feeling MUCH better. Now that I have a better idea on how to conduct this type of event, I will plan better next time.
- Internet: Our internet has been updated. K20 tested the line and it is about 100 mbps. However, by the time it gets to the public computers and staff computers, it is only reading 20 mbps. We are in the process of trying to figure out what is going on.
- Materials: Junior Ranger Nature Exploration Backpacks have been donated by the National Park Service in honor of its Centennial so that it is ready for next year.
- Anecdote: A patron commented that the library entrance is starting to look like a school because they have all their school and winter gear spread out. (This has only been an issue when the weather has been really cold. I have since talked to the kids and posted signs reminding them to keep the walk way clear.)
- AED: Our local fire dept. did some research on the cost of hosting an AED in the library. They told me it starts at about \$1200. I would like to have one here, however, don't know if I should pursue this for the library.

Northport and Onion Creek Libraries (from Library Manager, Katy Pike)

- The gravel has been laid for the Northport parking lot. Clifford did a great job in getting this done. Clifford is also continuing the proctoring for some college students. He also has winterized Northport a bit. The mittens that were donated to NP and OC from the Stevens County Historical Society were given to the Onion Creek school. Terri at the Onion Creek Store asked me for some books to give away at the annual Xmas party for the local kids. I told her that the library technically could not donate some, but perhaps we could get the FOL to donate some next year. In the meantime, I was happy to donate 60 books this year. Siena subbed again for Onion Creek and reported that she was serenaded by a local pianist.