

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**February 18, 2016**  
**Loon Lake Library**  
**4008 Cedar St., Loon Lake, WA 99148**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:13 a.m. by Rick Moore, Chair. In attendance were Rick Moore, Chair; JD Meacham, Trustee; and Catharine Whitby, Trustee. Amanda Six, District Director and Rebecca Moore, Administrative Assistant were also present. Adena Sabins, Vice Chair; Linda Shaw, Trustee and Janet Eide, Business Manager were absent from the meeting.

**VISITORS** - None

**GREETINGS** - Rick welcomed everyone to the meeting.

**PUBLIC COMMENT** - None

**AGENDA CHANGES** - Three items were added to New Business: Local Agency Site Lease Memo, Local Agency Financing Lease Memo and Tax Certification.

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of January 14, 2016 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of February 8, 2016 were reviewed.  
**Attachment (1)**
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 1/14-2/8/16 - 67 Vouchers total \$480,544.92  
Payroll Warrants January 2016 - 20 Direct Deposits for a total of \$55,235.10
- (4) Detailed Revenue & Budget Status Reports for January 2016
- (5) The Director's January 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) **Chewelah Building Update:** Work is proceeding on the to-do list that the City of Chewelah agreed to complete (relocating the sprinkler system in the lawn, electrical upgrades, and insulation of the HVAC duct work on the roof). Supplies have arrived for the HVAC project. Friends of the Chewelah Library are looking at paint samples for a future sprucing up project inside the Library. They are also discussing the possibility of an Open House after Kettle Falls opens in their renovated Library.
- (2) **Kettle Falls Library - Move-in Update:** Furniture is arriving in stages. Items will be moved from Northport back to Kettle Falls on February 29<sup>th</sup>. The Kettle Falls Library will be closed from March 7-11<sup>th</sup> as volunteers and staff move items from the Information Center back to the renovated Library. The new Library will open on March 14<sup>th</sup>. A Grand Opening is being planned.
- (3) **Tactical Visioning Process:** A survey was sent to Board Members and Staff to allow them to prioritize their top 3 ideas in each of the eight Service Areas identified in the strategic plan. At the

March 4<sup>th</sup> Managers meeting, managers will evaluate the results of the survey. They will attempt to make a list of action items from these results, then this will come back to the Board for review and edits. The Board will spend some time forming action items for Funding and Governance.

#### NEW BUSINESS

- (1) **Resolution #03-2016 Reimbursement Resolution:** This resolution states that the Library District will reimburse the State for the loan we are obtaining. After discussion the Board called for a vote.

**Motion made to accept Resolution #03-2016 Reimbursement Resolution as presented:**

Motion made: Catharine

Motion seconded: JD

All in favor: Unanimous

- (2) **Local Agency Site Lease:** The Board reviewed the document from the State. Amanda talked to the District Lawyer for some clarification on the documents. The lawyer reviewed all the documents and feels comfortable with them. He stated that his office will not send them to the State until all questions are answered. The Board feels confident, upon the advice of the District Lawyers, signing the document. After the review they signed the document in the presence of Notary, Kelly Terry from Loon Lake PUD.
- (3) **Local Agency Site Lease Memo:** The Board reviewed the document. The Board feels confident, upon the advice of the District Lawyers, signing the document. After the review they signed the document in the presence of Notary, Kelly Terry from Loon Lake PUD.
- (4) **Local Agency Financing Lease:** The Board reviewed the document. The Board feels confident, upon the advice of the District Lawyers, signing the document. After the review they signed the document in the presence of Notary, Kelly Terry from Loon Lake PUD.
- (5) **Local Agency Financing Lease Memo:** The Board reviewed the document. The Board feels confident, upon the advice of the District Lawyers, signing the document. After the review they signed the document in the presence of Notary, Kelly Terry from Loon Lake PUD.
- (6) **Local Agency Tax Certificate:** The Board reviewed the document. The Board feels confident, upon the advice of the District Lawyers, signing the document. After the review they signed the document in the presence of Notary, Kelly Terry from Loon Lake PUD.

#### REPORTS

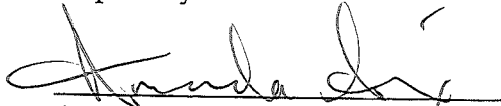
- (1) **Director's Report:** Attachment (3)
- (2) **Trustee/Liaison Report:** JD reported that the Foundation Board met and are nurturing three new prospective Trustees. He feels the Foundation should be commended on the fact that they are actively involving themselves in the processes that truly represent what a foundation can do without crossing political lines. Catharine reported that the Kettle Falls Friends meet on Monday. They are looking into another brick drive - possibly \$60 a brick. She also reported that the advisory board for Kettle Falls only has two members at this time. Catharine asked that a future agenda include discussing Funding action items: property in Nine Mile and savings accounts.

- (3) **Others:**

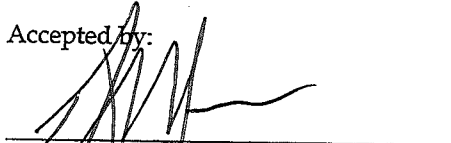
#### ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:57 p.m.  
Chair adjourned the meeting.

Respectfully submitted:

  
Amanda Six, Secretary, SCRLD

Accepted by:

  
Rick Moore, Board Chair

3/17/16  
Date

STEVENS COUNTY RURAL LIBRARY DISTRICT  
BOARD OF TRUSTEES - SPECIAL MEETING  
February 5, 2016

The special meeting was called to order at 12:38 pm. by Rick Moore, Chair. Present were Rick Moore, Chair; Adena Sabins, Vice-Chair; Catharine Whitby, Trustee; JD Meacham, Trustee; Linda Shaw, Trustee; Amanda Six, Director; Sarah English, Chewelah Library Manager; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant. Dennis Hession, Attorney for the Library District was also present.

GREETINGS

OPENING

PUBLIC COMMENT

AGENDA CHANGES

**DISCUSSIONS** – The Library District’s Legal Counsel, Dennis Hession came to the meeting to go over the resolutions and answer any questions the Board might have. The Board would like to see a completed contract before the close of the sale. Dennis said he would get it to Amanda as soon as it is finalized. The Board also wanted to confirm that the City of Chewelah will be completing the laundry list of items they said they would fix regarding the building before the purchase. Amanda will confirm that is happening. Adena had to leave before the resolutions were signed.

**ACTION ITEMS**

- Resolution #01-2016 Approving the purchase of the Chewelah Library building

Motion made to approve Resolution #01-2016 approving the purchase of the Chewelah Library building.

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

- Resolution #02-2016 Authorizing the execution of a financing contract for purchase of real property

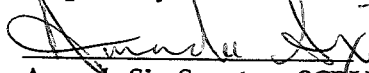
Motion made to approve Resolution #02-2016 authorizing the execution of a financing contract for purchase of real property.

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

NEW BUSINESS

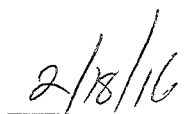
ADJOURNMENT - 1:50 p.m.

Respectfully submitted:

  
Amanda Six, Secretary, SCRLED

Accepted By

  
Rick Moore, Board Chair

  
Date

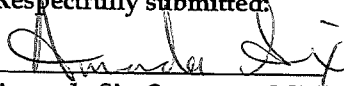
STEVENS COUNTY RURAL LIBRARY DISTRICT  
Board of Trustees Conference Call  
February 8, 2016

The conference call was called to order at 9:03 a.m. by Rick Moore, Chair. Present were Rick Moore, Chair; Adena Sabins, Vice-Chair; Catharine Whitby, Trustee; JD Meacham, Trustee; Linda Shaw, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant.

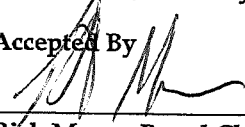
AGENDA

- GREETINGS
- OPENING
- PUBLIC COMMENT
- AGENDA CHANGES
- ACTION ITEMS
- DISCUSSIONS
  - February 18<sup>th</sup> Regular Board Meeting Agenda Changes
  - Amanda thought Staff Day went well and it was a good start to Tactical Visioning. The Board agreed. The notes will be typed up and put on Survey Monkey where the Staff and Board can vote on topics they feel are most important.
  - Amanda is hoping to hear about the furniture delivery date for the Kettle Falls Library space this week and will establish a move-in date from that.
- NEW BUSINESS
- ADJOURNMENT - 9:16 a.m.

Respectfully submitted:

  
Amanda Six, Secretary, SCRLD

Accepted By

  
Rick Moore, Board Chair

  
Date

Next Conference Call meeting is March 7<sup>th</sup> at 9:00am

## Library Director's Report

February, 2016

### Information Sharing:

- Amanda and Jessica continue to attend a series of multi-agency meetings regarding broadband in Stevens County. There are several projects being addressed: improved access to broadband, and improved communications for public safety.
- Amanda is participating on the Washington Library Association (WLA) Legislative committee. Current bills that are being discussed that impact libraries include: guns in public libraries and assessments of under-served and unserved areas in the state.
- There was an All Staff In-service Day on Friday, February 5 at the Colville Library. Sessions included: active shooter training and tactical visioning for future plans. All members of the Board of Trustees attended the meeting.

### Chewelah - from Library Manager, Sarah English

- Yay! We now own the building! Already the Friends have been gathering paint chips and fabric swatches for a makeover.
- We learned that the agency that provides our cleaning service will cease operations at the end of March. We have been told that there are hopes that there will be a seamless transition to a new provider and that there should not be a disruption to service.
- K.S. Brooks, a local author, will be presenting a self-publishing workshop on February 24 at 5:30. It will be worth attending for the extensive handouts alone.

### Colville Public Library – from Library Manager, Krista Ohrtman

- Tax season has arrived. Library staff have been fielding many questions each day directing patrons to their required forms. We are still waiting for most of our forms to arrive from the IRS but are able to help patrons print from IRS.gov or order forms to be sent to them directly.
- We are excited to welcome Larry Brunt who will serve as full-time Community Librarian in Colville. Larry recently completed his MLIS degree and is excited to begin February 23rd. Larry was able to attend All-Staff Day, meet his fellow staff and contribute to the tactical visioning exercise.
- This month we are hosting visits from 4 local Head Start classes. The preschool students are studying "Community Helpers" and are visiting the library to learn about what libraries do, how to get a library card, and enjoying a special storytime. Krista is also attending Head Start's Family Literacy Night.

### Hunters Community Library – from Library Manager, Katy Pike

- Megan will be applying for a position with the Policy Council for Head Start / Early Childhood Development for Stevens County. This will be filling in the position that Sarah held. Additionally, it will be a wonderful way for Megan to gain information/resources to address the gap in services in the Hunters area for the youth population.
- Columbia school received a grant for Accelerated Reader and the requirements with this grant must include participation with the local library. Megan knew nothing about this prior to the school notifying her. I will be working with Megan to bridge the communication gap (i.e. encourage the school to ask us FIRST if we are willing to partner on a specific project.) Megan has been instrumental in getting the participation of Columbia school with the library.

**Kettle Falls Public Library – from Library Manager, Katy Pike**

- Depending on what you and the Board want, I think we should move March 7-11th and I'd like to split the move and move stuff from NP down on Feb. 29th. We can have the grand opening on Monday March 14th-18th. If the Board has ideas of who they would like to invite, please email me!
- I had to call the cops on Feb. 9th due to a DV issue in the Information Center Parking Lot. It diffused quickly, but someone was arrested and taken to jail.
- We have moved the Book Nook into the Library. One fourth of the library collection will be shelved by the end of the week in the new Library. I am working on getting a counter-top installed. We also picked up some extra furniture from the WSU surplus store in Pullman.
- I am participating in the Kettle Falls Chamber of Commerce strategic planning. We have only 2 meeting so far and there is a LOT that has to be addressed.

**Northport Community Library & Onion Creek Library Station – from Library Manager, Katy Pike**

- Clifford got re-certified for First Aid/CPR.