

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
November 20, 2016
Chewelah Public Library
307 E Clay St., Chewelah, WA 99109

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:07 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; Sarah English, Chewelah Library Manager; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant were also present.

VISITORS - None

GREETINGS - Rick welcomed everyone to the meeting.

PUBLIC COMMENT - Valda Pancoast, newly appointed to the Kettle Falls Library Advisory Board, joined the meeting. She noted that she was attending the District meeting mainly to learn more about the workings of the Library. She also stated that she feels that "Libraries are more important than government."

AGENDA CHANGES - None

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of October 20, 2016 were reviewed.
- (2) The following vouchers and warrants were approved for payment:
Accounts Payable 10/13-11/3/16 - 68 Vouchers total \$58,698.62
Payroll Warrants October 2016 - 24 Direct Deposits for a total of \$61,790.28
- (3) Detailed Revenue & Budget Status Reports for October 2016
- (4) The Director's October 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) **2017 Draft Budget:** Using numbers provided by the Assessor's office, Amanda increased the projected revenue for 2017. After discussing how new construction is factored and added into the budget the Board requested more information to clarify. The Board would like to invite John Olson, Stevens County Assessor, to come to one of the Board's quarterly trainings in 2017 to provide some clarification about the levying processes. The Board would like to prepare some questions ahead of time. Amanda will contact him to set up a time, possibly April 12th at noon or 12:15. The Board continued discussing the budget thoroughly. Next summer, when the draft budget for 2018 is introduced, Rick suggested that staff take a look back at what Timber Tax has been for the last 10 years and possibly use an average; or examine patterns. Rick suggested using the General Fund as a smoother for evening out the Timber Tax revenue deficit, if needed.

NEW BUSINESS

- (1) **Resolution #08-2016 .953% Increase - 2017:** By state law, the Library District may take up to a 1% increase in property tax revenue over the previous year unless State inflation is below 1% The law states that the Library may take either 1%, or the rate of inflation, whichever is lowest. This year, the Library District can ask for .953% and then file a second resolution (at .047%) to bring the total increase up to 1%, by passing a resolution that indicated substantial need. This amount reflects a real dollar increase of \$12,970.06 bringing the total actual levy amount for 2017 to \$1,360,972.59.

Motion made to approve Resolution #08-2016 .953% Increase - 2017.

Motion made: Catharine

Motion seconded: Linda

All in favor: Unanimous

- (2) **Resolution #09-2016 Tax Levy Limit Factor Increase:** Due to substantial need (to maintain our current level of service), the District may request the additional amount to equal a 1% total. This year the District will request an additional .047%. Amanda contacted other Library Districts throughout Washington State to see what others were doing, and most were requesting the difference via a substantial need resolution.

Motion made to approve Resolution #09-2016 Tax Levy Limit Factor Increase

Motion made: JD

Motion seconded: Adena

All in favor: Unanimous

- (3) **Levy Certificate:** Amanda explained that this amount is filed with the County Assessor's office so that the Library can collect levied taxes. Amanda stressed that this amount is intentionally set at a high mark (\$2,400,000) in order to accommodate the unknown amounts of future new construction.
- (4) **Resolution #10-2016 Salary & Wage Scale 2017:** Since the minimum wage for the State of Washington will increase January 1st Janet will change the pay scale for the Page position. We don't currently have a person in the Page position, but will keep the pay scale updated. Amanda reminded the Board that the salary and wage scale for 2017 includes a 1% Cost of Living (COLA) increase and one step increase to eligible employees on the anniversary of their employment. Amanda reminded the Board that they have complete control over what the salaries and steps are each year, and they determine any increases or decreases.

Motion made to approve Resolution #10-2016 Salary & Wage Scale 2017 as amended.

Motion made: Catharine

Motion seconded: Linda

All in favor: 4

Abstain: 1

- (5) **Resolution #11-2016 Set Meeting Dates & Locations for 2017 -** After reviewing the changes made to the previous year's schedule the Board called for a vote.

Motion made to approve Resolution #11-2016 Set Meeting Dates & Locations for 2017.

Motion made: Linda

Motion seconded: JD

All in favor: Unanimous

- (6) **Resolution #12-2016 Final Budget 2017 -** After discussion the Board called for a vote.

Motion made to approve Resolution #12-2016 Final Budget 2017.

Motion made: Catharine

Motion seconded: Adena

All in favor: Unanimous

- (7) **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 at 12:40 p.m. ending at 1:25 p.m. 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:** Adena was very pleased with the Tech Expo and how much the Library participated. She thanked Amanda for getting the schools involved and gushed about the teachers and students that attended. Attendees loved the 3D printer and all the gadgets the Library offered. JD reported on the upcoming changes in the governing Board of the Library Foundation as some members terms are up and they are cycling out. Catharine is stepping down from the Library Improvement Club at the end of the year as she has many upcoming travel plans.

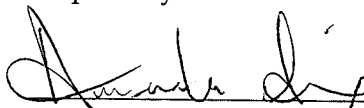
(3) **Others:**

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 1:25 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted by:



Rick Moore, Board Chair

12/15/16
Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
November 7, 2016

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

AGENDA

- **GREETINGS**
- **OPENING**
- **PUBLIC COMMENT**
- **AGENDA CHANGES**
- **ACTION ITEMS**
 - 2017 Conference Call Schedule – After reviewing the schedule the Board called for a vote.

Motion made to accept the 2017 Conference Call Schedule as presented.

Motion made: JD

Motion seconded: Linda

All in favor: Unanimous

- 2017 Holiday and Personal Leave Days – After reviewing the proposed Holidays for 2017 the Board called for a vote.

Motion made to accept the 2017 Holiday and Personal Leave Days schedule as presented.

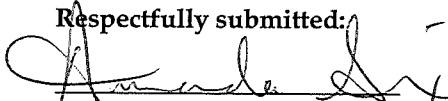
Motion made: JD

Motion seconded: Linda


All in favor: Unanimous

- **DISCUSSIONS**
 - **Board Meeting Date in Hunters in 2017** - The Board would like to meet in Hunters on a day that the Library is open instead of the usual Thursday that meetings occur. After discussion the Board thought moving the meeting to a Wednesday for 2017 is a good idea. Becca will adjust the schedule and it, and the entire 2017 meeting schedule, will be voted on at the November regular meeting.
 - **November 17th Regular Board Meeting Agenda Changes** – none
- **NEW BUSINESS**
- **ADJOURNMENT** – 9:20 a.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By


Rick Moore, Board Chair


Date

Next Conference Call meeting is December 5th at 9:00am

Library Director's Report

November, 2016

Information Sharing:

- Amanda, Jessica, and Katie Park all represented the Libraries of Stevens County at the Stevens County Tech Expo on November 3. They staffed a booth that showed off the Library's Gadget Garage and the 3D printer. Amanda taught a session on how to use Learning Express and Jessica did a session on using Imagine Academy.
- The Library District hired a temporary, on-call substitute, Anna Keating, to work at the Colville Library during the recent long-term absence of a staff person. Anna has now been hired by both the City of Colville and the Library District as a substitute.

Chewelah Public Library - from Library Manager, Sarah English

- Katie shared her technology knowledge and encouraging and positive demeanor with attendees at the Tech Expo held at the Community College. If there is anyone who can make the world of technology accessible to anyone, it is Katie.
- Our adult programs continue to be well attended. Chewelah patron Catherine Reimer's encore presentation on Carl Jung drew 16 folks (there were 12 at the first program this summer). In addition there is a dedicated group of about 7 monthly book club attendees. Jesse is planning on starting a monthly adult coloring class in January that will meet the first Wednesday of the month from noon to 1 pm.
- Speaking of upcoming programs, the Chewelah Arts Guild and Chewelah Creekside Writers are bringing Washington State Poet Laureate Tod Marshall to Chewelah. He will speak at the library on December 14 at 5:30 pm.
- Chewelah will be celebrating Learn to Code Week with a Guru Gaming Ho-To workshop, taught by Katie. She will use the coding class which is part of the Microsoft Imagine Academy for the curriculum.

Colville Public Library from Krista Ohrtman, Library Manager

- We were visited by the 3-year old classes from Bright Beginnings preschool for a special "get-to-know" the library storytime last week. It is so fun to share stories and rhymes with these little ones.
- Julane has returned from an extended leave (around a month) to care for her mother. We are glad to have her back.
- Holiday materials have been brought up from Storage and put on display in the library. Colville has an abundance of holiday books (fiction, non-fiction, and picture books), music, and holiday DVDs that will get a lot of use in the next few months.
- The Improvement Club is planning their next book sale for Saturday, December 3rd.

Hunters Community Library

- Megan found her stats from last year and compared them with this year's visiting patron population. She has been seeing 7.5 more patrons a day average increase since Oct. 2015.
- A little girl named Kaitlin won the jar of 377 M&Ms.
- The Hunters Library also hosted an informal apple tasting contest. Nine different people brought in their apples to do a blind test and Megan won!

Kettle Falls Public Library – from Katy Pike, Library Manager

- Building: We will be getting gutters installed on the older part of the building. There wasn't enough money in the original building fund to take care of this. We have a bit left over to help cover the building cost from the City budget.
- NaNoWriMo: Over the last two weeks, NaNoWriMo has only seen one participant. So far Melinda and Christine (our volunteer) are the main attendees.
- Book Club: Siena has officially taken over book club. She is in the process of updating the brochures and will be setting up books 3 months in advance.
- After School art: We saw 31 kids at the pumpkin carving this year. However, due to the increased amount of rain, 15 pumpkins rotted before they could be transported down to Chewelah. (Sarah was kind enough to house all these pumpkins, but her cat wasn't too happy!)

Northport and Onion Creek Libraries

- The Library District is in the process of getting some gravel put down in front of the library's garage. Clifford was noticing a future swimming pool developing outside during storms. Since we are storing wooden book cases in the garage, we have to get this done. He has also arranged to have a decreased cost for the library district (\$35) because the Northport city maintenance guy will be putting down the gravel (since it is a city street).

Technology Report – from Jessica Varang

- Working with K20/ESD 101 to connect Kettle Falls within the next week from 10 mbps to 100 mbps - crossing fingers, here...
- Formatting four laptops for Hunters (older laptops are depreciating and not capable of running both SmartShield - hard drive software - and Envisionware - reservation software)
- Tech Expo in early November - success!
- Work with GLLCOC - represented Chamber and Library at Veteran's Dinner on 11/12 in Springdale; working with community, Chuck, and Friends group regarding upcoming holiday and possible Santa collaboration at Schoolhouse/Springdale grange
- Researching better training methods and needs of libraries
- Collaborating and working with ExBabylon on future upgrades and immediate library tech needs