

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**August 17, 2017**  
**Hunters Community Library**  
**521 Center Ave., Northport, WA 99156**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 1:23 p.m. by Trustee Rick Moore. In attendance were Rick Moore, Chair; Linda Shaw, Trustee; JD Meacham, Trustee and Catharine Whitby, Trustee. Amanda Six, District Director and Janet Eide, Business Manager were also present. Adena Sabins, Vice Chair; and Rebecca Moore, Administrative Assistant were absent from the meeting.

**VISITORS** - None

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

**PUBLIC COMMENT** - None

**AGENDA CHANGES** - None

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of July 20, 2017 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of August 9, 2017 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 7/6 -8/2/17 - 85 Vouchers total \$64,142.93  
Payroll Warrants July 2017 - 27 Direct Deposits for a total of \$67,184.11
- (4) Detailed Revenue & Budget Status Reports for July 2017.
- (5) The Director's July 2017 timesheets and accumulated vacation & sick hours were reviewed.

**Motion made to accept the Consent Agenda.**

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

**UNFINISHED BUSINESS:**

- (1) **Reimbursement Policy - for Library Board of Trustees (outline procedures) -** After reviewing the changes the Board called for a vote.

**Motion made to accept the Reimbursement Policy as amended.**

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

- (2) **Policy Review - Annexation of Incorporated Areas** - Amanda talked to the Library District's Attorney and Carolyn Peterson and Jeff Martin from Library Development at the State Library. Rick posed the question: "Do we even need this policy?" After discussion, the general consensus was that the policy is useful in providing some framework for an annexation process, but that some of the wording (e.g., the section that states the District Board will concur with requests from cities and towns regarding annexation) should be revised. Amanda stated that she will share these comments with the District's Attorney and will request some feedback about our policy and potential changes needed. The Board will discuss next month after more information has been gathered.
- (3) **Board Binder** - Catharine thanked her fellow board members for doing their "homework" by providing feedback about the content of the Board Binder. She distributed a sheet to explain sections of the current Board Binder and changes the Trustees would like to see made. The Board discussed and revised the list.

Amanda will do a little research and Becca will order new binders and begin putting the updated version together. The Trustees will continue to think about things that were confusing to them when they joined the Board that might be beneficial to add to the binder.

- (4) **Conflict of Interest** – Amanda spoke to a few people from the State Library, the Library District’s Attorney, the Attorney used by the Washington Library Associations, and with three other Library Directors. Everyone she spoke to believes that serving on both a Board of Trustees and City Council would be seen as a conflict of interest. There is no law against it but the perception of holding two offices that oversee budgets that are connected via an inter-local agreement could be seen as collusion and would not hold up in court if it were ever questioned. It is not necessary for a current Board Member to resign prior to an election but if they were to obtain a seat on the City Council they may need to resign their seat on the Library Board of Trustees.

The interesting information that arose from this research is that location of residency is not relevant to being qualified to apply to be on the Library Board. Previously it was believed that a trustee must reside within the District, but outside of non-annexed areas, to serve on the Board. There is no law stating this to be true. In good faith, and in common practice throughout the state, the County Commissioners (who appoint Library Trustees) should attempt to find someone that lives within the Library District, but it is not mandatory.

#### **NEW BUSINESS:**

- (1) **Library Director Evaluation Timeline** – The Trustees reviewed the timeline for the Director’s Evaluation. Rick will edit the staff survey, upload it to Survey Monkey and send the link to Becca. Becca will send it out to staff with a request to complete within two weeks. Rick asked that the review of the staff survey happen on the August Conference Call next year. In September the Trustees will review their portion of the evaluation.
- (2) **2018 Budget Review** – Amanda presented the Trustees with a first draft of the 2018 Budget. They reviewed the draft and suggested some changes. Janet and Amanda will make the changes and bring an updated copy to the September meeting.
- (3) The Trustees called for a vote to move the September Board meeting in order to accommodate the schedules of the Board of Trustees.

**Motion made to move the September Board meeting from September 21<sup>st</sup> to September 28<sup>th</sup> at 1:00 in Lakeside.**

Motion made: Catharine

Motion seconded: JD

All in favor: Unanimous

#### **REPORTS**

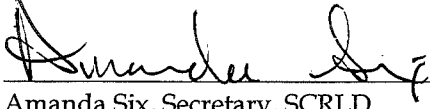
- (1) **Director’s Report: Attachment (1)**
- (2) **Trustee/Liaison Report:**
- (3) **Others:**

#### **ADJOURNMENT**

The meeting of the Board of Trustees was adjourned at 4:07 p.m.

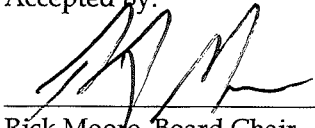
Chair adjourned the meeting.

Respectfully submitted:

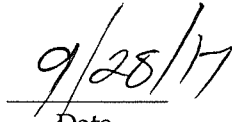


Amanda Six, Secretary, SCRLD

Accepted by:



Rick Mooye, Board Chair



Date

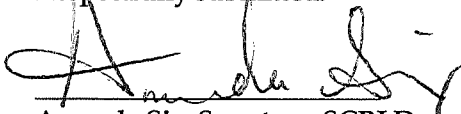
**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Conference Call**  
**August 9, 2017**

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

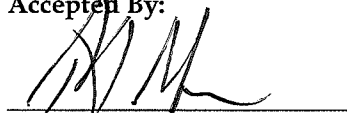
**AGENDA**

- **OPENING**
- **PUBLIC COMMENT** - none
- **AGENDA CHANGES** - none
- **ACTION ITEMS** - none
- **DISCUSSIONS**
  - Amanda provided a response from the Washington State Library and a legal opinion from a lawyer at the Municipal Research Center regarding residency of library trustees. The conclusion is that there is no RCW that requires a library trustee to live within the boundaries of a library district. For example, trustees may live inside city limits of a city that contracts for library services with a library district, but is not annexed into the district.
  - August 17<sup>th</sup> - Regular Board Meeting - Agenda Changes - none
- **NEW BUSINESS**
- **ADJOURNMENT** - 9:14 a.m.

Respectfully submitted:

  
Amanda Six, Secretary, SCRLD

Accepted By:

  
Rick Moore, Board Chair

  
Date

Next Conference Call is Wednesday, September 13<sup>th</sup> at 9:00 a.m.

**Library Director's Report**  
**August 2017**

**Information Sharing**

- Amanda, Bryan, and Jessica participated in a recent national webinar regarding the circulation of wifi hot-spots by public libraries. The goal is to bring high-speed broadband to outlying areas and/or to patrons who are unable to afford internet services. The webinar underscored our unique on-going issues with cell phone coverage in this area, as well as our challenging topography.
- Amanda also participated in a national webinar regarding rural broadband and a project to map more accurately areas that continue to be under-served. Stevens County is one of six communities participating in the pilot project.
- Amanda also attended the quarterly meeting of Providence Rural Health. Topics included: early education, community outreach, and communicating with the public about health needs. The library can, and has, played a key role in some of these goals.

**Chewelah from Bryan Tidwell**

- Front Door Repairs: Chewelah and Loon each addressed minor issues with their front entrances with minor repair work being done on the door at Chewelah and the concrete at Loon Lake.
- Summer Lunches: Loon has seen a significant uptick in traffic this summer, thanks to our ability to host free lunches for kids. When a need arose for a place to do the annual free summer lunch program, staff at the library jumped at the idea and it's been a significant pull for us, netting additional kids for summer reading and programming all summer long.
- Hello and Goodbye: We're very excited to add Matt Varang to our staff here at Chewelah. Matt is currently a student in the Library Technician Program at Spokane Falls Community College and will be helping us in a temporary position as we move forward cementing staffing needs here. He's jumped right on board and our customers are already enjoying working with him. Of course, this means we also must say goodbye to long-time employee Jesse Jones who has shifted his hours to Lakeside. We wish him the best of luck in his new location!

**Colville from Sarah English**

- We had a fabulous time celebrating Harry Potter's Birthday on July 31. Angie had the brilliant idea to celebrate and Anja created super cute decorations (pictures are on Facebook). We are looking forward to celebrating School Colors Day on September 1 (and reminding folks that the library is the MVP of their team) and SRP Tshirt Day on September 8 (in conjunction with Literacy Day).
- In July 47 kids signed up for the Summer Reading Program, bringing our total to 358 (up 105--42%--over last year's total) and 41 read or listened for at least 20 hours, making 57 finishers thus far (22 short--28%--of last year's total). Thirty-three teens/adults signed up in July, bringing a total of 305 (sign-up information not available from last year). Twenty-nine folks finished, making a total of 48 finishers thus far (an increase of 19--66%--over last year's total). We still have an exciting month to go and we are planning on finishing strong.
- Over 10 weeks we traveled the Dewey range and learned about death in Stevens County, jazz in New Orleans, and dog sledding in Alaska, among other fascinating topics. We are considering offering the series again but on a different day and time so that a wider audience might be reached. Reading lists from the presentations are available on our information table.
- All CV staff members are doing our part to build a better world and have completed the Summer Reading Program by reading or listening to at least 3 books. A standout favorite was Magpie Murders, which is now our unofficial staff book club title.
- Anna and Sienna represented us at PNLA in Post Falls. One of the speakers had such an impact on them that they invited him to share his presentation here. Rob Greenfield, aka Dude Making a Difference, brought his message of sustainability on August 11 to the Colville Public Library as he continued his American advocacy bike tour.

### Hunters from Megan Bush

- Hunters has begun to pick up again after about a month of slow days. The warm weather has brought people indoors to cool down.
- The Hunters fair is Saturday, August 19th. The friends group generously picked up the bill for some really cool Lego decorations I found online to use at our booth. LOOSC will be sponsoring the Lego build at the fair and I think Megan will be the judge.
- I have been out this week for the ILL conference in Portland. Chuck from Loon Lake subbed for me on Wednesday and we closed hunters on Friday due to staffing. I'm very grateful for the opportunity to attend this conference with Melinda so that we can work on ILL more efficiently.

### Kettle Falls from Katy Pike

- SRP: We have kids 183 sign ups. So far we have 27 kid finishers. We also have 5 teen/adult finishers. Thanks to Jessica, we had a coding class at KF. 5 kids showed up and had a pretty great time!
- Programming: In addition to the film historian and the poet laurette (pending), I am also looking at NaNoWriMo programming in November. I hope to implement some of Siena's ideas from the PNLA conference for an "It" club. "Build it, code it, make it, etc."
- Landscaping: The FOL and other stakeholders will be meeting with Rob Blade for design work for the landscaping Tues. Aug. 15th. Our advisory board is meeting next Monday August 14th to discuss any recommendations they would like to make regarding the landscaping (It had to be rescheduled since a member was sick)
- Misc: The Kettle Falls Public Library - Well, we are not getting a new AC unit installed at KF! The maintenance crews decided to go ahead and fix the fan even though it has a bent frame. (till in the works). Our janitor up and quit last Friday and I am conducting interviews with Raena at City Hall today for a potential replacement. The Kettle Falls Public Library has been invited to a community meeting hosted by the Kettle Falls School District. There is an effort to 'revitalize' the town and KFSD has invited a consultant to come speak regarding this issue.

### Lakeside from Brooke Golden

- Sally is doing a lot of cataloguing since Katie's retirement. Jesse and Harriet often help with the process.
- Jesse is back at LS on Thursdays and Fridays. Patrons are so happy to have him back, and it allows for some real flexibility for Sally and Brooke.
- Brooke continues to work on building the popular materials collections and purchasing items that patrons desire. We have been getting more copies of best selling authors and new DVDs so that patrons do not have to wait as long.
- Overdrive continues to increase in popularity, and Becca and Brooke continue to work together on building that important collection.
- The library is being seen more and more as a popular destination, with more groups wanting to meet in the library, post information about community events, and even SCAAT has made a point of having a sign that indicates the library area is patrolled by their group.
- So many kids are participating in the summer reading program. The tshirts have been fun, but LS kids really enjoy the challenge of reaching a reading goal. Over 175 kids signed up this year, and we currently have about 25 finishers.

### Loon Lake – from Kristy Dyck

- News from Lake Loon-Be-Gone: (Wish they would come back!)
- Still in the midst of Lego-mania. We left our Lego table set up this month. There is seldom a half hour when there is not a small crowd of kids, busy creating. It is even winning out over the computers in some instances.
- The summer residents are still circling through. Some leave, some more come in. Our computers and Wi-Fi are in high demand with the summer people.

- Granite Point Resort had its first annual car show this weekend, with proceeds going to Loon Lake Library and Loon Lake Food Bank. I made an appearance, and things seemed to be hopping. Lots of hot trucks and cars. We haven't heard from them yet as to how much money was raised.
- We got our front sidewalk replaced a couple of weeks ago. So, we have hopes that the front door will be opening all winter this year. Yay! No more re-routing through the office. We need to replace the porch poles, before we get a snow load. We are hoping to repaint the porch and trim as well. Now that we have a new sidewalk, we noticed how ratty the old woodwork is looking. :-)

### **Northport/Onion Creek – from Clifford Ward**

- Northport got the new lights, I got the new blinds all up, got a couple new fans and am rearranging the kitchen area in order to make it a better work space for dealing with all the donations we get here.
- SRP: There are currently 20 SRP kids signed up, 7 kid finishers and 2 adult finishers.
- Katy conducted a coding class at NP. We had 3 kids and one adult (who was the robotics teacher at NP). I will probably be partnering with the school to have a coding club 1 time a month, but this hasn't even been arranged.
- The light fixtures have been replaced! What do you think?
- Onion Creek: 17 SRP sign-ups (13 kids, 4 adults. 1 kid and 1 adult have finished so far)

### **Technology Report**

- Wrapping up the Kettle Falls projector install via ExBabylon
- Catalogers Training Conference was a success. Both Kristy and Sally felt that they were able to get questions answered, they previewed the new system that is coming, and both felt that having one of these twice a year or so would be helpful. Angie sat in as well and showed interest in learning the depths of MARC records and cataloging.
- Lunch program at Loon Lake is almost wrapped up - we are in the final week of summer lunches. Numbers vary between 9-27/day, depending on community activities.
- Children's programming in Loon was very successful in July. We hope to keep the momentum going with more kids activities!
- It's fair season. I am doing Valley Fair (Sat 8/12), did Brickyard Days in Clayton last week, and will help host a movie at the Clayton Community Fair on the 26th.
- Overdrive help and promotional materials have been ordered. We are making a major push for Overdrive this fall, including inserts in holds items on the holds bookshelf, advertising in the papers, billboards, and Facebook promotions. We will have fall Overdrive assistance scheduled, as well!