

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**June 14, 2017**  
**Hunters Public Library**  
**5014 Columbia River Rd., Hunters, WA 99137**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 9:16 a.m. by Trustee Catharine Whitby. In attendance were Linda Shaw, Trustee; JD Meacham, Trustee and Catharine Whitby, Trustee. Amanda Six, District Director; Megan Bush, Library Assistant II, Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant were also present. Rick Moore, Chair and Adena Sabins, Vice Chair were absent from the meeting.

**VISITORS** - None

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

**PUBLIC COMMENT** - None

**AGENDA CHANGES** - None

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of May 18, 2017 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of June 7, 2017 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 5/12 -6/1/17 - 58 Vouchers total \$45,528.68  
Payroll Warrants May 2017 - 24 Direct Deposits for a total of \$67,990.08
- (4) Detailed Revenue & Budget Status Reports for May 2017.
- (5) The Director's May 2017 timesheets and accumulated vacation & sick hours were reviewed.

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

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

**UNFINISHED BUSINESS:**

- (1) **Policy Review - Display Policy** - The Board looked over the revised policy and called for vote.

**Motion made to accept the Community Display, Petitions & Sales Policy with revisions.**

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

- (2) **Travel Reimbursement - for Library Board of Trustees (outline procedures)** - There is not currently a policy for in-county travel for Trustees. Amanda suggested removing "out-of-county" from the policy to encompass all travel. Amanda would also like to link and make reference to the Personnel Policy 300.400. In regards to procedures, the Board needs to clarify examples of Board-approved meetings and functions. JD and Catharine will form a committee to review the policy and bring a draft back next meeting. Amanda and Becca will work on revisions to the policy and will share at the July meeting.

**NEW BUSINESS:**

- (1) **Policy Review: Annexation of Incorporated Areas** - The Board reviewed the current policy. Some questions arose such as: What would happen if an area became incorporated after joining the Library District? The Board would like to include some of this information in the policy. Amanda will research and report back.

- (2) **Board Binder:** The Board Binder is a public document and the Board does not want it to be misleading in what information it contains. The Board needs to decide what they feel is important information for the Binder to hold and what information can be removed. JD requested that the binder include a biography and/or resume from each member. Catharine will request that each Board member review their binder and respond with 3 things before the September meeting: what can be removed, what should be updated, what should be added?

#### REPORTS

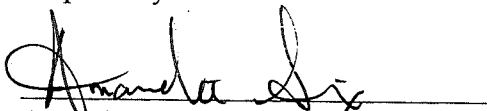
- (1) **Director's Report:** Attachment (1)
- (2) **Trustee/Liaison Report:**
- (3) **Others:**

#### ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 11:32 a.m.

Chair adjourned the meeting.

Respectfully submitted:

  
Amanda Six, Secretary, SCRLD

Accepted by:

  
Rick Moore, Board Chair

  
Date

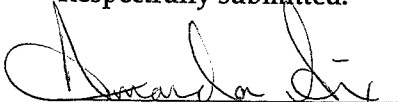
STEVENS COUNTY RURAL LIBRARY DISTRICT  
Board of Trustees Conference Call  
June 7, 2017

The meeting was called to order at 9:02 a.m. by Rick Moore. Present were Rick Moore, Chair; Adena Sabins, Vice-Chair; JD Meacham, Trustee; Linda Shaw, Trustee; Catharine Whitby, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant.

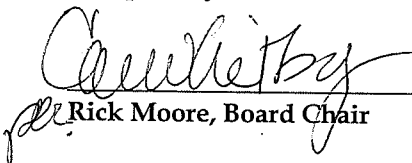
AGENDA

- OPENING
- PUBLIC COMMENT - none
- AGENDA CHANGES - none
- ACTION ITEMS - none
- DISCUSSIONS
  - June 14<sup>th</sup> - Regular Board Meeting - Agenda Changes - Board Binder has been added to New Business.
  - July Webinar - Planning for homeless patrons - Amanda has been in contact with Bill Pifer inviting him to join in an in-depth discussion on this topic. If he is unable to attend she will set up a conference call with Erica from Every Library.
  - Bryan Tidwell has accepted the Chewelah Library Manager position.
  - Summer Reading is off to a great start. The t-shirts are a big hit!
- NEW BUSINESS
- ADJOURNMENT - 9:24 a.m.

Respectfully submitted:

  
Amanda Six, Secretary, SCRLD

Accepted By:

  
Rick Moore, Board Chair

6/14/17  
Date

Next Conference Call/Webinar is Wednesday, July 12<sup>th</sup> at 12:00 p.m. in Colville

**Library Director's Report**  
**June 2017**

**Information Sharing**

- Amanda attended a workshop and planning meeting on poverty or the tri-county area. The meetings reaffirmed the important role of public libraries in addressing community health.
- Amanda presented at the Colville Chamber of Commerce on "library happenings"
- The Summer Library Directors' meeting will be in Federal Way, July 13-14. Amanda will be attending and is in charge of the statewide agenda. Sessions include: open data, LEAN management, lobbying for libraries, and early learning.

**Chewelah from Katie Park**

- Summer Reading sign-ups have been phenomenal since it started on June 1st. We have had a great response from patrons about the mailer that Jessica worked so hard on, and the kids and adults LOVE the t-shirts that we are giving out. At the rate we are going for SRP sign-ups, I wouldn't be surprised to have a new record in Chewelah this year.
- Jesse and Katie had fun with 40 3rd graders that came to visit our library. We opened up the doors at 8:45 and had the library to ourselves, and the kids. While Jesse taught the kids how to use the catalog, Katie took them on a scavenger hunt/library tour. The kids received library cards (if they had the signed permission slip) and the last part of our hour with them, was spent finding and checking out books to our new patrons. The kids could make their own book marks, at a craft station, while they waited for their class mates to finish checking out their books. The field trip was a huge success, according to the teachers, and all the returning students.
- June 7th, Katie will be attending the assembly at Guess Elementary in Chewelah, to promote the Summer Reading Program to the entire school. I expect to have many more sign-ups after the school visit.
- Chewelah's Friends group was kind enough to buy us a new DVD buffer machine. It does two DVD/CD's at a time and has been doing some amazing work on disc that seem unfixable. We are very lucky to have such a great friends group at this branch.
- Katie has been voted into the Head Start Policy Council. She will be the Community Representative for the tri-county area. The work will entail finding out what people would like to see happen with the local Head Start and ECEAP programs and letting the Policy Council know what parents are asking for. It also requires a once a month meeting in Colville with the council. There will be a two month break from meetings after June, to allow teachers to have their summer off.
- WLA just finished up with another meeting. Our theme has been finalized for the Tacoma Library conference in November. Katie has organized the events listing for the three days of the conferences. I'm just waiting on approval from the main WLA office for the schedule that I put together. Then we will be working on getting contracts signed for keynote speakers and the presenters that will be attending this conference.
- Katie, Jesse, Christine, and Chuck met Bryan Tidwell, and did an interview with him on May 26th. It was a unanimous yes, we want him, from everyone at the interview. We look forward to having such an amazing manager in the near future.
- On a sad note, Jesse will be starting as a part-time employee at the Downtown Spokane Library on June 19th. It is only a couple miles from where he lives and we will still get to have him here in Steven's County for part-time, as well. Christine has been doing amazing, and she will make the partial loss of Jesse much easier to handle.
- Our summer is filled with a ton of great activities for the kids and grown-ups at the Chewelah branch, with the Solar Eclipse my personal favorite activity. I can't wait.

**Colville from Sarah English**

- Read Books, Not Shirts this summer. Please be sure to visit one of our locations to sign up for SRP and receive your shirt to read in comfortably all summer long.

- Colville has gone co-ed. To help facilitate speedier access to the single-stall restrooms on the main floor, signs indicating non-gender-specific use have been installed. The multi-stall restrooms in the basement remain gender-specific.
- Our Dewey 101 series has begun and continues each Monday at noon as we work our way through the Dewey Decimal System. Speakers this month include film scholar Lance Rhoades speaking about Les Mis (June 19) and Sue Richart sharing about the Nuremberg Trials (June 26).
- We have some social media mavens here. Angie has created a library/book themed blog, Meet Me in the Stacks ([meetmeinthestacks.weebly.com](http://meetmeinthestacks.weebly.com)). Anja's knitting instruction videos can be found on her site Peony and Thyme ([tinyurl.com/y8pd4q9a](http://tinyurl.com/y8pd4q9a)).
- There were some personal milestones celebrated this month, too. Anna earned 3rd place in the very first swim meet of the year and as the coach cheered on her team to a fun event. Lisa's daughter, Sadie, graduated from the 8th grade and is moving on to high school life in Kettle Falls.

### Kettle Falls from Katy Pike

- After school Art: This program has now been renamed by Donna as "Kids are Artists." The "Art Show" on June 7th was pretty terrific. A teacher from the high school contacted us about hosting a student for job building opportunities next year. We will be having one student from the SpED department help with the after school art.
- SRP Presentation: The joint SRP presentation with the NCRL librarian, Gailene Hooper, from Republic at the Kettle Falls Elementary went very well. I have helped 4 new households sign up for a library card with NCRL (I think that would be 3 kids and 1 teen got signed up for their SRP). Gailene will possibly be joining me on June 13th to present to KF Middle School. I am hoping this partnership helps set ground work for future reciprocal agreement with NCRL. ☺
- Landscaping: So the large white rock has been laid in the back of the library after Town and Country days. A committee was formed with FOL, a City council member, former Master Gardener and a Horticulturist and we met on the 8th and discussed preliminary ideas about how the space will be used. Another meeting will be set in the near future.
- Town and Country Days: Wow. Almost all of our shirts got wiped out! In fact some of the teens used them as team shirts in the 3 on 3 basketball tournament. Also, the FOL made about \$110 at the pie sale and around \$200 at the book sale.
- SRP: We have 111 Kids and 102 teens/adults signed up thus far. We're gearing up for July!
- Vacation: Yep. I am taking July 5-10th off! YAY!

### Lakeside from Brooke Golden

- Sally and Martha planted the two pots outside the front doors with gorgeous shade-loving plants and flowers. We have gotten dozens of compliments on them, however the gentleman who very grumpily asked when we were going to get those damn pots planted (just a day before it was scheduled to happen) has not yet paid us a compliment.
- We are busy signing up kids, teens and adults for summer reading, even though it is barely June. The postcard that was mailed to residents has brought in many people, including some who have never been in the library.
- The Friends purchased a piece of metal wall art that has names of authors on it. Very cool!
- Sally has been busy cataloguing, as Kristy has been on vacation for several weeks. It is very valuable to have a second cataloguer.

### Loon Lake from Jessica Varang

- Finished up the Loon Lake Elementary coding class, and presented certificates to all kids (50ish) at awards assembly.
- Presented summer reading to Springdale and Loon Lake schools
- Jessica is coordinating the food program for summer lunches, purchased all equipment needed

### Northport/Onion Creek – from Clifford Ward

- I went to the Onion Creek Bargain Faire this last Sunday, the 4th, and set up a table with LOSC info, especially featuring the SRP.
- I signed up 13 kids and 3 adults and gave away a bunch of info and answered many questions ranging from how to obtain a library card, to can you help me with my Kindle? Definitely well attended and successful.
- I received a text yesterday from a teacher there at OC School saying that 12 kids had on the same t-shirts..... ☺
- This morning I did the SRP spiel for all the NP school classes and then did my last Storytime for the pre-school kiddos... It's been fun, rewarding, and quite successful. Upon leaving, all the kids loved me up and Kelly, the teacher gave me an envelope that contained a \$5 gift certificate for NP Morning Bear Coffee stand! SWEET! I will miss doing Storytime for them, but plan on working with the teacher at Summer's end and trying to see if we can make it work again next year.
- I am scheduled to give my SRP talk to the OC kids next Monday morning at their Awards Ceremony.
- The library yard here is lovely as ever, and the fence is slowly getting repaired. We are also trying to schedule ABC Electric to come in and redo 7 different lights to brighten up everyone's experience here!
- To The Board: Many THANKS for your constant support!

### Technology – Jessica Varang

- Finishing Washington State Library coding grant report
- In the process of developing staff training bags
- As always...computer stuff!