

**STEVENS COUNTY RURAL LIBRARY DISTRICT  
BOARD OF TRUSTEES**

**March 16, 2017  
12:00 p.m.**

**Colville Public Library  
195 South Oak St., Colville, WA 99114**

**AGENDA**

- GREETINGS**
- OPENING**
- PUBLIC COMMENT**
- AGENDA CHANGES**
  
- ACTION ITEMS - CONSENT AGENDA** - All matters listed within the Consent Agenda have been distributed to each Board member for reading and study, are considered to be routine and will be enacted by one motion of the Board, if separate discussion is desired, that item may be removed from the consent agenda and placed on the regular agenda by request.
  - 1. Approval of February 16, 2017 Regular Meeting Minutes
  - 2. Approval of March 8, 2017 Conference Call Minutes
  - 3. Approval of 2017 Accounts Payable Vouchers, February Payroll
  - 4. Approval of February 2017 Budget Status & Detailed Revenue Reports
  - 5. Approval of Director's February Time Sheet, Mileage Reimbursement & Vacation and Sick Leave Accrual.
  
- UNFINISHED BUSINESS**
  
- NEW BUSINESS**
  - 1. Policy Reviews
    - a. Display Policy
    - b. Disposal of Surplus Property
  - 2. Job Description proposal - Technology and Education Manager
  - 3. City of Colville Library Staffing Agreement - revised
  
- REPORTS**
  - 1. Director
    - a. Library happenings
    - b. Statistics and reporting
  - 2. Trustees and Liaisons
  - 3. Other
  
- Executive Session - Real Estate - update**

**ADJOURNMENT**

Next Board Meeting is Thursday, April 20<sup>th</sup>, 12 pm at Lakeside Library

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**March 16, 2017**  
**Colville Public Library**  
**195 South Oak St., Colville, WA 99114**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 12:09 p.m. by Rick Moore, Chair. In attendance were Rick Moore, Chair; JD Meacham, Trustee and Linda Shaw, Trustee. Amanda Six, District Director; Janet Eide, Business Manager; Sarah English, Colville Library Manager and Rebecca Moore, Administrative Assistant were also present. Adena Sabins, Vice Chair and Catharine Whitby, Trustee were absent from the meeting.

**VISITORS** – None

**GREETINGS** – Rick welcomed Sarah to the meeting as the new Colville Manager.

**PUBLIC COMMENT** – None

**AGENDA CHANGES** – Amanda would like to table the Display Policy until next month and focus on the Surplus Policy this meeting.

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of February 16, 2017 were reviewed.
- (2) The following vouchers and warrants were approved for payment:  
Accounts Payable 2/10-3/2/17 – 68 Vouchers total \$57,452.82  
Payroll Warrants February 2017 – 24 Direct Deposits for a total of \$63,012.07
- (3) Detailed Revenue & Budget Status Reports for February 2017.
- (4) The Director's February 2017 timesheets and accumulated vacation & sick hours were reviewed.

**Motion made to accept the Consent Agenda as presented with revisions.**

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

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

- (1) **Policy Review: Disposal of Surplus Property** – The Board reviewed the current policy with updated edits. After some discussion the Board called for a vote.

**Motion made to accept the Disposal of Surplus Property Policy as presented with revisions.**

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

**EXECUTIVE SESSION –**

The Board adjourned to Executive Session beginning at 12:36 ending at 12:57. The session was held to discuss real estate. No items were voted on during the Executive Session.

**NEW BUSINESS (continued):**

- (2) **Job Description proposal: Technology and Education Manager** – Amanda asked the Board to review a new job description. After thoughtful consideration and encouragement from the current Library Managers, Amanda and the Management Team feel that the Technology Coordinator position has evolved to a managerial level and that a

new position for a Technology and Education Manager should be created. The Board would like to look over the job description and vote at the April meeting.

- (3) **City of Colville Library Staffing Agreement - revised** - The City of Colville Library Advisory Board and the Colville City Council have agreed to move the current, retiring, City employees to District positions. This will result in an increase in the quarterly payments from the City to fund hiring replacements for these positions. The City also updated the wording in the inter-local agreement to reflect this change and to update the termination clause.

**Motion made to accept the updated Colville City Contract as presented with revisions.**

Motion made: Linda

Motion seconded: JD

All in favor: Unanimous

## REPORTS

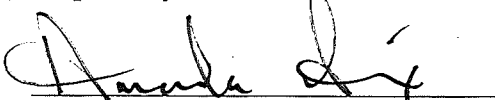
- (1) **Director's Report: Attachment (1)**
- (2) **Trustee/Liaison Report:**
- (3) **Others:**

## ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 2:13 p.m.

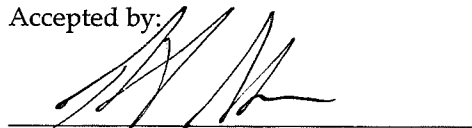
Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted by:



Rick Moore, Board Chair

4/20/17

Date

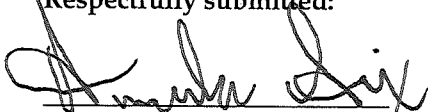
STEVENS COUNTY RURAL LIBRARY DISTRICT  
Board of Trustees Conference Call  
March 8, 2017

The conference call was called to order at 9:08 a.m. by Rick Moore. Present were Rick Moore, Chair; Adena Sabins, Vice-Chair; JD Meacham, Trustee; Linda Shaw, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant. Catharine Whitby, Trustee was absent.


AGENDA

- OPENING
- PUBLIC COMMENT
- AGENDA CHANGES
- ACTION ITEMS
- DISCUSSIONS
  - Linda is going to stop by the Colville Library and drop off some flowers to show appreciation, from the Board, to both Krista, for her years at the Library, and Sarah, as she starts her new position as the Colville Manager. The Board thanked Linda for doing this.
  - JD is still reviewing the Board of Trustee Bylaws and will send any questions or concerns to Amanda before the Board Retreat on April 28th
  - March 16<sup>th</sup> - Regular Board Meeting - Agenda Changes - none
  - March 17<sup>th</sup> - All Staff Day - Amanda discussed the agenda for Staff Day and encouraged the Board to stop by and have lunch.
- NEW BUSINESS
- ADJOURNMENT - 9:23 a.m.

Respectfully submitted:

  
Amanda Six, Secretary, SCRLD

Accepted By:

  
Rick Moore, Board Chair

3/16/17  
Date

Next Conference Call/Webinar meeting is April 12<sup>th</sup> at 9:00 a.m. in Colville

## **Library Director's Report March, 2017**

### **Information Sharing**

- Sarah English started on March 6<sup>th</sup> at the new Colville Library Manager. We all said a tearful good-bye to out-going (in every sense of the word!) Library Manager, Krista Ohrtman.
- Anja Johnson started work on Friday, March 10, as the new Library Assistant 1. She has excellent customer service experience and is very enthusiastic!
- Amanda and Jessica continue to work with the Broadband Action Team (BAT) to improve local broadband. Amanda also participated in a conference call regarding new national legislation to improve rural broadband.

### **Chewelah Public Library - from Acting Library Manager, Katie Park**

- After our initial shock of losing our favorite boss (Sarah), Chewelah has managed to still perform like a well-oiled machine, thanks to some great staff.
- Katie has been busy working with Jessica to get our computer coding classes scheduled and organized. They will be starting later this month (March). I also participated in "Read Across America" on Dr. Seuss's Birthday, where I had the privilege to do my Dr. Seuss storytime with my son's Kindergarten class. It was a huge success. I will be having a preschool class coming into the library later this month for storytime/library introduction.
- With the WLA Learn Local conferences coming up next month, I have been working on getting the last minute details figured out with the hotels hosting the attendees.
- EggBots are on their way and will be going to Kettle, Colville, and Chewelah. We have already had a ton of interest in Chewelah about their impending arrival, and I expect a great turn out and lots of fun for all involved.
- Jesse has been a rock to stand on through all the changes taking place here. He is extremely reliable and knowledgeable. He has agreed to teach one of the two classes we are offering with the EggBots, even though he has never seen one. His monthly adult coloring class has been going well, and I'm sure we will be seeing a lot more great ideas from him soon. We are lucky to have him here.
- Christine is getting more and more comfortable with her position here. She has informed me that this is her favorite job, by far. With all the changes happening, she has been able to come fill in for us on several occasions, and has agreed to work an extra 4 hours a week, while I head to Kettle Falls to teach coding classes there. I appreciate her flexibility and ability to roll with the punches, as Chewelah goes through this transition.
- We are all looking forward to next week's staff meeting.

### **Colville Public Library**

- Colville has been busy with the Eggbot program this week.
- The Improvement Club made \$623 at their booksale last weekend.

### **Hunters Community Library, from Megan Bush, Library Assistant 2**

- Seed Library: We have a goal of having the seed library off the ground by the first day of Spring. I have been working with three Hunters Friends of the Library volunteers to catalog the seeds (85 different varieties of veg/herbs/flowers). This has been very time consuming but we think the effort will be well worth it! Overall, it's been fairly slow at Hunters this winter. Everyone is having quite a bit of difficulty

with snow removal, and now muddy driveways and county roads causing issues with travel. The food bank has consistently brought fresh food for patrons to take home at least once or twice per month, and a local farmer comes to pick up any leftovers for his pigs.

- A very cute baby goat visited the library this past week. (Clifford told me it was almost a year to the day that the goat from Northport wandered into his library.)
- We would also like to point out that Megan has put together an excellent Money Smart Week. It will be April 24-28th. Most of the offerings will be 5-6 p.m. all that week with some budgeting help on Tuesday and Thursday.

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

- Katy was on vacation for the last week in Feb. (It was fun!)
- Roominate: Lisa was kind enough to cover for me in programming with Roominate as I had to get my car fixed. Attendance was as follows: Tuesday 2/14/17 - 17 kids, 4 adults / Wednesday 2/15/17 - 15 kids, 5 adults
- Go Green @ KF: Ten million thank yous to Adena who arranged and hosted two of the three Master Gardener Programs at the Library. We had the following number (Adena collected the stats!) March 6 – 9 adults, 2 kids / March 8 – 8 adults / March 10 – 5 adults (This was a lunch class).
- After school art: We have been getting a steady stream of kids as usual. The average has been a bit higher with the most being 25 kids (possibly more?) this last Wednesday. Once again, a kid said "this is way better than playing games on a computer."
- Sarah and Katy went to the Youth Summit hosted by the Washington State Library in Tacoma. We received a wealth of information about the activities of other libraries and what is going on at the WA state level regarding early childhood development. I look forward to using the information we have gained to strengthen our community connection. In addition to this information, we are looking at a possible grant that would be implemented in 2018. Stay tuned.
- The Friends of the Library Tea Fundraiser will be March 25th, 1-3pm. We have the state poet laureate, Todd Marshall and local author Kerry Schafer.

### **Loon Lake Library – from Acting Manager, Jessica Varang**

- Loon Lake is doing well!
- The Friends group is hosting their first 2017 book sale on April Fools Day
- Jessica and Kristy are working out some cataloging quirks with TLC, the library software vendor

### **Northport and Onion Creek Libraries, from Clifford Ward, Library Assistant 2**

- So, just to keep you in the loop....I began doing Storytime at the Northport Schools on Tuesday, 3/7/17, and will continue doing it for them on every 1st and 3rd Tuesday. Tuesday was my beginning day and I had 14 kids, 1 teacher and 3 parents and/or para pro's in attendance. It seemed like it was enjoyed by all, but my next task this afternoon will be to email the preschool teacher and ask for critique and any suggestions to tailor it to what they are looking for, if any changes may need to be done.
- Additionally, we have a community member that is conducting Genealogy classes open to the public the last Thursday of every month. They start this month.

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## CV March Board Report

1 message

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Sarah English <sarah@scrld.org>

Mon, Mar 13, 2017 at 3:08 PM

To: Amanda Six <amanda@scrld.org>

Colville is losing almost 1/3 of our staff and 27 years of accumulated knowledge with the departures of Krista (9 years), Julane (17 years), and Lary (1 year) this month. We will bravely carry on but will miss them terribly.

On a happier note, Anja Johnson, Kettle Falls bred and returnee, is joining our team. She is a survivor of a long stint at the busiest Starbucks in the Pacific Northwest, an experience that will equip her well for a successful library career.

Thanks to the amazing efforts of the Improvement Club, the book sale raised about \$362, a 20% increase from the February sale.

We are embracing coding this month. The State Library of Washington is loaning their Eggbot kit to us on the 15th and 16th, and on the 20th we will host an introduction to Microsoft's Imagine Academy coding class. Thanks to Lisa and Jessica for sharing this aspect of STEM with us.

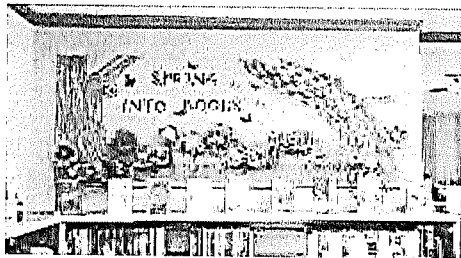
And spring has sprung in the library, if not the outside world. Anna has created a garden for us all to enjoy until the snow melts. (photo attached)

—

Sarah English  
Libraries of Stevens County  
Chewelah Public Library and Loon Lake Library Manager  
sarah@scrld.org

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311 East Clay \* PO Box 87  
Chewelah, WA 99109  
509-935-6805

Loon Lake Library  
4008 Cedar Street \* PO Box 744  
Loon Lake, WA 99148  
509-233-3016



Spring Into Books.jpg  
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**Technology Report – from Jessica Varang, Technology & Education Coordinator**

- Kettle Falls is having an access point replaced, Th 3/16 as it continues to drop the signal
- -New update software was implemented in Loon Lake on the public computers and appears to be working perfectly. This is a big deal, as Eli from ExBabylon had to do some extensive testing to figure a way around our hard drive protection software, SmartShield. Our previous IT company could not figure it out.
- -Coding programming is scheduled at four locations - introductory, 2 hr session and then 8 weeks of 1/hr 1/day a week programming until June 1st at KF, CV, CH, and at Loon Lake Elementary (x2 classes). Yay to Katie Park for being a leader/trainer, too!
- Investigating an internet-connection-over-TV-waves grant for the Chewelah area - could possibly be a good tester to see if this type of internet would work in our county, with city buy-in.