

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
November 27, 2017
Chewelah Public Library
307 E Clay Street, Chewelah, WA 99109

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:02 a.m. by Trustee Rick Moore. In attendance were Rick Moore, Chair; Linda Shaw, Trustee and Catharine Whitby, Trustee. Amanda Six, District Director; Bryan Tidwell, Chewelah Library Manager; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant were also present. Adena Sabins, Vice Chair and JD Meacham, Trustee were absent from the meeting.

VISITORS - Library patron, and Chewelah-area resident, Bill Kurrle joined the meeting.

GREETINGS - Rick welcomed everyone to the meeting. The Board and staff introduced themselves to Mr. Kurrle.

PUBLIC COMMENT - None

AGENDA CHANGES - Rick asked that "Potential Library Program in Colville" be added to New Business.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of October 19, 2017 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of November 8, 2017 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 10/18 -11/9/17 - 72 Vouchers total \$58,726.53
Payroll Warrants August 2017 - 29 Direct Deposits for a total of \$72,585.39
- (4) Detailed Revenue & Budget Status Reports for October 2017.
- (5) The Director's October 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) **Conflict of Interest** - Though the Board is waiting to hear from Adena regarding whether she will accept a position on the Colville City Council, Rick suggested that the County Commissioners would ultimately be the ones to decide if there is a conflict of interest. Catharine agreed that since the Commissioners are the ones who appoint the Trustees to the Library Board that they should have the final say. If Adena decides to accept a position, Amanda will contact the Commissioners' office to discuss this issue. This topic will be revisited at the December meeting.
- (2) **2018 Draft Budget** - The Board discussed the budget as presented with edits from last month's meeting. Mr. Kurrle asked a few questions about the budget and the salary for the manager in Chewelah. Amanda explained that the District did not create a new position in Chewelah but filled an open position. Mr. Kurrle was presented with copies of the budget and the proposed salary schedule. The Board and staff provided answers to Mr. Kurrle's questions regarding how salaries are determined. Mr. Kurrle appreciated their explanations.

NEW BUSINESS:

- (1) **Resolution #02-2017 1% Increase - 2018** - 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 1%. This amount reflects a real dollar increase of \$13,868 bringing the total actual levy amount for 2018 to \$1,386,799.23.

Motion made to approve Resolution #02-2017 1% Increase - 2018.

Motion made: Catharine

Motion seconded: Linda

All in favor: Unanimous

- (2) **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 (\$2,500,000) in order to accommodate the unknown amounts of future new construction.
- (3) **Resolution #03-2017 Salary & Wage Scale 2018:** Amanda reminded the Board that the salary and wage scale for 2018 includes a 2% Cost of Living (COLA) increase, but does not include a step increase for any staff member. 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 #03-2017 Salary & Wage Scale 2018.

Motion made: Linda

Motion seconded: Catharine

All in favor: Unanimous

- (4) **Resolution #04-2017 Set Meeting Dates & Locations for 2018** – After reviewing the changes made to the previous year’s schedule the Board called for a vote.

Motion made to approve Resolution #04-2017 Set Meeting Dates & Locations for 2018.

Motion made: Linda

Motion seconded: Catharine

All in favor: Unanimous

- (5) **Resolution #05-2017 Final Budget 2018** – After discussion the Board called for a vote.

Motion made to approve Resolution #05-2017 Final Budget 2018.

Motion made: Linda

Motion seconded: Catharine

All in favor: Unanimous

- (6) **Executive Session – Library Director’s Evaluation** – The Board suggested going through the rest of the agenda then coming back to Executive Session. The Board adjourned to Executive Session at 11:30 a.m. ending at 11:50 a.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.
- (7) **Potential Library Program in Colville** – Rick spoke to Poet Lynn Schott, at a poetry reading in Kettle Falls suggesting she share more of her poetry with the community. She was very interested and would like to set up a reading at the Colville Library. Rick would like to help facilitate that. Amanda will talk to Sarah about coordinating after the first of the year. Linda also suggested Janelle Rainer, a poet and former District employee would be a great person to include.
- (8) Rick asked Mr. Kurrle for any more input he would like to share. Mr. Kurrle explained that most of the input he wanted to discuss was regarding financial resources. He would like to see expanded redirection and reorientation of where the library is going in terms of services to both the younger generation and the older generation. He’d like to see an updated and improved non-fiction collection. Amanda explained that Bryan is in the process of going through the collection to withdraw unused or dated materials, and will also be updating the collection and he would appreciate any input Mr. Kurrle may have in refreshing the collection. Amanda also explained that the Northeast Washington Genealogy Society has a large collection

of local history materials (an expressed interest of Mr. Kurrle) in Colville that are available to all library patrons in the district and can be brought to Chewelah for Mr. Kurrle. Bryan is looking at patron-use trends with reports and Inter-library Loans and hopes to fill gaps. Catharine asked that Mr. Kurrle bring any concerns or gaps he sees to the staff's attention; she asked that he "please be our eyes and ears."

REPORTS

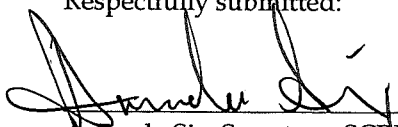
- (1) Director's Report: Attachment
- (2) Trustee/Liaison Report:
- (3) Others:

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 11:50 a.m.

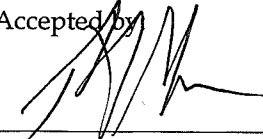
Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted by



Rick Moore, Board Chair

12/21/17

Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call/Webinar
November 8, 2017

The meeting was called to order at 9:06 am by Rick Moore. Present were Rick Moore, Chair; Adena Sabins, Vice-Chair; JD Meacham, Trustee; Catharine Whitby, Trustee Amanda Six, Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant. Linda Shaw, Trustee was absent from the meeting.

AGENDA

- OPENING
- PUBLIC COMMENT - none
- AGENDA CHANGES - none
- ACTION ITEMS
 - Holiday/PLD Schedule 2018 - The Board reviewed the memo regarding the proposed 2018 Holidays (paid holidays for staff and all library locations are closed). The memo recommended 11 holidays throughout the calendar year and no personal leave days). They called for a vote.

Motion made to accept the 2018 Holiday/PLD Schedule.

Motion made: Catharine

Motion seconded: JD

All in favor: Unanimous

- Conference Call Schedule 2018 - The Board reviewed the proposed Conference Call/Webinar schedule and called for a vote.

Motion made to accept the Conference Call Schedule for 2018

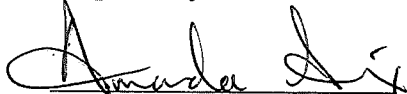
Motion made: JD

Motion seconded: Catharine

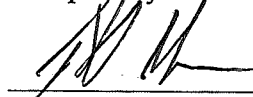
All in favor: Unanimous

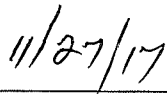
- DISCUSSIONS
 - November 27th Agenda Changes - none
 - Catharine ask that Amanda report on the relationship progress with the North Central Regional Library (NCRL) at future Board meetings. Amanda reported on the meeting that she, Katy Pike (Kettle Falls Library Manager) and Catharine had in Republic, Washington with the Acting Director and Chief Financial Officer of NCRL to discuss partnerships with NCRL to improve access to libraries for Ferry County residents; especially those on the eastern side of Sherman Pass.
- NEW BUSINESS - none
- ADJOURNMENT - 9:21 am.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By:


Rick Moore, Board Chair


Date

Next Conference Call is Wednesday, December 13th at 9 a.m.

Library Director's Report
November 2017

Information Sharing

- Amanda gave a presentation on library services to the Kettle Falls Rotary Club on October 26. She will give a similar presentation to the Colville Rotary Club on Wednesday, November 29 at noon.
- Amanda, Katy Pike, and Catharine Whitby attended a meeting with the Library Director and Chief Financial Officer from North Central Regional Library system, at the Republic Library, to discuss improving library services to residents of eastern Ferry County.
- Amanda was away from work for large parts of November to help her family deal with the death of her father. She would like to thank the Board and all the staff for their support, understanding, and hard work during this time.

Chewelah from Bryan Tidwell

- Both Chewelah and Loon Lake celebrated International Games Week earlier this month, and while the attendance was low in Loon Lake, Chewelah had a great event with over 60 people (of all ages) playing some new games. We received lots of great feedback with customers asking about creating a collection of games that we could check out, of which I'd like to investigate the feasibility, and asking if we can put games out at other times of the year. We'll likely bring them out again for school early release days in the New Year.
- Interest in digital books continues to drive a lot of our time, both inside and outside of Tech Help, and our numbers remain steady despite the cooler weather. We continue to bring in new materials to update various collections, and afternoons when school gets out have seen huge lines for computer use. Mayor Knauss was re-elected as the Mayor of Chewelah and has been a tireless supporter of our mutual fight for better broadband access in Stevens County. The citizens here are anxiously awaiting the final installation of internet through Charter (Spectrum), which we hope will help customers here more readily access our digital resources.
- I'm very grateful for the opportunity I received to attend the Internet Librarian Conference last month in sunny Monterey. Among many wonderful topics and sessions, some big themes that came through were security in the digital age and a library's continuing role in digital literacy, especially in the wake of the "fake news" epidemic. I'm still compiling notes on all my sessions, but I'm certain I'll have some new ideas to share as I continue to settle in here in Stevens County. Thanks!

Colville from Sarah English

- We have a new LOSC family member, just in time for the holidays. Raine Ikagawa now makes us fully staffed for the first time since June 30. Yay!
- A breakout box is now in the building. When Lisa attended ARSL she learned about this fabulous programming tool. The kit consists of several boxes and even more locks. Several documents--with no explanation or instructions--provide your only information for unlocking the boxes. And once you've managed to open the box once, never fear--there are an infinite amount of additional challenges for all ages available on the internet. The breakout box made its debut at the Chamber After Hours event and it was a hit. We now offer this program on alternate Thursdays from 3:30-5 pm (when Augie is not here for his stories). (see attached photo)
- Lisa, along with Anja, recently returned from the Washington Library Association conference, held in Tacoma. Anja, who was attending a library conference for the first time, was impressed with the number of kindred spirits she found in cardigans and glasses, carrying tote bags.



Hunters from Megan Bush

- Hunters FOL group is hosting their annual "Bake & Book" sale on Friday, December 8th from 12 noon-4 pm. Aside from the usual baked goods, coffee, and books - and this year the friends are even raffling off two really nice gift baskets. Tickets will be available for purchase at the Hunters library starting Wed. November 29th.
- There has been a big uptick in property crime in the Fruitland area lately, which is cause for concern for several Hunters patrons. The library has been a meeting place for community members to come together and discuss current events and strategies for protecting personal property.

Kettle Falls from Katy Pike

- We had 32 kids for the annual pumpkin carving. Donna Schmid donated 30 pumpkins to the cause.
- We had 37 attendees to the Washington State Poet Laureate Reading, How Poetry Saves Lives: Poems of Protest. There were mixed reviews. Many people enjoyed Tod Marshall and Lynn Schott, but were not too happy about a third local poet monopolizing time for the reading.
- We had 18 teens try to learn to knit/crochet (the middle school class from Orient School).
- Firefighter Story time was on the 15th. We saw about 19 kids. Unfortunately, the preschool could not join us, but the other kids had an enjoyable time.
- NaNoWriMo: We actually had people show up this year (4 people each time)! YAY! We were still able to have it thanks to our volunteer Christine Evans (Melinda was set to oversee this program). Additionally, the two local authors were well received.
- Melinda has been out on Medical Leave and should be back to work (hopefully) around Thanksgiving.
- The Friends of the Kettle Falls Library had its annual meeting. We discussed the dwindling membership, removal of the exterior old book nook building and landscaping.
- The board should know that Megan and Siena (and Sarah letting me have additional CV Staff to fill in the gaps) allowed our library to operate and adjusted their schedules to accommodate our needs here.
- Also, we had 13 people show for "How to Self Publish" for NaNoWriMo November 16th.

Lakeside from Brooke Golden

- Sally has been doing a lot of cataloguing while Kristy has been attending a conference this month.
- The Friends of Lakeside Library are donating new children's books to a local toy drive, something that the organizers of the toy drive have been lacking for years. Both groups are very happy about the collaboration.
- There is a Toy Drive donation box in the library again this year. We hope many of our patrons will consider making a donation to help make the holidays brighter for some less fortunate families in our community.

Loon Lake from Bryan Tidwell & Kristy Dyck

- Chuck and Kristy continue to run a great library in Loon Lake, and I'm astounded each time I work there by their tireless efforts in creating connections with the community. Tech Help has just started up on Fridays, and there has been a lot of interest in the service. Holly, the new Friends president, has recruited a number of new members to the group, some of which were just elected to the board. She's also currently working on getting the group's 501c3 status reinstated with help from Sue Richart of the Library Foundation. Her enthusiasm and dedication to her new calling as President has been spectacular.
- (from Kristy) "Loon Lake has been a bit quieter, with the cooler weather. We still have our after school gang, but even they are quieter. We had an Amazing book sale with The Friends of the Loon Lake Library. The biggest ever! And, our Book Nook, at the library, is continuing to amaze us with the amount of monetary donations that it receives. We are gearing up for the Christmas Season. The Friends are planning another book sale and a visit from Santa. We are excited around here! We also just got a beautiful new book case/holds shelf from a local craftsman. The Friends group made a donation to help us purchase this as well."

Northport/Onion Creek from Clifford Ward

- NP library just had its 3rd estimate done for window replacement by Deer Park Window and Doors. Also an estimate from Colville Glass and Merle Door and Window.
- I have completed winterizing the building by shutting off and draining the exterior water spigots and recovering the in the wall air conditioner.
- Every 1st and 3rd Tuesday I have been taking NP Storytime to the NP Schools for the Kinders and 1st graders and have been having a lot of fun with them. Usually attended by around 15-20.
- In Northport itself, some big changes are happening.....the Community Center with its 15 public computers is closing its doors.....mainly from a lack of volunteers, and the same Board members for the last many years. Sandy needs to be spending more time with her husband Dean since he has been diagnosed with Vascular Dementia..... Sandy was the heart of NCPR, and with her mostly gone, there are many of NCPR's programs in jeopardy, including the Community Garden and Greenhouse, Senior Meals and some others....

Technology Report from Jessica Varang

- Jessica ordered new staff and public computers for the District!
- Colville is in process of having better internet infrastructure installed.