

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
November 15, 2018
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 10:07 a.m. by Chair Catharine Whitby. In attendance were Catharine Whitby, Chair; Rick Moore, Vice Chair; JD Meacham, Trustee; Linda Shaw, Trustee and Lisa Wolfe, Trustee. Amanda Six, District Director and Janet Eide, Business Manager were also present. Becca Moore, Administrative Assistant was 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 October 25, 2018 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of November 7, 2018 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 10/15-10/31/18 Vouchers total \$89,417.33
Payroll Warrants October 2018 – 27 Direct Deposits for a total of \$76,795.40
- (4) Detailed Revenue & Budget Status Reports for October 2018.
- (5) The Director's October 2018 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

Motion made: JD

Motion seconded: Lisa

All in favor: Unanimous

UNFINISHED BUSINESS

- (1) **Review Draft of Inter-local agreement with North Central Regional Library System** – No new information to share at this meeting. Report again next month.
- (2) **Policy Review: 0015-300 Personnel Policy – Compensation (includes eight sub-sections)** – Tabled until December meeting.
- (3) **Policy Review: 0018 Travel** – The Trustees reviewed the policy with edits and new examples. They made a few more edits and called for a vote.

Motion made to accept 0018 Travel Policy as revised.

Motion made: Linda

Motion seconded: Rick

All in favor: Unanimous

- (4) **2019 Draft Budget** – The Trustees reviewed the Budget. Rick asked that at the February conference call/webinar the Trustees discuss the sustainability of giving staff increases every year. A possibility to increase the Book Budget could be a Foundation donation or other grants.

NEW BUSINESS

- (1) **Termination of Law Library Services** – The Trustees reviewed the termination letter regarding the law library and concurred that since the law library laptop has not been used for several years, it was time to officially terminate the inter-local agreement providing guidelines for the laptop.
- (2) **Resolution #04-2018 1% Increase - 2019** – 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 \$14,117 bringing the total actual levy amount for 2019 to \$1,416,943.84. The Trustees reviewed the resolution and called for a vote.

Motion made to accept Resolution #04-2018 1% Increase – 2019 as presented.

Motion made: JD

Motion seconded: Linda

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 (\$2,600,000) in order to accommodate the unknown amounts of future new construction. The Trustees reviewed the Levy Certificate and Amanda signed.
- (4) **Resolution #05-2018 Salary & Wage Scale for 2019** – The Trustees reviewed the resolution and called for a vote.

Motion made to accept Resolution #05-2018 Salary & Wage Scale for 2019 as presented.

Motion made: Lisa

Motion seconded: Rick

All in favor: Unanimous

- (5) **Resolution #06-2018 Set Meeting Dates & Locations for 2019** – The Trustees reviewed the resolution, discussed the days and locations set forth and called for a vote.

Motion made to accept Resolution #06-2018 Set Meeting Dates & Locations for 2019 with revisions.

Motion made: Lisa

Motion seconded: Rick

All in favor: Unanimous

- (6) **Resolution #07-2018 Final Budget 2019** – The Trustees reviewed the resolution and called for a vote.

Motion made to accept Resolution #07-2018 Final Budget 2019 as presented.

Motion made: Linda

Motion seconded: Lisa
All in favor: Unanimous

REPORTS

- (1) **Director's Report: Attachment**
- (2) **Trustee/Liaison Report:** The Trustees reviewed, edited and discussed the letter they are compiling for staff explaining the reason for giving a 3% COLA vs a step increase. JD will forward his compilation of the 2017 Annual Trustee Summary to the rest of the Trustees for completion.
- (3) **Others:** none

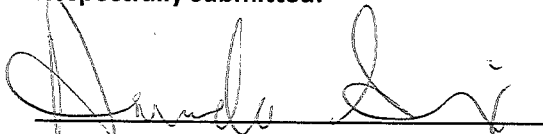
Executive Session – Library Director's Evaluation – The Board adjourned to Executive Session beginning at 12:47 ending at 1:50. The session was held to review and evaluate the performance of a public employee (Library Director) per RCW 42.30.110.g. No items were voted on during the Executive Session.

ADJOURNMENT


The meeting of the Board of Trustees was adjourned at 1:50 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Catharine Whitby, Board Chair

12/14/18
Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
November 7, 2018

The meeting was called to order at 9:05 a.m. by Catharine Whitby. Present were Catharine Whitby, Chair; Rick Moore, Vice-Chair; JD Meacham, Trustee; Linda Shaw, Trustee; Lisa Wolfe, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant.

AGENDA

- **OPENING** – Catharine welcomed everyone and Amanda confirmed that Lisa is officially a Trustee as of November 7, 2018. Everyone welcomed her!
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – add Step vs COLA to Discussions
- **ACTION ITEMS** –
 - **Holiday/PLD Schedule 2019** – The Trustees reviewed the memo which laid out the suggested Holidays for 2019. After review they called for a vote.

Motion made to accept the 2019 Holiday/PLD Schedule.

Motion made: Rick

Motion seconded: Linda

All in favor: Unanimous

- **Conference Call Schedule 2019** – The Trustees reviewed and discussed the suggested Conference Call Schedule. After a few edits they called for a vote.

Motion made to accept the 2019 Conference Call Schedule with revisions.

Motion made: Rick

Motion seconded: JD


All in favor: Unanimous

- **DISCUSSIONS**

- **November 15th – Regular Board Meeting - Agenda Changes** – Add Termination of Stevens County Law Library Services to the agenda.
- **Step vs COLA** – Staff have voiced concerns about not receiving a step increase. Trustees want to make sure staff are well informed about why the Board chose a COLA increase over a step increase. Amanda will draft a letter (that will be sent to all staff) to include in the Board packet for review at the meeting. The letter will explain the reason why the choice was made and difference between the two possible wage increases. Linda also suggested sending a separate letter from the Trustees to thank staff for taking time to complete the staff survey. Rick suggested using a “webinar” meeting to discuss alternate forms of “compensation” that staff might be pleased with. Catharine suggested the February Conference Call date and everyone agreed. Lisa proposed asking staff what might be meaningful to them. Amanda will share some information about how other library districts address issues of compensation.

- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:42 a.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By:

Catharine Whitby
Catharine Whitby, Board Chair

11/15/18
Date

Next Conference Call will be Wednesday, December 12th at 9:00 a.m.

Library Director's Report

November 15, 2018

Information Sharing - Amanda

- I presented to the Colville Library Improvement Club about the two early literacy programs currently afoot in Stevens County. The Improvement Club voted to give \$1500 to the Reach Out and Read program.
- A great deal of my time this fall has been spent on planning staffing changes and evaluations. It's been fun to connect with many staff that I don't normally get a chance to sit down and chat with.

Chewelah from Bryan Tidwell

- Attendance is finally starting to wane from a busy summer and school transition as we get into the colder months, but things are always happening at Chewelah!
- We were pleased to host an event for International Games Week last week as well as a photography workshop and a lecture for the 100th Anniversary of WWI in addition to our regularly recurring events.
- Our lighting installation is continuing in phases, though mostly complete, and our roof is solid so far under our first snowfall.
- I'm continuing to work with KCHW and should finish recording and then editing "The City of Ember" in the next few weeks for the radio.
- I'm also making it a specific goal to reach into Valley, Addy and Blue Creek as part of our work spreading the good things that libraries offer. I've had some luck making new connections with the Valley School District and some other community groups in that area.
- I'm also continuing to work with our local Head Start/ECEAP Policy Council again this year and have been invited to serve on a couple of additional boards in the area should I find time to do so!

Colville from Sarah English

- The mayor has submitted his proposed Colville city budget for 2019/2020. If draft numbers hold through the final vote we will receive a 2% increase each of the next two years. Unfortunately our capital improvement requests for paint repair, outdoor safety lighting, and window replacements were not approved. Public hearings are November 13 and 27 at 6:30 pm in council chambers.
- But there is still much to celebrate. Help your table get festive for the upcoming holiday season and join us this afternoon for a centerpiece craft workshop at 4:30.
- And most exciting of all, Roosevelt has arrived! He is busy getting the paparazzi treatment and resting up before his public debut in April. He looks forward to greeting you at an informal meet and greet during the spring Staff Day.

Hunters from Megan Bush

- We had a great turnout for Bruce Holbert with five attendees and seven kids showed up for Creepers & Curiosities!
- I was out sick all last week with the flu and am so grateful to Katy and Melinda for getting coverage so Hunters could remain open while I was ill.
- Halloween was the busiest documented day I've seen at Hunters since starting in 2015 with 43 patrons during the five hour work day (the previous record was 42) - it was really fun and really exhausting!

Kettle Falls from Katy Pike

- We celebrated International Games Week on Wednesday and Friday last week. We had a total of 17 people participate in playing board games and videogames over two days.
- The series NaNoWriMo has been drawing about 5-7 regular participants.
- Sue Richart is going to speak on "WWI in Stevens County" this week.

- A few items will be discussed at tonight's City Board meeting including elections of a new president and choosing a landscaping company now that the bids have been submitted.
- Sickness abounds! Some staff have been sick off/on the past week. We are keeping disinfectant wipes on demand!
- A new flag pole was purchased by the Lady Lions for the Kettle Falls Public Library. The old pole from the original high school possibly will be going to Jo Nullet once the new flag pole is installed Spring 2019.
- Starting very soon, Clifford will be reducing his hours. A part time LA2 position will be opening to expand programming options in NP. More info to come!

Lakeside from Brooke Golden

- Endcaps were installed on the juvenile fiction shelving, funded by the Friends. This allows for better display of new materials and it looks great!
- Jesse has all but completed the holdings code project, and has moved on to additional projects as directed by Jessica.
- Sally is going to be attending a district wide cataloging meeting next week, in an effort to get everyone on the same page about how to catalogue and process new and donated materials.
- Our landlord informed us that he has hired a new snow removal company and that they will also de-ice the parking lot. This is excellent news, as last year the ice was so terrible, and made it difficult for many of our patrons to get in and out of their cars.

Loon Lake from Kristy Dyck & Jessica Varang

- LL Carnival was a great success - about 120-150 people came (varying reports!); lots of great community relations/community involvement

Northport/Onion Creek from Clifford Ward

- Only on the odd occasion do I get someone for Storytime so far this year, and the new Kindergarten teacher is slow getting on board with the program....according to the 1st grade teacher. They share the two classes in one classroom. She is thinking that shortly after New Years the K/1 class will be ready for me to come every 1st and 3rd Tuesday and do a Storytime there like I did last year.
- The new windows and doors are performing quite well now that the weather has cooled down. Very comfortable in here!
- This year I am getting a crew of tweens who arrive shortly after school ends, mostly to play games on the computers. It's taken a bit, but I now have them fairly well trained and we understand and enjoy each other much better now.
- Personally, I turned 65 last Sunday, and have successfully navigated applying for and am now getting Medicare. I hope to be applying for my Social Security soon.....
- I have also asked for a reduction in hours, hopefully cutting down to 2 days a week. Donna-Gay and I are planning on building our dream house this spring, so I am definitely needing to have more time for building it and the garage. We have been currently working on getting the infrastructure completed as much as possible before Winter sets in so we can be ready come Spring, which is usually a bit early there as our house site sits at 1,315' elevation and is on a seasonal island in the Upper Columbia. Banana Belt Big Time....
- Raine's Creepers and Curiosities program was a big hit here as we had 16 kids and 3 adults. She did a great job and everyone had a blast!

Technology Report from Jessica Varang

- power supply for server swap out 11/14
- new billboard design implementation 11/14
- planning Overdrive/Libby push for December
- Attended TLCU (library software conference) Nov 4-7 in St. Louis; presented on library marketing and was elected to steering committee
- coordinating cataloger's mini-conference in Loon for Nov 28th