

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
October 4, 2018
Loon Lake Library
4008 Cedar, Loon Lake, WA 99148

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:06 a.m. by Vice Chair Rick Moore. In attendance were Rick Moore, Vice Chair; JD Meacham, Trustee and Linda Shaw, Trustee. Janet Eide, Business Manager and Becca Moore, Administrative Assistant were also present. Catharine Whitby, Chair and Amanda Six, District Director were absent

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 August 16, 2018 were reviewed.
- (2) The minutes from the Board of Trustees Retreat of August 28, 2018 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 8/8 – 9/20/18 Vouchers total \$146,190.66
Payroll Warrants August 2018 – 27 Direct Deposits for a total of \$74,934.92
- (4) Detailed Revenue & Budget Status Reports for August 2018.
- (5) The Director's August 2018 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) **Review Draft of Inter-local agreement with North Central Regional Library System** – Shared info ... NCRL shared with Amanda that they'd like to have a revised copy of the inter-local agreement back to her by the meeting on the 25th. Both parties have decided that because this involves some budgeting it should not launch before January 1st, with the 2019 budget.
- (2) **Chewelah Roof** – The bid process for the Chewelah roof went smoothly and the Library District (and the City of Chewelah) selected J.U Contracting. In the walk-through on August 24, all three bidders strongly suggested that the Library replace the entire roof in order to keep the seam stable, to upgrade insulation, and to keep the roof on the same replacement schedule. As per the District's purchasing policy, Amanda signed a contract with J.U Contracting for a total of \$28,481.72. They began work on Monday, October 1, 2018. The scope of work asks that the roofing project be completed by October 31, 2018. The Trustees called for a vote to ratify the signing of the contract.

Motion made to ratify the contract with JU Contracting Inc to update the Chewelah Roof:

Motion made: JD

Motion seconded: Linda

All in favor: Unanimous

- (3) **Policy Review: 0015-300 Personnel Policy – Employment (includes eight sub-sections)** – tabled until next meeting

- (4) **2019 Draft Budget** – The Trustees discussed the differences between giving staff a COLA and/or step increases and ask that Janet revise the Draft Budget to show a 3% raise for review at the October meeting. The Trustees also visited the old Loon Lake Fire Station as a possible District investment for van storage, other storage and programming space but during discussion believed that it may require too many updates to be made a usable space. This subject will be discussed at the next regular meeting.

Trustees asked that annexation be added to the next meeting agenda.

NEW BUSINESS

REPORTS

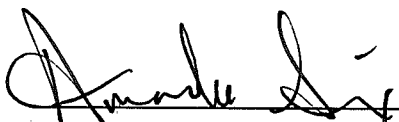
- (1) **Director's Report: Attachment**
- (2) **Trustee/Liaison Report:** The Library Foundation is proud to be a part of both Reach Out and Read and the Dolly Parton Imagination Library.
- (3) **Others:** none

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 11:31 a.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Catharine Whitby, Board Chair

Oct. 25/18
Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Retreat
August 28, 2018
Trustee Catharine Whitby's Residence
Kettle Falls, WA

The Board Retreat of the Stevens County Rural Library District Board of Trustees was called to order at 11:50 a.m. In attendance were Catharine Whitby, Chair; Rick Moore, Vice-Chair; Linda Shaw, Trustee; JD Meacham, Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant were also present.

VISITORS – none

Amanda presented a PowerPoint presentation summarizing projects and the progress of the "Paradigm Shift" over the past two years. Statistics indicate very strongly that circulation of materials has increased greatly. The Trustees suggested that at each Library program attendees are asked "Do you have a library card? If not can I help you to get one? Are you familiar with Overdrive?" Make that a standard practice by all staff at a Library event or program.

A motion was made to close all Library branches for an All Staff Day on Monday, October 8th.

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

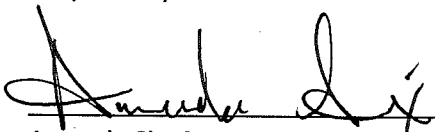
A motion was made to move the next two meeting dates to October 4th and October 25th.

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

The Trustees discussed, brainstormed and created an elevator speech to share with the public regarding the Libraries of Stevens County.

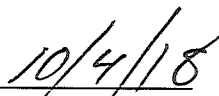
ADJOURNMENT – 5:13 p.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted by:


Catharine Whitby, Board Chair


Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
September 12, 2018

AGENDA

THIS MEETING WAS CANCELLED DUE TO LACK OF QUORUM.

Next Conference Call is Wednesday, October 10th at 12:00 p.m.

Library Director's Report
September 2018
(Presented at the October 4, 2018 meeting)

Information Sharing - Amanda

- Amanda and Katy Pike, Manager at Kettle Falls, have been providing information to the Kettle Falls Library Board and the Kettle Falls City Council regarding annexation. They met with the Kettle Falls Board chair, Valda Pancoast, and then with the whole board and a City Council representative at their regular meeting on September 17. The goal of the meetings are to inform the board and City Council about annexation so that they are better informed while making budgetary and planning decisions. Amanda has also been invited to a City Council meeting to further discuss this.
- Amanda participated in a Broadband Action Team webinar on emerging rural broad technologies. While some of these technologies are still in the developmental stage, it was hopeful and encouraging to see that there are some new, and affordable, trends emerging.
- Amanda has been working with the Libraries of Stevens County Foundation and the Providence-Mt. Carmel Reach Out and Read Program (ROR). The ROR program has started at the Colville clinic. Dr. Katrina Gardener is overseeing the project and has shared that 100% of physicians at the Kettle Falls, Colville, and Chewelah clinics have agreed to participate. The Foundation donated \$1,500 in order to get the program off the ground. Additional community organizations have also committed to giving money.

Chewelah from Bryan Tidwell

- Fall is upon us, and things have begun to quiet down in Chewelah now that school is back in session.
- I've been spending a lot of time this month trying to reach into some outlying communities around Chewelah, and I look forward to continuing to network in areas like Valley, Addy and Blue Creek this fall.
- As far as programming goes, we've come to the end of our Backyard Wilderness exhibit, including a very successful Bioblitz event up at the Chewelah Peak Learning Center. Families explored trails together and found everything from snakes to scat, and everyone had a good time.
- We were grateful to host a speaker from Humanities Washington last week to speak on the history of conspiracy theories in American politics and how it affects us today. The presentation was very well done.
- Additionally, things look positive for facilities improvements at Chewelah and we'll go forward with those in the coming weeks.

Colville from Sarah English

- Our final Summer Reading Program numbers for the county are in and there is much to sing about! We had the most children finish (341) and most documented teen/adult signups (746) since at least 2013.
Readers Digest version:
Children Sign Ups: 1060 (up 40--4%--from last year's 1020) *2nd highest since 2013's 1,090
Children Finishers: 341 (up 19--6%--from last year's 322) *most finishers since at least 2013
Teen/Adult Sign Ups: 746 (up 250--50%--from last year's documented 496) *most documented sign ups since at least 2013
Teen/Adult Finishers: 247 (down 54--18%--from last year's 301) *2nd highest finishers since at least 2013
Program Attendees: 523 (up 36--7%--from 2016 [2017 featured informal come-and-go programs where attendance was not tracked]) *3rd highest since at least 2014
- How many people did it take to install the Improvement Club's new display cases? One maintenance person, three water/sewer staff, and one building engineer. They conquered soft wood, weak walls and an asymmetrical wall space to get them hung. We are looking forward to welcoming back artists and collectors to share their talents and treasures with us.

- We are in the middle of a successful partnership with the US Forest Service. We offer public computers and they offer staff to walk job-seekers through the application process. Six people came to the first event. The next event is October 2.
- Our efforts to hold a Prime Time program in Colville have not been as successful. The Humanities Washington program, which fosters reading skills while providing a meal, travel reimbursement and gift cards to participants, has been slow to get off the ground. In collaboration with the state program director I hope to meet with school personnel to determine how our kids can get connected with this program and its benefits.
- The next time you pick up Washington State Magazine, don't be surprised if you see an article about the Libraries of Stevens County. A reporter working on a story about how public libraries enrich our communities heard about the pumpkin that was grown at the Chewelah Public Library in 2015 and in the process of learning more discovered our Lorax Club. If travel is approved the reporter will be in town October 5 for the next gathering of the Lorax Club.
- Some programming heads up (in addition to our "normal" activities):
 October 10, 2-4 pm: Decorate Your SRP Bag--add some bling to your bag!
 October 22, 3:30: Lady Long Rider--Bernice Ende and her horse make a return visit to Stevens County after criss-crossing America, and they both have stories to tell
 October 24, 5 pm: Author Bruce Holbert--the Washington Book Award winner will read from his latest, Whiskey, and meet fans and sign books afterwards

Hunters from Megan Bush

- We've had a couple special events in Hunters in the last month or so. I had a 'DIY Superhero Mask' craft and did my first Bullet Journal class. I had one child participate in the mask program and two adults attend the journal class. I'm looking forward to Raine's program 'Creepers & Curiosities' on Halloween - the kids adore her and are excited for all the fun she has planned for them.
- Since the school year started up again at Columbia, I've had a couple requests for students that I've dropped off at the school library for them. I've also had several students sign up for library cards.
- I'm still tracking foot traffic for every open day in Hunters. September ended up being a fairly steady month with an average patron count of 24/day.

Kettle Falls from Katy Pike

- Things have been quiet this month. Since we had staff gone and sick at a couple of our branches.
- I am happy to report that Melinda got married!
- Randomly, the urinal in the men's restroom would not stop flushing (button was jammed) and it started overflowing. I also found out that there wasn't an emergency shut off for that
- I celebrated "Talk Like a Pirate Day" Pizza Party as a welcome for the kids to the library. The kids had to tell me their pirate name, walk the "plank," and participate in a series of piratey crafts. (Of course there was pizza, purchased by the FOL!)
- I have invited a series of community members for the "Who is in your Neighborhood?" storytime series in Oct. We had the clinic do the first one and it was amazing. We had 28 kids!
- Donna has started the "Every Child is an Artist" program. We will have pumpkin carving the last Tuesday of October.
- Reading with Augie the doggie will resume later this month (October).
- Librewery Trivia is coming up on Oct. 27th. Please come!

Lakeside from Brooke Golden

- Lakeside is putting together 1000 Books Before Kindergarten packets to distribute to the co-op preschool and the elementary school preschool. That will be about 50 children. We have had 6 children complete the program in the year + since we kicked it off.
- Lakeside is having a couple more endcaps and a top made for the juvenile fiction area, funded by the Friends.

- Sally is taking a cataloguing class through ALA online. She is really enjoying and learning a lot.
- We switched storytime to Thursdays and are seeing a new group of children since many of the kids that have attended for quite a while, started kindergarten or every day preschool.
- We continue to see new families move into the area and are making lots of new library cards. Many of the new patrons tell us they want a card to use Overdrive.
- Tim Woods, handyman extraordinaire, made an adorable bookshelf for our children's area, so that the board books can reside there and we can have two more shelves for picture books.

Loon Lake from Kristy Dyck & Jessica Varang

- Plenty of stuff going on in lovely Loonsville, despite the slower autumn pace.
- Worksource is now using Loon Lake Library as a meeting place for clients on the South end of the county. We only have one little meeting table in the middle of everything to offer them, but they seem thrilled with that.
- The Loon Lake Book Group is thriving. They are a raucous and fun-loving group, who always offer us some of their cookies.
- The president of the Loon Lake Friends of the Library has started a Tuesday morning walking group that starts and ends at the library. It is really popular already.
- We are gearing up for our Halloween carnival. We are partnering with the local church and our Friends, and really pulling out the stops this year. Should be spooktacular!
- Successfully held Storytime at the Station with SCFD#1 in Loon Lake - 35 kids/13 adults - wildly successful and fun!
- Quotes for exterior painting of Loon Lake Library.

Northport/Onion Creek from Clifford Ward

- Clifford was out on vacation and Anna did a great job of subbing in NP. Unfortunately, Clifford was also out sick for a week and I had the opportunity to sub and promote the local author coming to NP.

Technology Report from Jessica Varang

- Installed and analyzing VOIP in Hunters
- Continued marketing of upcoming events via Facebook
- Nominated to TLCU Steering Committee
- Trained in Ingram ordering and collection management from Brooke for Loon Lake
- Trained Jesse on TLC Preferences, Admin, holding codes, borrower types, etc. - he's making excellent progress cleaning up loads of old codes and moving titles that have been cataloged incorrectly or misplaced somehow though the years!
- Self-check issues and Envisionware Reservation software diagnosing

SRP 2018 Libraries Rock

Kids	2018				
	S	5	10	15	20
CH	258	79	68	71	73
CV	354	141	124	119	113
HN	9	6	6	6	6
KF	209	73	53	50	50
LL	63	34	32	28	28
LS	148	64	63	61	61
NP	19	12	12	10	10
OC	0	0	0	0	0
Totals	1060	409	358	345	341

S	2017			
	5	10	15	20
144	84	62	57	54
365	168	152	133	124
11	7	7	7	6
190	64	58	55	53
81	36	33	26	26
196	101	75	57	49
120	11	9	9	9
13	1	1	1	1
1020	472	397	345	322

S	2016		
	5	10	20
77	34	29	27
253	109	92	79
36	9	9	7
100	44	32	30
52	22	18	18
138	66	65	57
17	9	4	1
8	0	0	0
681	293	249	219

S	2015			
	5	10	15	20
103	44	37	33	32
206	65	51	49	49
12	6	6	5	5
74	16	12	8	7
70	25	24	24	23
165	58	48	32	30
9	3	3	1	1
0	0	0	0	0
619	217	181	152	147

S	2014			
	5	10	15	20
146	63	55	51	51
278	90	69	69	70
32	8	8	8	8
39	46	34	34	33
50	29	17	10	10
100	98	82	71	66
10	14	13	9	9
0	0	0	0	0
647	348	256	252	247

S	2013
	20
100	15
609	147
25	6
108	18
74	13
150	35
129	3
5	0
1060	237

YA/A	2018	
	S	F
CH	82	47
CV	388	107
HN	7	2
KF	199	54
LL	46	15
LS	58	18
NP	16	4
OC	0	0
Totals	746	247

S	2017
	F
2	43
375	102
7	6
138	22
2	46
?	79
22	3
4	0
496	301

S	2016
	F
2	21
2	29
7	1
2	3
33	4
1	13
1	0
1	0
1	0
71	

S	2015
	F
107	23
50	12
1	1
17	4
54	7
34	11
11	3
0	0
274	61

S	2014
	F
186	104
124	50
17	7
40	9
62	14
56	13
28	9
0	0
670	206

S	2013
	F
?	?
?	?
?	?
?	?
?	?
?	?
?	?
?	?
?	?
800	200

Online	2018			
	Website Not Working			
CH				
CV				
HN				
KF				
LL				
LS				
NP				
OC				

Patrons	Minutes	Challenges	2017	
			Badges	Secret Code
27	10,885	41	74	2
30	8573	52	88	12
5	840	4	5	0
20	17,333	58	105	15
5	1020	0	2	0
18	2830	32	40	0
1	0	5	6	1
0	0	0	0	0
106	41,481	192	320	30

Patrons	Minutes	Challenges	2016	
			Badges	Secret Code
26	8753	127	229	21
44	13,189	146	264	8
1	20	4	5	0
13	12,388	65	126	2
16	5600	52	103	2
3	320	0	7	2
0	0	0	0	0
1	180	0	1	0
104	40,450	394	735	35