

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**February 21, 2019**  
**Loon Lake Library**  
**4008 Cedar St., Loon Lake, WA**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:08 a.m. by Chair Rick Moore. In attendance were Rick Moore, Chair; Lisa Wolfe, Vice Chair; JD Meacham, Trustee; Linda Shaw, Trustee and Catharine Whitby, Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant were also present.

**VISITORS** – none

**GREETINGS** – Rick welcomed everyone to the meeting.

**PUBLIC COMMENT** – none

**AGENDA CHANGES** – add 5<sup>th</sup> of July as possible holiday to New Business, also make #1 on New Business a resolution.

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of January 24, 2019 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call/Webinar/Meeting of February 14, 2019 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 1/16-2/6/19 62 Vouchers total \$68,712.46  
Payroll Warrants January 2019 – 26 Direct Deposits for a total of \$77,605.74
- (4) Detailed Revenue & Budget Status Reports for January 2019.
- (5) The Director's January 2019 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

The question arose: Where does our timber tax come from? Private or public land? Amanda will ask someone from the county and/or Vaagens' and will report back.

**UNFINISHED BUSINESS**

- (1) **Review Draft of Inter-local agreement with North Central Regional Library System** – Amanda talked through some details with NCRL Library Director, Barbara Walters at the Director's meeting in Federal Way at the end of January. Hope to have it all nailed down by May before Summer Reading. Barbara is happy to come to a Stevens County Trustee meeting or host our Trustees at a North Central meeting. Barbara reported that they are back on track should see movement soon.
- (2) **Policy Review: 0015-300 Personnel Policy – Compensation** – The Trustees discussed the policy. There was much discussion about tracking flex time more consistently especially exempt staff. This will help to

have a better picture of staffing needs. Amanda will work on the procedure and wording with Managers for this portion before the next meeting. Trustees agreed to allocate an hour and half in March for policy review.

- (3) **Colville Annexation** – There is no new information at this time. Hope to meet with the Colville Library Board Chair and some representatives from the City of Colville before next meeting.
- (4) **Staff Compensation** – The District credit card has a lot of “points” that could be used for several incentives including gift cards. Janet will check with the auditor about the legality of giving gift cards to staff. Rick suggested looking into other business credit cards that have a higher point’s possibility. Also, possibly pay as many bills as possible with the credit card. Will report back on the conference call. As far as other incentives space them out maybe every few years so staff do not “cap out” like they do with salary and steps. Once Amanda has heard back from other Directors and the Auditor we will schedule another work session, plan for the April webinar. Work on details of time off without pay and possibly offer now as well as gift cards. Also, review other ideas that Trustees came up with at the previous meeting. Iron out ideas and timelines.

#### **NEW BUSINESS**

- (1) **Resolution 02-2019 Removal of Inactive Borrowers and their Fines** – It has been many years since the system has been purged of inactive borrowers. In order to clean up the Districts patron list a purge is needed. This will delete patron cards inactive for four years or more as well as remove their fines for lost or damaged items. The Trustees reviewed the resolution and called for a vote.

#### **Motion made to accept Resolution 02-2019 Removal of Inactive Borrowers and their Fines.**

Motion made: Catharine

Motion seconded: JD

All in favor: Unanimous

- (2) **July 5<sup>th</sup> Possible Holiday** – With possible staffing shortages on July 5<sup>th</sup> should the Trustees close the Libraries for the day? The policy states that the District offers 11 paid holidays a year. Those holidays have already been chosen for 2019. The Trustees proposed that instead of declaring July 5<sup>th</sup> as a holiday, that all libraries will be closed. Staff may either take a vacation day, choose to take leave without pay or work on a special project while the library is closed. After discussion they called for a vote.

#### **Motion made to close all libraries on July 5<sup>th</sup>, 2019.**

Motion made: Lisa

Motion seconded: JD

All in favor: Unanimous

#### **REPORTS**

- (1) **Director’s Report: Attachment**
- (2) **Trustee/Liaison Report:** Catharine is working on 2018 in review. She will send something to Trustees before the next meeting. Linda went to the Broadband meeting where a person from Microsoft came to talk about installing micro-towers around Stevens County to help get broadband to more people. She

and her husband both wrote letters to the County Commissioners to encourage them to support this effort.

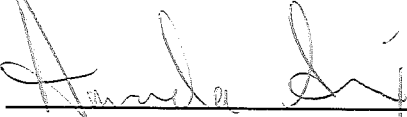
(3) Others: none

**ADJOURNMENT**

The meeting of the Board of Trustees was adjourned at 2:00 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCLD



Rick Moore, Board Chair

3/21/19  
Date

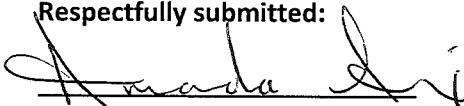
**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Conference Call/Webinar/Meeting**  
**February 14, 2018**

The meeting was called to order at 10:10 a.m. by Rick Moore. Present were Rick Moore, Chair; Lisa Wolfe, Vice-Chair; Catharine Whitby, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant. Trustee JD Meacham joined via conference call. Trustee Linda Shaw was absent.

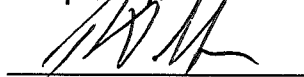
**AGENDA**

- **OPENING** – Rick welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** - none
- **DISCUSSIONS**
  - **February 21<sup>st</sup> – Regular Board Meeting - Agenda Changes** – none
- **NEW BUSINESS**
  - **Alternative forms of Staff Compensation** – With rising costs of benefits and limited funds the Trustees realize it may not always be possible to give staff a Cost of Living Adjustment (COLA) or step increase. They brainstormed some possible alternative forms of compensation and incentives for staff. Some things that were discussed: check into using credit card rewards for gift cards etc., develop a more flexible leave-without-pay policy, extra holidays (or library closure days), “Employee of the Month” bulletin board, time off for staff to volunteer in their community, a scaled COLA (lower pay grades receive higher COLA, higher receive little or none), increase amount of vacation accrued on anniversary, sell sick time for vacation time at a decided ratio, payout vacation hours at a decided percentage, tie one or two of these things to your anniversary date and scale up with more every few years to include new “bonuses”. Review salaries annually to be reflective of the community and other libraries. Could the Foundation set aside their Amazon smile dollars for staff incentives? The Trustees really liked the idea of scaling up what incentives are offered the longer staff are with the Library District. Amanda will compile the list and find out what is feasible and the Trustees will discuss at the Board Meeting next week. Hope to share some ideas with staff at the April 26<sup>th</sup> All Staff Day and work out details to offer some incentives in 2019 and the remainder in January, 2020.
- **ADJOURNMENT** – 12:16 p.m.

Respectfully submitted:

  
Amanda Six, Secretary, SCRLD

Accepted By:

  
Rick Moore, Board Chair

  
Date

Next Conference Call will be Wednesday, March 13<sup>th</sup> at 9:00 a.m.

## Library Director's Report

February 21, 2019

### Information Sharing - Amanda

- January and February have been very busy for me with state legislative issues, specifically related to inadvertent viewing and weapons in libraries. I have been in regular communication with our state-wide library community, our political consultant, and have represented rural, eastern Washington libraries on the Legislative Committee.
- I am also now on a newly-formed library capital facilities appropriations committee, again representing rural libraries, on a small committee that's working with the state legislature to develop on-going funding for library capital facility projects.
- I attended the Library Directors' meeting in Federal Way in late January-early February where we had training on a wide range of issues: lid left planning, improving efficiency of processes, and succession planning.

### Chewelah from Bryan Tidwell

- We're in full swing at Chewelah! We had our first successful winter movie night at the beginning of the month, have completed our first fiber arts workshop, and have many more programs on the horizon over the next couple of weeks. Despite all the snow, people are still using the library and keeping us busy, especially computer use.
- Additionally, KCHW and I are nearing completion on our next book for Reading Radio, the community in Chewelah is coming close to completing our application to try to develop a "Creative District" through the Washington Arts Commission, and local outreach continues to be positive, especially in Valley.

### Colville from Sarah English

- Colville is sad to report that Raine will be leaving at the end of the month to move to Portland. She brought a passion for cultural diversity, the art of origami, and the joy of bugs to the branch that will be missed.
- Anja will also be reducing her hours to spend some quality time with her mother who is facing a health challenge.
- We are pleased to be partnering with Colville High School to offer a real-world training opportunity for a senior with special needs. His tidying and alphabetization skills have helped spruce up the library and given him a chance to demonstrate his ability to show up in appropriate dress, prepared to work, follow directions, and stay on task. He will be with us through the end of March.

### Hunters from Megan Bush

- This month at Hunters we had our first meeting of the Kids Craft Club. Not many kiddos were able to come, but where we lacked in numbers we made up for in creativity. The original craft idea was to make clothespin caterpillars with pompoms and googly eyes, and the kids ended up making butterflies, ladybugs, honeybees, and rattlesnakes with the supplies we had laid out. Very cool :)
- Katie Park is coming over the mountain on 2/22 to do the Franklin Institute "Balance" workshop for elementary aged kids. I have a list of families that I will call to remind them of this fun activity next week and I'll hope for a big turnout. I've found that calling families at least once to remind them of our activities is really the best way to ensure participation, no matter how much other advertising I do.

### Kettle Falls from Katy Pike

- Well I guess the staffing changes aren't done quite yet. One of my new staff members is moving onto bigger and better things in life. I hope the new person for CV/KF will be a good fit for both branches.
- Leap into Science Balance kids program Katie Park saw 15 kids and 9 adults.
- At Pajama Jam Storytime, we saw 15 kids and 6 adults. We had hot cocoa and snacks and I had a legitimate excuse to show up to work in my PJs (it was great!)

- Feb. programming centered around "Responsible Pet Ownership". Staff district wide have sent some great photos of their favorite pets. We had 45 entries including some chickens, cows and a pet rock.
- Colville Valley Pet Sanctuary (headed up by Raine) saw 18 kids and a couple of adults. The kids got to play animal trivia, do a craft, get some snacks and two even won neat raffle prizes.
- We still have a visiting Vet from Colville Animal Hospital set later this month.
- Librewery Trivia is set for Feb. 16th 3pm at Northern Ales. It is the one year anniversary of this program! Megan, Melinda, Lisa and our volunteer Martha work so hard at this program. I am so grateful to have such amazing and talented people working with me. I am certain we will have a great turn out as usual!
- March: All the best laid plans of mice and librarians don't work out! I have only one program set because of staffing changes. It will be my planning month for future programs instead.
- FOL: The Friends has rescheduled the annual tea planned for Sat. April 13th. They are in great need of table hosts.
- Family Prime Time: So CV received this grant last year to provide literacy intervention nights through the HumanitiesWA. However, due to low recruitment, Sarah got permission to split this program between CV and KF. So I will be promoting and planning for Family Prime Time with Sarah in March.
- I am applying for the Washington Center for the Book Author Tour for Kettle Falls. I am trying to coordinate with Bryan on this.

#### Loon Lake from Kristy Dyck & Jessica Varang

- Not much going on here. There have been some quiet days, with this weather. But, people tend to come in and stock up on books and movies before any predicted storms.
- And, we are the default for the local teens, when school is cancelled.
- Tax season is ramping up. People are grateful for the tax forms that we can access, and for the instruction booklets that we got plenty of this year.
- Just when we thought that nobody was showing up for any of our winter programs, we were surprised by a large turn-out at the last Kid's Craft Club.
- And, hilariously, Chuck received a confusing phone call last week, in which somebody thought that we were the library in Loon Lake, Saskatchewan.



Loon Lake, Saskatchewan. Our twin city!

### **Northport/Onion Creek from Clifford Ward**

- Siena has made some very nice changes here!
- The main desk set up has changed and gotten more work space, many older posters up have been replaced, some old ones given nice frames, which make them look much nicer. The old kitchen has been cleaned and revamped. We got the water cooler, she got and put up a very nice 2x4' painting of heart rocks that looks great. She has repainted some of the walls in the main room. In general, the place looks a bit spiffier, and has a touch that is homier. I have basically told her that since she is here now 3 days a week and I am here only 1 day, that she should change things to the way that works for her and that I will be just fine adapting.
- NP is in the process of reaching out to our local schools at OC and NP to provide more services by creating a pick up and drop at the respective schools. Hopefully, Siena will also be doing a Storytime at OC. We also hope to be able to give them presentations on ordering books, etc. and showing them the wonders of LEX.
- At this very moment, we are hosting Community Health Needs Focus Group workshop in the YA room.

### **Technology Report from Jessica Varang**

- Resolved large cataloging issue with TLC/ExBabylon
- Working with Kristy and Brooke to refresh the JNF and JF collections in Loon Lake
- Continuation of Kids Craft Club in Loon Lake (and Colville); saw 15-20 attendees in January (very busy and I was ironing perler beads constantly!)
- Ending my service on the South Stevens County Chamber board this month
- Creating Summer Reading promotional materials