

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**May 16, 2019**  
**Kettle Falls Public Library**  
**605 Meyers, Kettle Falls, WA 99141**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:05 a.m. by Chair Rick Moore. In attendance were Rick Moore, Chair; Lisa Wolfe, Vice Chair and JD Meacham, Trustee. Amanda Six, District Director; Katy Pike, Hunters, Onion Creek, Northport, and Kettle Falls (HONK) Library Manager; Janet Eide, Business Manager and Becca Moore, Administrative Assistant were also present. Trustees Catharine Whitby and Linda Shaw were absent from the meeting.

**VISITORS** – John Ridlington, Mayor of Kettle Falls; Valda Pancoast, President of the Kettle Falls Advisory Committee and Patti Michel, Vice-president of the Kettle Falls Advisory Committee

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

**PUBLIC COMMENT** – The visitors requested an update on the Inter-Local agreement and Amanda shared.

**AGENDA CHANGES** – Add Mergers to New Business

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of April 18, 2019 were reviewed.
- (2) The minutes from the Board of Trustees Work Session Meeting of May 8, 2019 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 4/10-5/1/19 70 Vouchers total \$72,273.38  
Payroll Warrants April 2019 – 28 Direct Deposits for a total of \$75,026.45
- (4) Detailed Revenue & Budget Status Reports for April 2019.
- (5) The Director's April 2019 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** – Amanda and Barbara Walters, Library Director of the North Central Regional Library System (NCRL), which includes Ferry County, have been in conversation for about a year to create a reciprocity agreement between the two systems. The residents of eastern Ferry County regularly come to Stevens County for work and school and are far-removed from the nearest NCRL libraries. Since they live outside of Stevens County they currently have to purchase an out-of-county card to use Stevens County Libraries. NCRL offers its residents library materials by mail; a service Stevens County does not have. However, with a reciprocal agreement, Stevens County would allow Ferry County residents to use Stevens County libraries without a fee, and NCRL would offer our home-bound residents library materials by mail. Rural resources and Providence have agreed to help our library staff identify home-bound residents of Stevens County.

- (2) **Policy Review: 0015-300 Personnel Policy – Compensation** – The Trustees reviewed the recent edits and discussed at length. Exchange time should be tracked on the timesheet in a separate column. It should be the culture of the District that if you earned extra time you are allowed to take it.

**Motion made to accept policy 0015-300.200 Compensation – Salary – Overtime Compensation as edited with the possibility of wordsmithing Non-Exempt #3 but not changing its intent.**

Motion made: JD

Motion seconded: Lisa

All in favor: 2 Nay: 1

- (3) **Colville Library – Planning for the Future** – Amanda shared a handout of her research for a grant for planning. The State Legislature just approved a new law that will provide library capital funding of at least 10 million per biennium. The money will be assigned to the Department of Commerce who will have grants available for communities to apply to get library funding. It will be a matching grant. Amanda is part of a committee of Library Directors from around the state formed to help the Department of Commerce craft some of the language for the grants. The goal is to focus the money on “distressed” counties, and currently Stevens County is identified as a “distressed” county.
- (4) **Staff Compensation** – Amanda is updating the perk package spreadsheet example, in tandem with the updates of the Compensation policy.

#### NEW BUSINESS

- (1) **Merger** – Rick had a conversation with a friend who wondered why we don’t merge with bordering counties. Amanda explained that State Laws make it very complicated to undo current library districts and then make new ones. There was also some discussion to perhaps explore ways that we can contract for services (such as administrative services) with neighboring libraries in order to reduce overall costs for both systems.

#### REPORTS

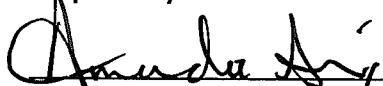
- (1) **Director’s Report: Attachment**  
(2) **Trustee/Liaison Report: none**  
(3) **Others: none**

#### ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:53 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Rick Moore, Board Chair

6/19/19

Date

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Conference Call**  
**May 8, 2019**

The meeting was called to order at 9:04 a.m. by Rick Moore. Present were Rick Moore, Chair; Lisa Wolfe, Vice-Chair; JD Meacham, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca More, Administrative Assistant. Trustee's Catharine Whitby and Linda Shaw were absent from the call.

**AGENDA**

- **OPENING** – Rick welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – JD and Lisa have a couple of questions to discuss and Amanda added Loon Lake Painting to New Business.
- **ACTION ITEMS** - none
- **DISCUSSIONS**
  - **May 16<sup>th</sup> – Regular Board Meeting - Agenda Changes** – none
  - Lisa phoned in from Washington DC and asked about the status of rural broadband legislation, and if it would be useful to speak (on behalf of the library) with federal legislators who are representing Stevens County. Amanda provided some background on the work currently being done with the Stevens County Broadband Action Team and how that fits into current legislation being discussed.
  - JD asked about a connection between the library and our county prison system. Amanda explained that there is only a County Jail in Colville and previously the Library did share books but the jail discontinued it years ago. JD will do some research about sharing books with them again.
  - JD also asked if there are any requirements for foster parents in regards to having a library card or making sure foster children have access to a library. He will ask his contact through the Casey Family Foundation to determine if this is a requirement.
  - JD asked about sending library happenings to all the newspapers. Amanda agreed that marketing is important and noted that we have made a concerted effort over the last few years and we have really stepped up our marketing, but that there is always room for improvement.
- **NEW BUSINESS**
  - **Loon Lake Painting** – Jessica received four bids to paint the exterior of the Loon Lake Library. The cost has already been included in the 2019 budget but since it is over \$5,000 Amanda needs the approval of the Board before proceeding.

**Motion made to accept the bid from Chewelah Painting to paint the Loon Lake Library exterior.**

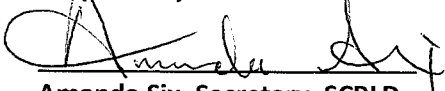
Motion made: JD

Motion seconded: Lisa

All in favor: Unanimous

- **ADJOURNMENT** – 9:40 a.m.

Respectfully submitted:

  
Amanda Six, Secretary, SCRLD

Accepted By:

  
Rick Moore, Board Chair

  
Date

Next Conference Call will be Wednesday, June 12<sup>th</sup> at 9 a.m.

## Library Director's Report

May 16, 2019

### Information Sharing - Amanda

- Jessica, Amanda, and Jesse had a virtual meeting with Zipline, the company we've contracted to redesign our website. The goal is to roll out the new design for the public the last week of May.
- Amanda has been working with the Libraries of Stevens County Foundation and Colville Rotary to put together an early literacy fundraiser that will fund both Stevens County initiatives: Reach Out and Read and the Dolly Parton Imagination Library. Save the date! September 14, 2019 from 3-6 pm at the Colville Library.
- Amanda attended the May luncheon of the Colville Improvement Club. Other guests included: Mayor Janke and City Council members Chris Loggers and Annie Lawson.
- Amanda attended the northeast Washington WorkForce Rural Vitality workshop for area leaders on May 14 at the Colville Community College.

### Chewelah from Bryan Tidwell

- We've had a number of applications for the LL/CH position that was opened up a couple of weeks ago, and we're hopeful that we'll have a new addition to the staff here soon. With Matt taking on additional hours at Lakeside and this new position giving us some additional flexibility with its part-time status, I'm excited about what we might be able to provide at Chewelah as far as additional service, programming and collection development efforts.
- Chewelah itself is focusing in some new directions, and I've been grateful to be included as members of the community work to finalize an application to the Washington State Arts Commission to formalize a "Creative District."
- Otherwise, life at the library has been getting busier. We're certainly growing toward our usual summer numbers and staff here have been doing an excellent job as usual of handling the crowds.

### Colville from Sarah English

- Anna and Angie are soon-to-be college graduates! Anna participated in WSU's ceremonies on May 4 and will receive her degree following a Summer Reading Program internship. Angie will be graduating from Ashford University on June 24. We are so proud of both of them!
- We recently started a partnership with the HUB to offer tech assistance at the facility every-other Monday. Seniors have confronted their tech fears and gotten assistance with email use, spreadsheet creation, downloading apps on to their phones, and how to select the most helpful source of information from their website query returns. June 3 will be the last class for this session as the summer reading program will affect staffing needs back at the library. Seniors are welcome to attend the regular Tuesday Tech Help sessions as well.
- Our main Oak Street book drop has been ill. The bar that slows the descent of materials into the bin became dislodged and blocked any items from being returned. City crews have been working on it and expect to have it back in service before the heavy weekend use.

### Hunters from Megan Bush

- Hunters patrons continue to really enjoy the new hours - I've gotten a lot of feedback about how much people appreciate the morning hours!
- The Hunters food bank is getting busy and they're beginning to drop off their overflow of non-perishables at the library. Patrons enjoy the opportunity to grab a few things while they are here if they are unable to make it to the food bank that day, or don't normally use the food bank's services. The products donated by the food bank are available to ANYONE who wants or needs them, and it is a wonderful resource to have here at the library.

### **Kettle Falls from Katy Pike**

- Last two months were pretty "quiet" as we were down a staff member. Thankfully we are training our newest team member, Debbi. I am looking forward to her help when it comes to our landscaping project. We had a lot of vacations, sickness, random use of the meeting room including proctoring and Rural Resources Love and Logic classes.
- May 15th - Fun with Forensics
- May 20th - Virtual Reality
- May 23rd - Harry Potter Break Out Box
- May 24th - Virtual Reality at the High School
- June 1st - Town and Country Days booth. Friends of the Library Pie and Book sale.
- June 8th - Librewery Trivia! - Last time there were 81 people participating! We are expecting a smaller crowds this summer due to graduation and summer vacations. However we are brainstorming on different ideas on how to expand the slide upstairs.
- June 13th - Last day of school - board game day!
- June 14th - NASA ambassador
- June 19th - Roosevelt Bear storytime
- Friends of the Kettle Falls Library fund raised a little over \$2,000.
- I am now officially the INCOL continuing education chair. The training on May 2nd was just amazing. Rolf Hapel, guest teacher & librarian at UW iSchool, had a lot to say about the new model/vision of libraries. He showed excellent examples of the library he helped designed: Dokk1.
- Amanda has been invited by City Council to present on annexation in the near future.
- I have been getting a lot of inquiries about a reciprocity agreement with NCRL. I am hoping this can move forward in time for next September (Library Card Sign Up month).
- Kettle Falls High School Students helped the library with a smaller landscaping project around the old book nook building on May 3rd for Better World Day. It is a day of volunteer service for the school district. Debbi, our newest staff member, over saw the pea gravel distribution team. Additionally, they helped install some stone tiles on the old planter box in the main entrance. It covered up some recent vandalism that we have been seeing around the building.
- I am currently working on getting some important info to Gabriel Cruden for a grant with INNOVIA to get a wheel chair ramp on the sidewalk in front of the building.
- We are seeing a lot of litter and vandalism to the building. I had to get ABC electric/heating in to look at our AC units. Someone is hoping the fence and stealing some Freon again. ABC will be ordering special locks for the units.
- We have the exterior security cameras installed...but not plugged in.
- We are getting the windows and carpets done. I have been busy with other various building maintenance needs (AC units, bathroom faucets, etc.)
- Head's up! Clifford might be on jury duty starting the end of May.

### **Lakeside from Brooke Golden**

- Matt Varang started working at LS as an LA2. He will be doing cataloguing for the District.
- Friends of Lakeside Library had their Spring book sale. It was very successful!
- Friends of Lakeside Library put together "bling bags" for the Kindergarten Experience on May 1. Each child received a bag with library information, stickers, and a paperback copy of The Kissing Hand for their personal book collection.
- Brooke will be judging the 8th grade We the People competition in early June. It will be her 10th year as a judge. Amanda will also be a judge for the third time.

### **Loon Lake from Kristy Dyck**

- We had 18 adorable 2nd graders come for a field trip. Jessica and our Library Friend Joann did an amazing job of wrangling and entertaining them.
- This month is Lego May-nia at the Loon Lake Library. Happy little Lego lovers!
- Our seed planting program only had a few takers, but they were adorable and enthusiastic. I have since heard reports of healthy little seedlings popping up around town.
- Our Kids Craft Club only had a couple of little girls this month, but they quickly became giggly little 'besties'.
- All so worth it!!

### **Northport/Onion Creek from Siena Smith**

- NP's yard is in bloom and beautiful! I have some lilacs sitting on the desk that I cut.
- VR has been going well, 4 participants for NP & OC!
- Our craft club is every 3rd Friday of the month and will be doing toilet paper roll monsters next Friday.
- Looking to start a teen "thing" possibly this summer- maybe a book club? but I'm sure pizza will need to be involved! lol

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

- Library tour with 18 Loon Lake Second graders
- Summer Reading/Library mailers, reading sheets, promo materials, etc.
- Coordinating painting of LL Library
- WLA/OLA Conference attendance
- Microsoft Curriculum training
- Chamber meeting/networking