

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
June 19, 2019
Hunters Public Library
5014 Columbia River Road, Hunters, WA 99141

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

VISITORS – none

GREETINGS – Rick welcomed everyone to the meeting and thanked Megan for joining.

PUBLIC COMMENT – none

AGENDA CHANGES – none

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of May 16, 2019 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of June 12, 2019 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 5/8-6/5/19 90 Vouchers total \$84,408.87
Payroll Warrants May 2019 – 28 Direct Deposits for a total of \$76,753.61
- (4) Detailed Revenue & Budget Status Reports for May 2019.
- (5) The Director's May 2019 timesheets and accumulated vacation & sick hours were reviewed.

The Trustees would like to see the individual credit card charges in the AP packet moving forward. Janet will include them in August.

Motion made to accept the Consent Agenda.

Motion made: Catharine

Motion seconded: JD

All in favor: Unanimous

UNFINISHED BUSINESS

- (1) **Review Draft of Inter-local agreement with North Central Regional Library System** – The District lawyer and the North Central Regional Library's (NCRL) lawyer have both reviewed and edited the agreement. Trustees discussed the agreement and the notes Amanda shared from Barbara Walters, Director of NCRL. Edits were made and the Trustees called for a vote. The reciprocal services will allow patrons from NCRL (some of who live in eastern Ferry County near the town of Kettle Falls and far from an NCRL branch) to use services of the Libraries of Stevens County. In exchange, homebound residents in Stevens County will have access to the materials-by-mail program offered by NCRL.

Motion made to approve the agreement for reciprocal library services between the Libraries of Stevens County and North Central Washington Libraries as amended.

Motion made: Catharine
Motion seconded: Lisa
All in favor: Unanimous

- (2) **Policy Review: 0015-300 Personnel Policy – Compensation** – The Trustees reviewed the current policy alongside the perquisite package. Some edits were made and discussed at length. Trustees feel the perquisite package should be finalized before proceeding with updating the policy.
- (3) **Colville Library – Planning for the Future** – Amanda met with Claudia, the architect hired to assess and write a report on libraries in distressed areas around the state. Claudia asked for some historical information on the building and hoped to include the Colville Library on the cover of her report. Amanda also met with the mayor and public works director in Colville. There is both state money for libraries allocated in the biennium by the department of commerce and rural distressed money that is separate. Amanda stated that there is progress and things are moving forward.
- (4) **Staff Compensation** – After discussion, here are the updates to be made to the perquisite page: new hires “anniversary date” will begin six months after initial hire date. New hires will start with an introductory salary and move up to the “regular” salary at 6 months. Perks will start one year later with a new perk every year for the first four years then spaced out every other year. Amanda will update and share at the Conference Call.

NEW BUSINESS

REPORTS

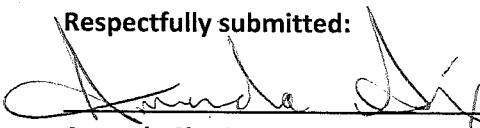
- (1) **Director’s Report:**
- (2) **Trustee/Liaison Report:** none
- (3) **Others:** none

ADJOURNMENT

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

Chair adjourned the meeting.

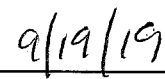
Respectfully submitted:



Amanda Six, Secretary, SCRLD

for 

Rick Moore, Board Chair



Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
June 12, 2019

The meeting was called to order at 9:02 a.m. by Rick Moore. Present were Rick Moore, Chair; JD Meacham, Trustee; Catharine Whitby, Trustee; Linda Shaw, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca More, Administrative Assistant. Trustee Lisa Wolfe was absent from the call.

AGENDA

- **OPENING** – Rick welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS**
 - **July 18th Board Meeting change?** – Due to busy summer schedules the Board called for a vote to cancel the July meeting.

Motion made to cancel the July Board Meeting.

Motion made: Linda

Motion seconded: JD

All in favor: Unanimous

- After some discussion the Trustees decided to move the Conference Call for July from a Webinar/In person meeting to a phone call at 9:00 am, July 10th

Motion made to change July Webinar to a Conference Call July 10th at 9am.

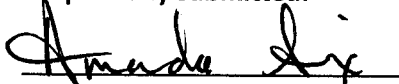
Motion made: Linda

Motion seconded: JD

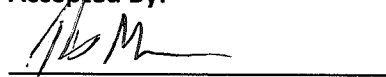
All in favor: Unanimous

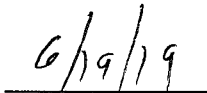
- **DISCUSSIONS**
 - **June 19th – Regular Board Meeting - Agenda Changes** – none
 - Amanda has a revised agreement with North Central to share in the Board packet and discuss and next week's meeting.
- **NEW BUSINESS**
- **ADJOURNMENT** – 9:21 a.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By:


Rick Moore, Board Chair


Date

Next Conference Call will be Wednesday, July 10th at 9 a.m.

Library Director's Report

June 2019

- A mailer featuring summer reading and online services was mailed to all box-holders in Stevens County. It has been well-received!
- Staff have been very busy visiting schools to promote summer reading.
- Hundreds of people have signed up for summer reading already; our best turnout ever. We're running out of sign-up prizes.
- The NASA Ambassador program has been very successful and well-attended.
- Our new website is up and running!!
- We are starting to receive applications for the Colville Library Manager position.