

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
August 15, 2019
Northport Community Library

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:14 a.m. by Vice-Chair Lisa Wolfe. In attendance were Lisa Wolfe, Vice Chair; Catharine Whitby, Trustee; Linda Shaw, Trustee and JD Meacham, Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant were also present. Rick Moore, Chair was absent from the meeting.

VISITORS – none

GREETINGS – Lisa welcomed everyone to the meeting.

PUBLIC COMMENT – none

AGENDA CHANGES – add September Meeting to New Business

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of June 19, 2019 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of July 10, 2019 were reviewed.
- (3) The minutes from the Board of Trustees Conference Call of August 7, 2019 were reviewed.
- (4) The following vouchers and warrants were approved for payment:
Accounts Payable 6/12-7/31/19 138 Vouchers total \$156,833.70
Payroll Warrants June & July 2019 – 56 Direct Deposits for a total of \$141,865.60
- (5) Detailed Revenue & Budget Status Reports for June & July 2019.
- (6) The Director's June & July 2019 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

Motion made: Catharine

Motion seconded: JD

All in favor: Unanimous

UNFINISHED BUSINESS

- (1) **Policy Review: 0015-300 Personnel Policy – Compensation** – The Trustees reviewed and edited 300.300 and 300.400.
- (2) **Staff Compensation** – Amanda distributed a sheet discussing defining the work week. The Trustees discussed moving the workweek from Sunday through Saturday to Saturday through Friday to help with flexing extra hours and stay within a 40 hour work week. Lisa explained the difference between flex (the choice to use it when you want instead of time and a half giving you the flexibility to use it when you choose with approval) and comp time in her previous government position. Lisa will research and make sure it is legal. Accrue up to a certain amount ex: 24 hours and carry that over as a rolling cap. If we go to this we don't need to worry about changing the work week. Add a column for flex/exchange time to the time sheet. Amanda gave compensation spreadsheets to the Trustees to review. This is getting very complicated trying to work out all the different details and where everyone fits. Should we go back to a

yearly step increase just less like 1% and add other perks like swag, exchanging sick time for vacation (never more that 3 to 1), increases in vacation accrual every 3 or 4 or 5 years perhaps? Trustees think every year for the first few years and then every 3rd year of so. Where should they start with people who have been stuck at step 1 for several years? Amanda will show what it will cost for the budget next year. Amanda reminded the Trustees that a COLA is just a salary review.

NEW BUSINESS

- (1) **2020 Draft Budget** – Trustees reviewed and discussed the draft budget and made some suggestions.
- (2) **Review Staff and Trustee Survey's for Director's Evaluation** – After review the Trustees agreed to send the survey out to staff September 2nd to be completed by September 20th. Amanda and the Trustee's surveys will go out October 21st and be returned by November 6th at the latest.
- (3) **September Meeting and Location** – After discussion the Trustees called for a vote to move the location of the September meeting.

Motion made to move the September meeting from Lakeside to Loon Lake.

Motion made: Catharine

Motion seconded: JD

All in favor: Unanimous

REPORTS

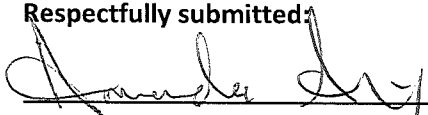
- (1) **Director's Report:** attached
- (2) **Trustee/Liaison Report:** none
- (3) **Others:** none

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

9/19/19
Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
July 10, 2019

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

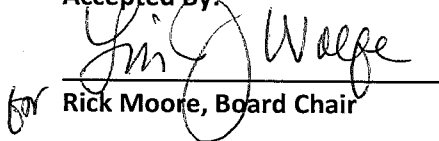
AGENDA

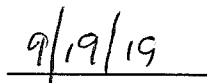
- **OPENING** – Rick welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **Signed copy of the LOSC-NCRL agreement** – Amanda shared the final copy of the agreement with edits discussed at the June meeting included. The Trustees discussed and asked questions. Amanda talked about what the rollout of the program will look like. The reciprocal agreement will allow Ferry County residents (part of the North Central Regional Library) to use libraries in Stevens County, and in exchange, NCRL will provide materials-by-mail service to homebound residents in Stevens County.
 - **Confirmed meeting dates for August and September** – There will be some Trustees absent but a quorum should be available for both August and September. Trustees will let Becca and Amanda know if something changes and if they are available to call or skype in they will do so.
 - **Colville Manager position – update** – Currently only have 3 applicants. To broaden the search Amanda is considering posting the application on a few more websites though there will be a cost.
- **NEW BUSINESS** - none
- **ADJOURNMENT** – 9:48 a.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By:


for Rick Moore, Board Chair


Date

Next Conference Call will be Wednesday, August 7th at 9 a.m.

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
August 7, 2019

The meeting was called to order at 9:11 a.m. by Catharine Whitby. Present were JD Meacham, Trustee; Linda Shaw, Trustee; Catharine Whitby, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca More, Administrative Assistant. Rick Moore, Chair and Lisa Wolfe, Vice-Chair were absent from the meeting.

AGENDA

- **OPENING** – Catharine welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **August 15th Regular Board Meeting – Agenda Changes – Move Colville Library – Planning for the Future to Reports.**

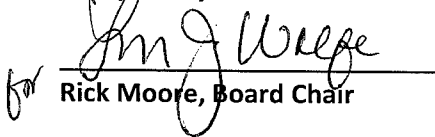
- **NEW BUSINESS** - none

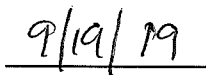
- **ADJOURNMENT** – 9:15 a.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By:


for Rick Moore, Board Chair


Date

Next Conference Call will be Wednesday, September 11th at 9 a.m.

Library Director's Report

August 15, 2019

Information Sharing - Amanda

- Amanda was on a panel at a rural broadband discussion hosted by Cathy McMorris-Rogers in Colville, August 8.
- Amanda attended the Kettle Falls City Council meeting on July 16 to present information about the process of annexation to the Mayor and Council members

Chewelah from Bryan Tidwell

- Chewelah is finally winding down from a very, very busy summer. Summer reading was a huge programming success thanks to all of our staff, but especially Katie and Anna's traveling roadshow. They really embraced their role and left the rest of our staff able to handle all the other needs our busy library endures each summer. Our rocket looks close to making it to the moon (1 minute read = 1 mile), and sign-up prizes were well-received by all of our participants. Of special interest this year is our larger assortment of finishing prizes, which has Chewelahns young and old trying to get their tickets in before this month is up.
- And honestly, we couldn't have made it through this summer without our newest staff addition: Mary. Mary jumped into her role immediately, literally working only a few days after her interview. She really understands customer service and has jumped in to everything we've asked of her so far without complaint. She already feels like part of the team just a few months in.
- Our community has been enjoying the summer so far, and the biggest news was Chewelah's endorsement as only the second city in Washington State to have an official "Creative District." We've been fortunate to play a role as a collaborative partner, and the team is currently laying out an organizational structure and attempting to define our roles as community assets and economic developers. I've been especially excited to see how many artists and entrepreneurs have expressed interest in what we're going to do with this new opportunity.

Colville from Lisa Vos

- Colville has accumulated 4,342 hours of summer reading to date! More hours on the way in already!
- Angie and Anja attended the PNLA Conference in Spokane.
- We will be wrapping up our WSL Virtual Reality grant mid-September.
- We have been more active keeping the kids quieter on the computers.
- We appreciate and are thankful for our new employee Debbi!!
- Anna and Katie (CH) wrapped up SRP programming and we are thankful to have Anna back at CV full-time.

Hunters from Megan Bush

- Things have slowed down at Hunters a bit as they normally do during the summer. Despite that, we did have 6 kiddos show up for each of our SRP programs in July, which is a pretty good turnout! Katie & Anna did an amazing job with the "Sun & Sand" programming and Kelli, our NASA ambassador, was very engaging and enthusiastic.
- The Hunters fair is on Saturday, August 17th and since I'm now a part of the fair board, I've had the opportunity to get more involved and make sure that our resources as a library and community hub are appropriately utilized. The Hunters FOL group has decided to set up a book sale booth at the fair this year, so hopefully that will go well.
- August 7th, I received lots of calls at the library about the level one evacuations in place for Fruitland due to the Williams Flats Fire on the Colville Reservation. I'm trying to stay informed with all the most current information about the fire so I can distribute that accordingly. Ever since the Carpenter Road Fire in 2015, southern county residents are SUPER concerned about any fire activity in the area. I'm glad they know they can contact the library to get up to date (& accurate!) information.

Kettle Falls from Katy Pike

- July was a quiet month for KF in terms of program turn out. Most of the locals are camping or on vacation somewhere else. I have been seeing a steady increase of kiddos as soon as August set in.
- SRP: Our YTD numbers so far are 165 sign-ups for kids. 23 Finishers (20 hours) - 4 finishers (40 hours) for kids. 164 Adults/Teens sign ups. 32 Finishers (3 books) and 10 Finishers (6 books). The KF branch has read something like 1000 hours!
- Librewery Trivia on August 3rd saw 46 participants.
- Junior Ranger Program: Our first day was great. We saw 13 kids! They got to see the sun through a telescope and do experiments with UV beads.
- CH and KF have been awarded a grant to have a Washington Book Award winning author Langdon Cook to speak Wednesday, Oct. 9th 6PM and Thursday, Oct. 10th 6PM in KF.
- Washington State Poet Laureate, Claudia Castro Luna will be hosting a poetry reading on Friday, Sept. 13th, 6 PM @ KF and a poetry workshop on September 14th, 10-2PM (RSVP. Space Limited. Lunch Included.)
- INNOVIA grant: The KF Library didn't get the funding for the ADA curbside access. I called up the grant's manager to see what I could have done to improve the application. They responded that the application was well written and didn't need any improvement. We were not awarded the grant because the grant committee felt it was the job of local government to provide this ramp access. In the meantime, I did follow up with the gentleman who was going to complete the job for cost, and asked if we could reschedule for next year.
- So many people came together to complete the landscaping for the library. Long Irrigation donated all their labor. The City Crew worked really hard and rearranged their schedule to accommodate the library's needs. The planned volunteer group arranged by the mayor didn't not show up during the needed time as expected. However, we still received some help from some of the volunteers from Christ Church in Federal Way. The Friends of the Library purchased meals for our volunteers. TJs and Harvest Foods gave the FOL a break on the food too.
- Vandalism: Still hasn't stopped. I witnessed some teens running away from breaking our fencing. I took pictures and filed a police report. We were able to get footage from the cameras. Nothing has been done by the police yet.
- FOL: There will be a yard and bake sale on Friday, Sept. 13th 9-2PM. If you would like to donate items for sale, the FOL will be happy to receive them (No clothes or large pieces of furniture.) Anything left over will be donated to Habitat for Humanity!

Lakeside from Brooke Golden

- Matt attended PNLA and came back with some really great information and ideas to talk about.
- Brooke had some record storytimes in the last month, with over 30 kids at some!
- Matt and Brooke participated in Break Away camp, which over 100 kids in the community attend. They played a book recognition game and talked about the library.
- It seems that lots of new people are moving in the Nine Mile community and many are making it a priority to get a library card right away.
- The storytime kids grew a garden again this year, with bountiful peas, beans, lettuce and radishes.

Loon Lake from Kristy Dyck

- Our SRP events have ended, with an average of 9 kids per program.
- We have had two crafting events so far in August. These have had a different set of kids, but about the same numbers. Jessica is a rock star at coming up with crafts that the kids love!
- August is off to a busy start. We are once again dealing with someone living in our parking lot. (Not uncommon at any library, I guess) Many people "living" in the library to avoid the smoke and heat. It is crowded and smelly, but everyone seems happy. So, mission accomplished. :-)