

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
September 19, 2019
Loon Lake Library

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:22 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; Jessica Varang, Technology/Education/Loon Lake 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 Resolution 03-2019 Approving Purchase of Property to New Business and move to the top.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of August 15, 2019 were reviewed.
- (2) The minutes from the Board of Trustees Special Conference Call of September 6, 2019 were reviewed.
- (3) The minutes from the Board of Trustees Conference Call of September 11, 2019 were reviewed.
- (4) The following vouchers and warrants were approved for payment:
Accounts Payable 8/8-9/4/19 81 Vouchers total \$98,191.93
Payroll Warrants August 2019 – 27 Direct Deposits for a total of \$71,132.00
- (5) Detailed Revenue & Budget Status Reports for August 2019.
- (6) The Director's August 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

UNFINISHED BUSINESS

- (1) **Policy Review: 0015-300 Personnel Policy – Compensation** – Lisa reported what she found from her research into flex/exchange time. According to Federal Labor Laws, the District is not able to institute a flex-accrual program that carries hours across pay periods. Amanda checked with the Whatcom County Library System Human Resources Director who clarified that jurisdictions such as ours can offer employees either pay or time, at a rate of 1.5 times the employee's rate. Time accrued must be used within the pay period. After some discussion and edits to 300.400 and 300.500 the Trustees called for vote.

Motion made to accept the Personnel Policy 0015-300.400 Anniversary Date with revisions made.

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

Motion made to accept Personnel Policy 0015-300.500 Promotion in its entirety with revision made.

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

- (2) **Staff Compensation** – This agenda discussion goes hand in hand with the draft budget discussion below. The Trustees discussed an example of a new 1% increase step chart and possibly moving staff up to the step they should be after a few years of no step increases. They requested that Janet work up a budget with 1% increase for staff along with a budget that included moving staff up the step they should be (at 1% increases) and then adding 1% on their anniversary. Amanda wants to be able to share this information, if approved, at staff day. The board also feels that it is important that all the great benefits the District offers are highlighted when the total “package” is presented to staff: health, dental, optical, life insurance, retirement.
- (3) **2020 Draft Budget** – Not a lot of changes were made to the draft budget as presented last month since staff are still working on the numbers, and need clarity from the board about how to proceed with the salary schedule. Medical insurance premiums have arrived and it would be most economical for the District to move to the \$5,000 deductible plan and reimburse any staff that go over their initial \$1,000 deductible. This will give staff the same great coverage they had last year, but will save the District nearly \$10,000 in 2020.
- (4) **Loon Lake Real Estate** – Moving forward, see Resolution 03-2019 below.

NEW BUSINESS

- (1) **Resolution 03-2019 Approving the Purchase of Property/Building in Loon Lake, Washington** – The Trustees reviewed the resolution and discussed. This resolution gives Amanda the authority to sign the purchase agreement. The sale is pending 3 items: a traffic study, a building inspection and an environmental study. After discussion they called for a vote.

Motion made to accept Resolution 03-2019 Approving the Purchase of Property/Building in Loon Lake, Washington.

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

- (2) **All Staff Day, October 28th** – Amanda presented the agenda ideas for a fall staff day. The Trustees discussed and called for a vote.

Motion made to close all libraries for All Staff Day October 28, 2019.

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

REPORTS


- (1) **Director's Report:** attached
- (2) **Trustee/Liaison Report:** Catharine distributed 2018 in Review. She will be taking over as the liaison for the Foundation as JD steps down. Linda shared a poem from Claudia Castro Luna, Washington State Poet Laureate, who visited the District for a workshop, poetry reading, and fundraiser this month.
- (3) **Others:** none

ADJOURNMENT

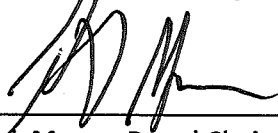
The meeting of the Board of Trustees was adjourned at 12:53 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Rick Moore, Board Chair

10/17/19

Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Special Board of Trustees Conference Call
September 06, 2019

The meeting was called to order at 9:03 a.m. by Rick Moore, Chair. Present were JD Meacham, Trustee; Linda Shaw, Trustee; Catharine Whitby, Trustee; Lisa Wolfe, Vice-Chair; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant.

AGENDA

- **OPENING** – Rick welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS** - none
- **EXECUTIVE SESSION** - The Board adjourned to Executive Session beginning at 9:04 am, and ending at 9:20 am. The session was held to discuss Real Estate per RCW 42.30.110.g. No items were voted on during the Executive Session.
- **NEW BUSINESS** – after Executive Session the Trustees called for a vote on the Real Estate discussed during Executive Session.

Motion made to purchase the building in Loon Lake at 3943 Hwy 292 for \$150,000 with contingencies as outlined by legal counsel.

Motion made: Catharine

Motion seconded: JD

All in favor: Unanimous

Some contingencies could be: building inspection, traffic engineer study/report.

- **ADJOURNMENT** – 9:38 a.m.

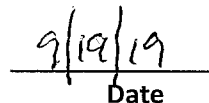
Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:


for Rick Moore, Board Chair


Date

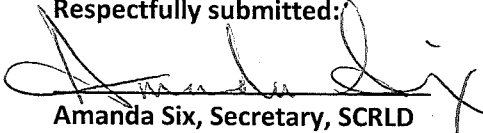
**STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
September 11, 2019**

The meeting was called to order at 9:05 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 Moore, Administrative Assistant. Rick Moore, Chair and Lisa Wolfe, Vice-Chair were absent from the meeting.

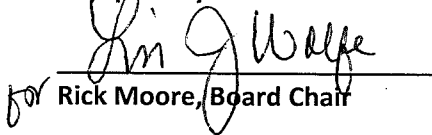
AGENDA

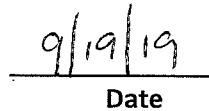
- **OPENING** – Catharine welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **September 19th Regular Board Meeting – Agenda Changes** – none
 - **Loon Lake Real Estate** – Amanda has been talking to the Library District’s lawyer, the Washington State Highway Department, the Stevens County Planning Department and the owner of the building and the process is moving along.
 - **October “Webinar”** - After discussion the Trustees decided to have a regular conference call in October instead of a webinar. The call will be at the usual time of 9:00 am, on Wednesday, October 9, 2019.
- **NEW BUSINESS** – Library staff have done a few Zoom interviews for the Colville Manager position. Becca or Amanda will let the Trustees know when a candidate is coming to town.
- **ADJOURNMENT** – 9:14 a.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By:


for Rick Moore, Board Chair


Date

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

Library Director's Report

September 19, 2019

Information Sharing – Amanda

- The Libraries of Stevens County Foundation fundraiser "You Can't Do That in the Library" was held on Saturday, September 14. The Foundation made about \$4,000, half of which will go to the Dolly Parton Imagination Library and half will go to Reach Out and Read.
- Amanda spoke at the Colville Rotary meeting on September 11 on early literacy, and has also been invited to the Colville AAUW in October to speak on the same topic.

Chewelah from Bryan

- Chewelah is settling back into its regular routine (which includes after-school rushes and all the fun throughout the day!).
- We've really been working hard on team-building right now and have been trying to restructure our staff space to streamline some of our work and better accommodate our new and larger staff. It's been a great opportunity to bring the whole team into a process that will hopefully bring us all closer together.
- VR is finally finished, and while we're grateful for the amazing program, it's good to finally free up some additional time each week to focus on other needs and programming.
- To that end, Katie's been preparing to take Lego Mindstorms throughout the county, we'll be hosting a couple of local authors in October, and Reading Radio is finally readying for launch. We'll be finalizing details next week, but the show is officially a wrap with all recording and editing finished. Scott at KCHW has been a huge asset, and he managed to secure an additional sponsor for this year's program in the Chewelah Kiwanis to help offset his many studio costs and needs. We're looking at starting broadcasts in November, so stay tuned!
- Additionally, I've been working hard on continuing to bring our collection up to par by weeding out older, non-circulating materials and ordering new ones. Matt was even able to repair some of our beautiful shelves (some were bowing) with his handyman skills, and we're so grateful for the amazing talents of all of our staff here!

Colville from Lisa

- This is the last week for VR (virtual reality) in the district. Thank you Washington State Library (WSL) for providing this opportunity to the LOSC for the past few months.
- We interviewed candidates for the Colville manager position and have decided to bring one applicant here for a series of interviews on Monday, September 23.
- Our after-hours Teen program went over well. Teens enjoyed golfing and bowling in the stacks and Nerf wars.
- Many staff from around the county showed up to walk in the NEWA Fair Parade to support our libraries! Yay!
- Door Count: 9,756
- Computer Use: 1,487
- Volunteer Hours: 107.25
- J program participants: 216
- YA Program Participants: 26
- Adult Program Participants: 43

Kettle Falls from Katy

- NPS Junior Ranger Program: We had a good turnout for our weekly program. We saw between 5-12 kids at the program. Unfortunately, the ranger hosting the program was sick and we had to cancel the very last program. In the end, we had enough attendance to induct 8 kids as Jr Rangers!
- The WA State Poet Laureate, Claudia Castro Luna, conducted a reading which drew 45 people. The workshop she put on the next day had 14 people in attendance. Everyone really enjoyed it. She also came to the "You can't do that in the library" fundraiser!
- Langdon Cook author of Mushroom Hunters and the book Upstream, is coming to KF and CH to present on Mushroom foraging. October 9, 6:00 pm in Chewelah, October 10, 6:00 pm in KF.
- FOL: The FOL had its yard sale and made \$355. They have their annual general meeting set in November TBA.
- Annexation: Amanda has met a couple times with FOL, the mayor, and city council members about the annexation process and possible interest in putting this question before KF city residents.

Loon Lake from Kristy and Jessica

- Loon Lake is starting to see our summer residents leaving for the South. They are stopping by to say "Farewell." for the season. It seems to have gone so fast this year!
- We had a good turnout for our Journal Making Program. However, sadly, had to cancel our first Movie Night on the Library Lawn, due to rain.
- We are excited at the prospect of the new building, and anxiously await further news. Incredibly excited to see this happen for this community!
- LL Friends book sales went very well in September.
- Looking forward to Lego Mindstorms at the end of the month.
- Excited to announce we have hired Brenda Wood as an LA1 for Loon Lake. Brenda comes with 36 years experience as a school librarian from the Deer Park School District. She starts Oct 1. She is excited about the transition to the public library and will be a great asset to us for programming for sure!
- Purchasing Large Print and CD Audiobooks for the Loon Lake Library thanks to \$2000 from the Friends; this helps the population here who specifically ask numerous times per week for these materials. We also published an article in the local paper in regards to this and have had numerous almost-new Large Print donations of popular titles from donors - it has been wonderful!

Northport from Siena

- Things are looking beautiful up here in NP! We are back to school again, reading/delivering at Onion Creek School and material delivery at NP.
- Amanda and I will be presenting info Oct. 4th for Onion Creek school staff and the NP school (when we get scheduled).
- Story time is going well, with good attendance! I happened to be here briefly at Storytime and Clifford does a wonderful, musical program!
- Craft club is going well, we will be doing a fall "leaf" craft on the 19th. We will have a pre/teen night Oct. 18th, after hours 6-7:30pm with crafts and pizza in lieu of our regular craft club.
- Northport (from Katy): Siena, Lisa, and some library volunteers had a lot of fun at the annual Labor Day Parade. Siena dressed up as Roosevelt and rode on a classic car - waving to kids and throwing candy in the parade. Lisa was so kind to help her move around.

Technology Report from Jessica

- Attending Rural Broadband and Anchor Institution conference (in lieu of Amanda) Sept 23 & 24 in Wenatchee.
- Will be attending TFCU 2019, October 13-16, in Salt Lake with Kristy and Jesse. Kristy is going as a cataloger (of course) to gain training/understanding of our software in regards to her job; Jesse will be going for the first time as a second set of eyes/ears for me as he learns the TLC ropes and things.