

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Public Hearing & Regular Meeting
October 17, 2019
Kettle Fall Public Library
605 Meyers, Kettle Falls, WA 99141

Public Hearing – 2019 Preliminary Budget, Levy Rate and Revenue by Sources, 10:00 a.m.

At 10:14 a.m. Rick Moore, Chair, opened the Public Hearing. The general operating fund revenue by source handout, proposed 2019 expenditures, and 2019 levy rate were made available to the public. No members of the public were in attendance.

There being no public comment the hearing was closed at 10:15 a.m.

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:15 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; Katy Pike, Library Manager; Janet Eide, Business Manager and Becca Moore, Administrative Assistant were also present.

VISITORS – none

GREETINGS – Rick welcomed everyone to the meeting.

PUBLIC COMMENT – Trustees reviewed and discussed a letter sent from a Libraries of Stevens County patron regarding drag queen storytimes held in Spokane area libraries. Amanda and Linda will draft a response letter for review by the Trustees.

AGENDA CHANGES – none

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of September 19, 2019 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of October 9, 2019 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 9/11-10/3/19 80 Vouchers total \$73,325.25
Payroll Warrants September 2019 – 26 Direct Deposits for a total of \$69,313.91
- (4) Detailed Revenue & Budget Status Reports for September 2019.
- (5) The Director's September 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: 0015-300.600 Personnel Policy – Compensation: Employee Benefits** – The Trustees reviewed the policy, discussed, made some edits and called for a vote.

Motion made to accept the Personnel Policy 0015-300.600 Employee Benefits with revisions made.

Motion made: Catharine

Motion seconded: JD

All in favor: Unanimous

- (2) **2020 Draft Budget** – Trustees reviewed the budget, salary wage scale and perquisite schedule and discussed.
- (3) **Loon Lake Real Estate** – We have received partial reports from both environmental and traffic study consultants. The inspection identified several deficiencies. There are no estimates to what costs would be to repair these deficiencies. After discussion, the Trustees believe the major problems should either be fixed or the sale price should be reduced before purchase is agreed upon. As the due diligence period expires October 18th, Amanda will talk to Mr. Renner and request an extension to get quotes for repairs.

NEW BUSINESS

REPORTS

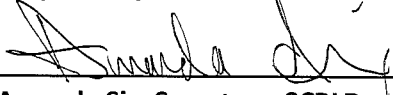
- (1) **Director's Report:** attached
- (2) **Trustee/Liaison Report:** Director's evaluation will go out on Monday 21st and Trustees will return to Lisa by 11/11 for compilation. Next month Trustees will have an executive session after the regular meeting to discuss the evaluation. Amanda will return her self-evaluation to the Trustees by the 11th. JD's term will end in December and a new Trustee will be needed to fill his position. Catharine, as the new Trustee Liaison to the Foundation asked that Becca send copies of approved minutes with the Director's Report to the Foundation Board. She reported that the fundraiser, You Can't Do That in the Library, went well. Becca will ask Friends groups if they also would like to receive the Director's Reports and approved minutes.
- (3) **Others:** none

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 1:47 p.m.

Chair adjourned the meeting.

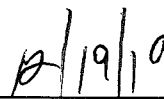
Respectfully submitted:



Amanda Six, Secretary, SCRLD



Rick Moore, Board Chair



Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
October 9, 2019

The meeting was called to order at 9:01 a.m. by Rick Moore, Chair. Present were Rick Moore, Chair; Lisa Wolfe, Vice-Chair; JD Meacham, Trustee; Catharine Whitby, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant. Linda Shaw, Trustee was absent from the meeting.

AGENDA

- **OPENING** – Rick welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **October 17th Regular Board Meeting – Agenda Changes** – none
 - **2020 Library District Budget** – Amanda emailed a draft budget before the meeting and reviewed the draft budget with the Trustees. After discussion the Trustees would like to institute a salary review to be done a minimum of every 3 years or less and use the Federal COLA as just one frame of reference, and not necessarily the number to use. Also, re-institute the step program with a policy update where each step will be a 1% raise guaranteed on the staff's anniversary date. In 2020, the budget is written to catch people up to the steps where they should be (in terms of the step number, not salary) and include a step increase on their anniversary. Amanda will also look at staffing changes and reorganizing hours in order to balance the budget.
 - **Loon Lake Real Estate** – The District has put \$1500 in escrow for the purchase of the Loon Lake real estate. All three inspections/studies have an October 18th deadline. The traffic study person feels there is not a problem and will write a letter to explain that for District and WASDOT files. The Building will be inspected Thursday, October 10th. The environmental person has more investigating to do before he completes his study. The owner believes the property is connected to the sewer but Stevens County records say septic. It is possible their records could be outdated.
 - **Leah Hammerquist has accepted the Colville Manager position and will begin at the end of the month, or in early November.**
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:59 a.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By:


Rick Moore, Board Chair


Date

Library Director's Report

October 17, 2019

Information Sharing – Amanda

- The Autumnal AllStaff Day will be Monday , October 28 in Chewelah, from 9-3.
- Leah Hammerquist has been selected as the new Colville Library Manager and is planning to start in late October, or early November. She will be attending the autumn all staff day.
- The Library District will have a booth at the TechExpo in Colville on Friday, October 25, highlighting our online services, and show-casing various technologies, including VR.

Chewelah from Bryan

- Chewelah has been busy the last few weeks! We've finished a good portion of rearranging our work room and the staff all seem pleased with the results so far.
- We just hosted a very successful program featuring author Langdon Cook, and we have another author lined up in a couple of weeks and some new programming on the horizon.
- We're really excited that Matt's new role as an LA2 frees him up to take on more responsibilities. To that end, we have Katie focusing on youth programming and Matt generating a lot of great ideas for adults.
- We wrapped up our final farmers market appearance last week, and it was a lot of fun this summer meeting a lot of non-library users who frequent the Chewelah markets (not to mention all the people we met at Chataqua!).
- And Reading Radio is officially coming to a radio near you on November 3rd @ 8AM. Please tune in! I was surprised a couple of weeks ago to get an email from the author (Jeanne DuPrau) of "The City of Ember" telling me that she was planning on listening. We hope we can really do a good job this year spreading news about this program far and wide. We think it's a great way to connect with those in the very rural parts of Stevens County.

Colville from Lisa

- Washington State Library will be loaning us a VR Rift set to show at the Tech Expo next week
- Colville staff is looking forward to working with our new manager, Leah Hammerquist
- Lisa is working on an Intellectual Freedom staff training for staff day on the 28th
- Programming coming up: Break-out Box, Scavenger Hunt, Autumn Art Series, Author Talk with Skip Rowland
- Lisa Vos was awarded WLA Outstanding Library Employee by Washington Library Employees Toot Toot! 🌸 She thanks you for the Orchid!!
- We have been making adjustments to our collections in order to create more room and flow
- We will have another high school Special Education worker starting soon. Our previous one recently moved to Spokane.
- Colville staff have had a few difficult patron incidents arise that they handled very well with support from NE Washington Alliance Counselling and law enforcement.

Hunters from Megan

- I am trying to prepare everything at Hunters for an upcoming vacation I have planned - I'll be gone for several weeks to New Zealand and Australia with my husband to visit my parents. I'm very excited but I'm trying to remain focused on getting everything squared away at the library before my departure. The last two weeks I have been training Debbi to fill in for me, and I even showed her where the Columbia School & Fruitland bookdrops are so she can check those once a week while I'm out.
- It's finally starting to pick up again - the summer months were slow for me, I blame the great weather we had :) Now, folks are getting ready to settle in for winter and I've noticed an increase in patronage just over the last couple weeks.
- I am almost finished creating these "resource binders" for Evergreen School and Columbia School - I've included in them all information needed to apply for a library card, a visual guide to placing a hold using our online catalog, district wide programming information, among lots of other various tidbits. I've reviewed the contents with my contacts at both the schools, and have adjusted to include information they requested. I think having the binder in

the school library will remind students, teachers, and even parents about this great resource; and encourage more people to use the library.

Kettle Falls from Katy

- 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! We have a follow up workshop with Lynn Schott scheduled for Oct. 26th 10-2pm.
- Langdon Cook author of Mushroom Hunters and the book Upstream, came to Kettle Falls and Chewelah to present on mushroom foraging. Unfortunately, only 5 people showed up in Kettle Falls. Very engaging speaker!
- Librewery Trivia is scheduled Oct. 26th, 3-5pm.
- We have pumpkin carving scheduled for Tuesday, Oct. 29th! Donna is trying to secure pumpkin donations from local stores.
- NaNoWriMo: Once again KF is going to host a series of Write-Ins at the library for National Novel Writing Month. CV may be joining us too!
- Old world spoon carving is hosted by Boulder Creek Saddle Shop. There is a limit to 10 participants 12+. Come join us!
- The FOL had its yard sale and made \$355. They have their annual general meeting set on Tuesday, November 12, 11AM.
- Landscaping was completed in July/August. The FOL paid \$650.00 towards the overall cost. The City of Kettle Falls paid \$5,977.97. Long Irrigation donated all of their labor.
- FOL General meeting is Nov. 12th at 11 AM.
- Annexation - Per City Councilman Dale Drake's request, 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. The FOL will be bringing it up for question at the general meeting on November 12.

Lakeside from Brooke

- Lakeside is gearing up for some programming this month. Matt is going to lead/host a Lego club. His first meeting will be October 17th. He has been busy making "kits" for the kids to build various figures, like Sasquatch, Yeti, etc. He will also have challenges for the kids do.
- Jesse is going to lead a book group once a month on a Friday morning. This month he will be leading a discussion about the author Elmore Leonard. One patron was very excited to meet Mr. Leonard and have her book autographed. She was disappointed when we had to inform her that Mr. Leonard would not be able to attend the book group posthumously.
- Storytime continues to be well attended.
- The Friends of Lakeside Library have a book sale on October 12th.
- Jesse is attending TLCU conference with Jessica and Kristy next week.

Loon Lake from Kristy and Jessica

- Settling into Autumn here in Loonsville.
- Our new team member, Brenda, is fitting in very well and seems to be enjoying her job. We all took to her right off. It feels like she has always been one of us.
- Our childrens' programs are going very well. 5-10 year olds seem to be our niche right now. And, they LOVE Jessica. Brenda, as a former grade school librarian, is very excited to be helping with children's programming and outreach as well.
- Kids Craft Month, Author Talk, and Juicebox Painting were all great programs offered this month. We've had lots of requests to do Juicebox Painting again (a kids version of Pinot's Palette on canvases). Juicebox Painting was paid for by Friends.
- Feeling very fortunate for our great team at Loon!
- Helping to coordinate the inspection process for the Loon Lake Property/Learning Center facility
- New Audiobooks and Large Print collections are filling in - yay! This was also from the Friends.

- Friends will be hosting the third annual Santa & Books Dec 14
- Brenda is training and we are so excited to have her join us. She brings 36 years of librarianship after leaving the Deer Park SD.
- A rousing thank you to Harriet and Mary for subbing so many hours this summer to help us fill the gaps!

Northport from Siena

- Things are rolling right along in NP & OC.
- We are back to reading at the OC school every Friday along with delivering materials. So far, it is working great.
- We are still working with NP school to really get things rolling.
- Our craft club is doing well and we will have a "teen" night with pizza & crafts after hours on the 18th. We have 6 teens signed up so far.

Onion Creek

- Amanda and Siena presented a tutorial on the library's online resources to the Onion Creek teaching staff on Friday, October 4. The teachers learned about how to use our online catalog, ProQuest, Learning Express, and Lynda.com.

Technology Report from Jessica

- Attended the WA State Library Symposium, WLA Awards to celebrate Lisa (yay!) and TLCU Oct 13-16 with Kristy and Jesse
- Coordination with ExBabylon for rogue wireless broadcasts at the Colville Library; Amanda, Anna, and I had a thorough investigation and alerted the Colville Police Department.
- K20- coordination and discussion of upgraded speeds/possible transfers/other perks involved with K20 agreements
- Preparing to go to cloud servers in Q1 of 2020 for all data and phone service. This will mitigate having anyone being dependent on one branch (and prevent disconnects during power outages, internet outages, etc.) This will be GREAT for us!