

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
November 21, 2019
Chewelah City Hall
301 E Clay Street, Chewelah, WA 99109

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:07 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; Bryan Tidwell, Chewelah 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 – none

AGENDA CHANGES – none

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of October 17, 2019 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of November 13, 2019 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 10/10-11/6/19 89 Vouchers total \$72,508.21
Payroll Warrants October 2019 – 27 Direct Deposits for a total of \$74,327.65
- (4) Detailed Revenue & Budget Status Reports for October 2019.
- (5) The Director's October 2019 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

Motion made: JD

Motion seconded: Catharine

All in favor: Unanimous

UNFINISHED BUSINESS

- (1) **2020 Draft Budget** – The Trustees reviewed the draft budget. Janet will edit the budget to report how many FTE's are paid as Library Assistant I's & Library Assistant II's.

The rest of Unfinished Business was reviewed after New Business was completed.

NEW BUSINESS

- (1) **Resolution #04-2019 1% Increase – 2020** - By state law, the Library District may take up to a 1% increase in property tax revenue over the previous year unless State inflation is below 1%. The law states that the Library may take either 1%, or the rate of inflation, whichever is lowest. The Library District may also take any banked capacity that is available. There was a very, very small amount of banked capacity: .0000362% that was added to the 1% (in real dollars that amounts to about 25 cents). Therefore, this year, the Library District can ask for 1.0000362%. This amount reflects a real dollar increase of \$14,481

bringing the total actual levy amount for 2020 to \$1,448,073.27. The Trustees reviewed the resolution and called for a vote.

Motion made to accept Resolution #04-2019 1% Increase – 2020 as presented.

Motion made: JD

Motion seconded: Catharine

All in favor: Unanimous

- (2) **Levy Certificate** - Amanda explained that this amount is filed with the County Assessor's office so that the Library can collect levied taxes. Amanda stressed that this amount is intentionally set at a high mark (\$3,000,000) in order to accommodate the unknown amounts of future new construction. The Trustees reviewed the Levy Certificate and Amanda signed.

- (3) **Resolution #05-2019 Salary & Wage Scale for 2020** – The Trustees reviewed the resolution and called for a vote. Becca will edit the attachment to be the correct Exhibit A - 2020 Wage spreadsheet.

Motion made to accept Resolution #05-2019 Salary & Wage Scale for 2020 as amended.

Motion made: JD

Motion seconded: Lisa

All in favor: Unanimous

- (4) **Resolution #06-2019 Set Meeting Dates & Locations for 2020** - The Trustees reviewed the resolution, discussed the days and locations set forth and called for a vote.

Motion made to accept Resolution #06-2019 Set Meeting Dates & Locations for 2020.

Motion made: Catharine

Motion seconded: Linda

Abstention: JD

All in favor: Majority

- (5) **Resolution #07-2019 Final Budget 2020** - The Trustees reviewed the resolution and called for a vote.

Motion made to accept Resolution #07-2019 Final Budget 2020.

Motion made: Catharine

Motion seconded: JD

All in favor: Unanimous

- (6) **Legislative Day February 5, 2020** – Amanda distributed the draft schedule for Legislative Day in Olympia. The Trustees discussed the need/desire to attend. Linda believes it is a great event to attend. She encouraged Lisa to go as a new trustee along with a new trustee that replaces JD. Rick, Linda and Catharine will be unable to go. Rick believes the Trustees should meet with local representatives at home as well. Catharine agreed; advocacy is so important and Trustees should focus on it more. Becca will add to the March agenda: schedule meetings with local representatives. Perhaps the Trustees can host an open house in Kettle Falls. JD stressed that it is the Trustee's role to tell the story of the Library and to get the story of the Libraries of Stevens County to leadership in Olympia and beyond. Amanda suggested that Leah Hammerquist, new Colville Manager, should attend as a new librarian in

Washington State. Rick asked if there a fund that would provide travel money for Trustees to attend? Amanda will look into it. JD suggested either a travel grant from ALA or perhaps request training dollars from the Foundation. Rick asked the Trustees if they agree it is worth the investment of time and money for someone to attend and they all agreed that it is.

- (7) **Patron Letter** - Trustees reviewed and signed a letter, responding to a patron, regarding drag queen storytimes held in Spokane-area libraries.

UNFINISHED BUSINESS (continued)

- (2) **Loon Lake Real Estate** – The Trustees reviewed an estimate to fix problems with the Loon Lake property. George does not want to come down on the price. They discussed whether the property should be purchased and what the advantages would be. After a thorough discussion the Trustees gave a verbal ok to go ahead with the purchase.
- (3) **Policy Review: 0015-400 Personnel Policy – Leave** – Table until December meeting.

REPORTS

- (1) **Director’s Report:** attached
- (2) **Trustee/Liaison Report:** Catharine attended a Foundation meeting. They need more Board members and new members. Presently it is hard to get a quorum.
- (3) **Others:** none

The regular meeting of the Board of Trustees adjourned at 2:00 pm for a 20 minute break then reconvened for Executive Session at 2:20 ending at 2:50.

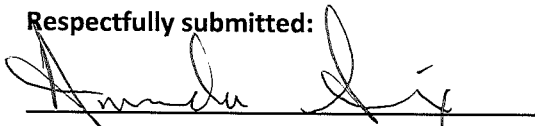
EXECUTIVE SESSION – Library Director’s Evaluation – The Board adjourned to Executive Session beginning at 2:20 ending at 2:50. The session was held to review and evaluate the performance of a public employee (Library Director) per RCW 42.30.110.g. No items were voted on during the Executive Session.


ADJOURNMENT

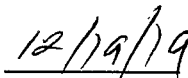
The meeting of the Board of Trustees was adjourned at 2:50 p.m.

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
November 13, 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; Linda Shaw, Trustee; Catharine Whitby, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant.

AGENDA

- **OPENING** – Rick welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – add letter to constituent to New Business
- **ACTION ITEMS**
 - **Holiday/PLD Schedule 2020** – Trustees reviewed the memo that laid out the suggested holidays for 2020 and called for the vote.

Motion made to accept the 2020 Holiday Schedule.

Motion made: Catharine

Motion seconded: Linda

All in favor: Unanimous

- **Conference Call Schedule 2020** – The Trustees reviewed and discussed the suggested Conference Call Schedule. After a few edits they called for a vote.

Motion made to accept the 2020 Conference Call Schedule with revisions.

Motion made: Linda

Motion seconded: Catharine

Abstentions: 1

All in favor: 4

- **DISCUSSIONS**
 - **November 21st Regular Board Meeting – Agenda Changes** – In regards to agenda order move Old Business items, except the 2020 Draft Budget, to follow New Business. Add 2/5/2020 Legislative Day to the agenda.
 - **Loon Lake Real Estate** – We are waiting on estimates for building repairs. The extension with Mr. Renner will expire November 18th. Amanda will update Trustees at the regular meeting.
- **NEW BUSINESS**
 - **Letter to Constituent** – The Trustees reviewed and edited a letter to a district constituent. The letter will be printed and signed at the regular meeting, then mailed.
- **ADJOURNMENT** – 9:34 a.m.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Rick Moore, Board Chair

12/19/19
Date

Library Director's Report

November 21, 2019

Information Sharing – Amanda

- Leah Hammerquist started as the new Colville Library Manager on November 20th. We are so pleased to have her on board!
- Amanda submitted a proposal to provide a session at the first annual WLA Virtual Conference. The proposal was accepted, so Amanda, Bryan, Jessica, together with Debra Hansen and Monica Babine from WSU Extension, will present a program on how to start and coordinate a Broadband Action Team.
- Amanda has been asked to represent rural libraries on the newly formed statewide broadband advisory committee being formed by the new Broadband Office.
- Amanda attended the Kettle Falls Friends meeting on November 12 (it was the annual general meeting), to share information about the idea of annexation into the library district.
- Amanda, Bryan, Jessica, Lisa, and Anna all took shifts staffing the library booth at the TechExpo in Colville on October 25th. The virtual reality equipment was a huge hit!
- Jessica, Amanda, Colville staff and ExBabylon have been addressing a fake wifi network at the Colville Library.

Chewelah from Bryan

- Chewelah has been busy so far this fall! We've had some successful programs the past few weeks with everything from a talk by a local pastor/author about the horror genre (and its history as a means of resistance) to a wire jewelry workshop. Both were very well attended, and we've been working hard to continue to build dynamic programming for all ages. And of course, our county initiative in "Reading Radio" is now a couple of weeks in and I've been getting positive feedback so far.
- We had a couple small plumbing repairs that were taken care of recently, and it's clear I'll need to continue to seek some facilities improvements in affordable pieces moving forward. For the most part, our building is in great shape, and our new roof is holding strong with the first smattering of fall weather. As mentioned last month, we've been working hard to streamline our workroom to better handle staffing needs and projects, and the staff here are really liking the revamped space, though it's still in progress.
- Additionally, I've been fortunate the last few months to continue to partner with various community groups in unique ways. Of merit in those efforts was Chewelah's recent work with the Washington State Department of Commerce. We held an open house this week, seeking community input on how we might take advantage of a new program they're offering ("New Approaches") where they've identified Chewelah and one other small rural town to help educate and encourage us to apply for more state funding. Essentially, after we've identified some priorities, Commerce will walk our community through two funding opportunities to help us better compete with larger municipalities in the future. The turnout for the open house was unreal, with literally hundreds coming out to share their feedback. My hand is still cramped from taking notes! :) I'm excited to see how things like this, the Creative District and other partnerships can help the library play a part in making Chewelah a strong community center in Stevens County.

Colville from Lisa

- Colville is looking into officially becoming either a federal or state depository for documents for local/state/federal agencies
- There is a great damaged book display in the case in Colville. Coffee, wine, water.... puke?!?!?

- The Colville book sale on the 9th made over \$500!
- Anna has been performing extra storytimes as outreach to our local pre-schools
- We made a successful connection between NEW Alliance and a patron who needed and accepted their help
- We are slowly starting to put together a passive programming craft cart with leftover/surplus craft and programming supplies

Kettle Falls from Katy

- Lynn Schott had a follow up poetry workshop (round 2) for those people who participated in the workshop with WA State Poet Laureate, Claudia Castro Luna. So far 5 poems have been submitted to her for her book.
- Librewery Trivia in Oct saw 62 participants. The next one is scheduled for December 14th.
- Pumpkin carving saw 35 kids and about 10 parents. Donna was able to secure pumpkin donations from Harvest Foods.
- NaNoWriMo: Once again KF is hosting a series of Write-Ins at the library for National Novel Writing Month.
- The old world spoon carving that was hosted by Boulder Creek Saddle Shop in partnership with North Central Regional Library was a huge success. There were no spots left (10 participants only and we had a wait list of 8 people.)
- Storytime: Wowee! So many littles at my storytimes since October. On average, I have about 19 kids - most are 3 years old! So I had to change up my storytime – less books, more dancing
- We have only had two vandalism issues this last month. Most of these have decreased since the first cameras were installed. However, all of these were eventually vandalized. We have since upgraded and have NICE security cameras.
- As of 11/18/19, KF has a sharps (needle) box for materials we have been finding around the building.
- Megan is currently on vacation and will be back in December. Debbi and Melinda have graciously agreed to sub.
- I will be going on vacation Dec. 16-Jan. 3rd :)
- The Inland Northwest Council of Libraries (INCOL) held its training earlier this month. The topic I arranged: "Harassment in Public Libraries" was well received. I will be getting final feedback this week about the process.
- I have a new library student doing her practicum at the KF library starting in January - May. I will be arranging some different things for her to participate in so she gets an idea of the work to expect in her field.
- It has been a while since I have shared something funny. Three weeks after the pumpkin carving event, I discovered something sprouting from the garbage disposal! Turns out someone had dropped a wet washcloth covered in pumpkin seeds and one had sprouted 10 inches to reach sunlight and was growing out of the sink! :)
- FOL General Meeting: They updated the by-laws, had an election of officers, and covered the possibility of annexation.
- Election of Officers: President: Nancy Folkestad, Vice President: Allison Addicks, Treasurer: Patti Guenther, Secretary: Joan Packer
 - Amanda, along with Mayor John Riddlington and Councilman Dale Drake met with FOL, about the annexation process and possible interest in putting this question before KF city residents. No decision was made by the FOL and I think they will put it to formal vote in January.
- There will be a special Book Nook sale Nov. 14-Dec. 19th

Lakeside from Brooke

- Matt had his first Lego Master Builders club meeting last month, and second one will be Thursday. He had about 10 kids attend. They really had fun and we displayed their monster creations in the library for a couple weeks after.
- Jesse also started a program last month, with his monthly Friday Morning Book group. He has another meeting this Friday. This month they are reading any book of their choice in the nonfiction/action genre.
- On Halloween we had storytime, complete with costumes and treats AND 38 kids!!!! It was very fun but a little crazy!
- There are new businesses going in around us here at LS. A pharmacy is opening in the previously vacated pharmacy space. A physical therapy office has opened, and a ramen noodle restaurant is coming soon. Across the street, where the new storage facility business is, a new espresso stand is under construction. Things are happening down here!

Loon Lake from Jessica

- Coordinating and enacting programming for Loon Lake, holiday scheduling, etc
- Training Brenda; she's incorporated storytime for Loon Lake at 10:30am and getting the hang of our procedures

Northport from Siena

- We had a great teen night last month, with 17 kids participating! I learned a lot on how to make things easier next time!
- We have new solar lights which will really help light things up especially the front door.
- Things are rolling right along! :)

Technology Report from Jessica

- Working with ExBabylon to discuss machines with Windows 7 as support ends next year (self-checks, catalogs) and server migration
- Vacation last week - yay!