

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**December 19, 2019**  
**Colville Public Library**  
**195 South Oak St., Colville, WA 99114**

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

**VISITORS** – Bill Pifer, Chair of the Colville Library Board joined the meeting.

**GREETINGS** – Rick welcomed everyone to the meeting.

**PUBLIC COMMENT** – none

**AGENDA CHANGES** – add Resolution #08-2019 Budget Amendment to New Business

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of November 21, 2019 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of December 11, 2019 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 11/13-12/4/19 66 Vouchers total \$63,756.80  
Payroll Warrants November 2019 – 29 Direct Deposits for a total of \$71,735.34
- (4) Detailed Revenue & Budget Status Reports for November 2019.
- (5) The Director's November 2019 timesheets and accumulated vacation & sick hours were reviewed.

**Motion made to accept the Consent Agenda.**

Motion made: Lisa

Motion seconded: Catharine

All in favor: Unanimous

**UNFINISHED BUSINESS**

- (1) **Loon Lake Real Estate** – Amanda delivered the check to the title company and signed the paperwork. Catharine asked that Amanda share a total cost for the purchase at the January meeting.

**NEW BUSINESS**

- (1) **Policy Review: 0015-400.000 Personnel Policy - Leave – Holidays** - Trustees reviewed and edited the current policy.

**Motion made to accept policy 0015-400.000 Personnel Policy – Leave – Holidays with edits and additional wordsmithing.**

Motion made: Catharine

Motion seconded: Lisa

All in favor: Unanimous

- (2) **Resolution #08-2019 Budget Extension** – With the purchase of the Loon Lake property there is a need for a budget extension of \$150,000 into the General Fund.

**Motion made to accept Resolution 08-2019 Budget Extension.**

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

- (3) ~~2019~~ **Trustee Board Executive Elections - The Trustees discussed and called for a vote.**  
2020

**Motion made to accept Lisa Wolfe as Chair and Rick Moore as Vice–Chair for 2020.**

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

**REPORTS**

- (1) **Director’s Report:** Amanda shared some language regarding hour’s changes for 2020. The Trustees reviewed and edited. Amanda will get the information out via email today.
- a. **Library Happenings (attached)** – Leah discussed happenings at Colville and also explained that we need to clarify with the City of Colville what the Library’s service vision is. Clarify junctions between the facility and service.
  - b. **Statistics and Reporting**
  - c. **Colville Library** – planning for the future – Bill reported that as of January the City Library Board will have 5 members.
- (2) **Trustee/Liaison Report:** none  
(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.

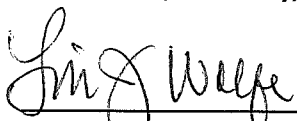
**ADJOURNMENT**

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

Chair adjourned the meeting.

Respectfully submitted:

  
\_\_\_\_\_  
Amanda Six, Secretary, SCRLD

  
\_\_\_\_\_  
Lisa Wolfe, Board Chair

1/16/2020  
\_\_\_\_\_  
Date

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

The meeting was called to order at 9:12 a.m. by Rick Moore, Chair. Present were Rick Moore, Chair; Lisa Wolfe, Vice-Chair; Linda Shaw, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant. Trustee Catharine Whitby joined the meeting at 9:15 am. Trustee JD Meacham was absent from the meeting.

**AGENDA**

- **OPENING** – Rick welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** –
- **ACTION ITEMS**
  - **District Credit Card for Leah and Megan** – As the new Colville Manager Leah Hammerquist needs to be approved for a credit card. Megan Bush assists Melinda in her interlibrary loan duties and it would be more convenient for her to have a credit card so she can take shipments to the post office and perform interlibrary loan tasks when Melinda is off.

**Motion made to approve a credit card for Leah Hammerquist and Megan Bush.**

Motion made: Linda

Motion seconded: Lisa

All in favor: Unanimous

- **City of Colville Staffing Agreement 2020** – The Trustees reviewed, discussed and called for a vote.

**Motion made to accept the City of Colville Staffing Agreement 2020.**


Motion made: Catharine


Motion seconded: Lisa

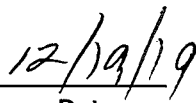
All in favor: 4

- **DISCUSSIONS**
  - **December 19<sup>th</sup> Regular Board Meeting – Agenda Changes** – none
  - **Loon Lake Real Estate** – Waiting to get the title documents signed by the Renners. After documents are signed a check will be requested and a closing date set.
- **NEW BUSINESS**
- **ADJOURNMENT** – 9:23 a.m.

Respectfully submitted:

  
Amanda Six, Secretary, SCRLD

Accepted By:   
Rick Moore, Board Chair

  
Date

**Library Director's Report**  
**December 19, 2019**

**Information Sharing – Amanda**

- I've been very involved on an advisory board, convened by the Washington State Library, at the direction of the Department of Commerce, to develop guidelines and application priorities for \$20 million in capital facility monies that have been allocated by the State to improve public library facilities.

**Chewelah from Bryan**

- Chewelah's had a surprisingly busy couple of months so far this holiday season, so the bulk of our work here has been just staying on top of it all.
- Staff here have recently taken on a new way to organize tasks (shamelessly stolen from Colville) and they've been working hard to inventory our collection and run reports, among other things.
- We have a number of programs in the works for the New Year with a variety of topics including things like food prep, escape rooms, marijuana (Humanities Washington Speakers Bureau) and robotics, so stay tuned!
- I've been focusing a lot of my time on teambuilding and community outreach, and I'm hoping to grow our relationship with Jenkins High School this first quarter of 2020 through a partnership with their school librarian.
- I've recently enacted a weekly learning time for staff to allow everyone to have dedicated off-desk time to explore various topics.
- We're also planning some team-building exercises/meetings in the new year to help us line up our ambitions for this community.
- It's been neat to see how the different personalities and interests in our team really give us an advantage when setting goals.

**Colville from Leah & Lisa**

- I have been managing the library since November 20, 2019. It was a rapid orientation due to the holidays and facility issues (discussed below) but both managers and staff have been very kind and offered me assistance, even before I ask.
- The Colville Library Improvement Club volunteered 129 hours from October 26- November 25. They also made over \$500 at their November 9 book sale!
- The Colville Public Library building has been facing some major facility issues:
  - Flooding in basement/Amanda's office
    - An insurance claim has been submitted by the city and approved. The city is working to clean and repair the inside.
  - Lacking second point of egress in the basement
    - The Mayor has approved getting a crash bar-style lock installed on the south-side door to the meeting room. This will allow patrons to use a key to enter after hours, exit freely in case of an emergency, and a hex-key will provide the option to unlock the doors; although, this probably will involve re-keying the lock.
    - Bill Pifer, Colville Library Board Chairman, has replaced the interior-side lock with a thumb turn as a temporary solution.
  - Other issues
    - Amanda and Leah are working on ensuring library staff can access the snowblower when we need it, getting a firm date for tree trimming, and funding for energy-efficient windows, outside lighting, and

new exterior paint. The city has a portion of their capital funds set aside to match grants, we may be able to use these when the state gives capital improvement grants to libraries.

- Facility issues and library service statistics were presented to Colville's City Council on Tuesday, 12/10, and I would like to continue researching and formalizing a strategy, with contingencies, for the library's future.
- This will be the last Board Meeting while Angie Reed is still on staff.
- CV's passive craft cart is in full action!
- Anna was selected as an ALA Emerging Leader! She will be working on an in depth project with others around the country. Via grant funding, Anna will attend the Public Library Association (PLA) Conference in Philadelphia in January, and the American Library Association (ALA) Conference in Chicago in June.
- Leah joined Angie and 3 other patrons for our LiBrewery Trivia event. They placed 4th out of 13 teams!!
- We are planning a potluck of sorts for Angie's last day with us (December 31st) Come say goodbye!

#### **Hunters from Megan**

- Over the last few weeks, Melinda and Debbi have stepped up and subbed for me while I was on vacation overseas visiting my family. The patrons at Hunters have made sure to make me aware that they did an excellent job in my absence, and for that I am so grateful. I am just getting back into the swing of things and so I'm not real up to date on happenings here but I'm sure I'll have more to report next month.
- Happy Holidays!

#### **Inter-Library Loan, from Melinda**

- Since we asked the library the staff to donate their used bubble mailers (for Interlibrary loan) we haven't had to ask Becca to buy any since October of 2018!

#### **Kettle Falls**

- Librewery Trivia on December 14 had an attendance of over 70! This continues to be one of the most successful programs we provide.
- Volunteer, Donna, is doing weekly after-school art projects. Visit the library to see some of the incredible art the kids are doing!

#### **Lakeside from Brooke**

- Lakeside will host their third Master Builders Brick Club this Thursday. The kids will be making really cute Christmas figures. Matt is doing a great job with this group!
- The Friends of Lakeside Library donated wonderful books to the local toy drive.
- Jesse, Matt and Brooke got in the Christmas spirit by purchasing a toy for each other that was thought to be enjoyed as a child. We then donated the toys to the local toy drive. Our donations included a soccer ball, Anna (Frozen) doll, books, diary, Scrabble and LEGOS! It was super fun!!!
- The Friends purchased decorated artificial wreaths to display outside the library and they look beautiful!
- We have more new neighbors in our building, with APEX Physical Therapy and the Suncrest Pharmacy opening recently. A Ramen restaurant is supposed to be "Coming Soon."
- The Friends paid to have a new shelf for the juvenile fiction built, so we have lots more room for great kids books.

#### **Loon Lake from Jessica & Kristy**

- Training Brenda

- Brenda is doing an amazing job here at Loon Lake with displays and childrens' programming. She has also taken the lead on Kid's Craft Club every Tuesday in December.
- Friends of the Loon Lake Library are hosting Santa Claus himself on December 14th, at the library. (Because all of the children in Loon Lake are good children) Books were given and photos were taken
- We also just got some board games that look like books. So, we are ready to host board game players, or bored game players, between Christmas and New Year's.
- That is about all of our excitement for now.
- Merry Christmas and Happy 2020 to everyone!

#### **Technology Report from Jessica**

- Working with Jesse on rules matrix and cleaning up our collection
- Working on Procedure for 029 field in MARC records
- Presented at Mary Walker School District on student cards; great relationship with the MS Principal
- Reevaluating the public scanner/copiers for replacement