

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
January 16, 2020
Chewelah Public Library
311 E Clay St, Chewelah, WA 99109

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:05 a.m. by Chair Lisa Wolfe. In attendance were Lisa Wolfe, Chair; Rick Moore, Vice Chair; and Linda Shaw, Trustee. Amanda Six, District Director; Janet Eide, Business Manager; Bryan Tidwell; Library Manager and Becca Moore, Administrative Assistant were also present. Trustee Catharine Whitby was absent from the meeting.

VISITORS – Brandon Hansen from the Chewelah Independent Newspaper joined the meeting, Theodora Grace, library patron, joined the meeting at 11:00.

GREETINGS – Lisa welcomed everyone to the meeting and let Brandon know she appreciated his interest in the Library.

PUBLIC COMMENT – Brandon would like to talk with the Trustees about the budget and getting accurate information out to the public.

AGENDA CHANGES – Rick asked that we add Loon Lake and Colville to “Reports” and Linda requested to discuss Library Giving Day

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of December 19, 2019 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of January 8, 2020 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 12/10-12/30/19 66 Vouchers total \$197,333.86
Payroll Warrants December 2019 – 27 Direct Deposits for a total of \$75,515.72
Detailed Revenue & Budget Status Reports for December 2019.
- (4) The Director’s December 2019 timesheets and accumulated vacation & sick hours were reviewed.

Amanda would like to have a conversation with Wes McCart about how the County Auditor is handling Accounts Payable and Reporting.

Motion made to accept the Consent Agenda.

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

NEW BUSINESS

- (1) **Policy Review: 0015-400.000 Personnel Policy - Leave – Vacation Leave** – Trustees reviewed and edited section 400:100 Vacation Leave. Review updates next month.
- (2) **2020 Mileage Reimbursement Rate** – Trustees discussed the 2020 Federal Mileage Reimbursement rate. The new rate has gone down from \$.58/mile to \$.57.5.

Motion made to accept new Federal Mileage Rate for 2020 of \$.575.

Motion made: Rick

Motion seconded: Linda

All in favor: Unanimous

- (3) **Plan Board Retreat** – Main topic of discussion: running a levy. Hope to have a new Trustee in time for the Retreat. It was suggested to perhaps aim for May to hold the retreat. Becca or Amanda will send out a scheduling email (Doodle) with possible dates in March after Catharine returns. Rick offered to host. Possible time - 9:30-3:30 with lunch. Amanda could add a speaker or visitor. Linda suggested asking Mark Pond, Business Resources Librarian from Spokane Public Library, who has family in Stevens County, to come talk about the economic impact of public libraries. Other possibilities for speakers include Andrew Chance from Spokane City Library, or Patrick Roewe from Spokane County Library who both recently passed either a bond or lid lift. Pend Oreille passed a levy last year, and while the county has a very different structure (all four cities are annexed into the Library District) Amanda stated that she could reach out to them. The Library Director from Whatcom County might also be a good source of information. Perhaps have Mark or Andrew or Patrick come for the April Conference Call/Webinar/In person meeting first before the retreat. Mark could talk about how libraries are economic drivers in the communities. Perhaps focus on that first. Amanda will make some contacts and will report back about availability.
- (4) **Trustees Year in Review 2019** – Catharine volunteered to compile the information. She is out of the Country and we will check back with her in March.

REPORTS

- (1) **Director’s Report:** Legislative Day is not really going to work for everyone this year, but the board acknowledged the importance of making connections with state representatives.
- a. **Library Happenings (attached)**
 - b. **Statistics and Reporting** – The Loon Lake building is purchased. Library giving day is April 23rd. There is a webinar that Amanda will watch next week. Trustees suggested a more formal acknowledgement from the Library this year. This is a great opportunity to raise money for the Libraries!
 - c. **Colville Library** – planning for the future– Leah has been working tirelessly and moving forward with many plans in the works, including: trees are being trimmed and some may need to be removed; it was discovered that the basement isn’t sealed; and the foundation in the HVAC room is leaking. Leah is meeting with public works, the building inspector, city planner, and Jack Smith, the new City Council-City Library Board Liaison. Rosemary Shaw has offered to help Leah with the grant application.
- (2) **Trustee/Liaison Report:** Rick will go to the Foundation meeting in Catharine’s absence. Kettle Falls volunteer tea is coming up and Lisa has agreed to sponsor a table.
- (3) **Others:** none

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 1:54 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Lisa Wolfe, Board Chair

2/20/20

Date

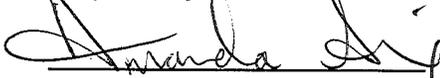
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
January 8, 2020

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

AGENDA

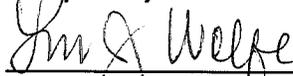
- **OPENING** – Lisa welcomed everyone and wished a Happy New Year!
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – add Chewelah Paper Interview to Discussions
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **January 16th Regular Board Meeting – Agenda Changes** – none
 - **Interview with Chewelah paper** – Chewelah has reached out to interview a Board member about the library open-hours changes. It is important to use this opportunity to get the full story out about why we have reduced hours in the District. Rick has offered to be interviewed and Lisa and Amanda said they could be available as well. Amanda will compile some stats for volunteers, attendance at programs, SRP, and other talking points for a possible interview and discussions in the future. The Trustees want to make it clear that they recognize staff costs and did cut a position this year. It is important to them to offer quality services and that is accomplished with excellent staff.
 - Catharine has volunteered to put together the 2019 Year in Review for the Trustees.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:36 a.m.

Respectfully submitted,



Amanda Six, Secretary, SCRLD

Accepted By:



Lisa Wolfe, Board Chair

1/16/2020

Date

Library Director's Report

January 15, 2020

Information Sharing – Amanda

- Amanda, Bryan, Jessica, and WSU Extension Director, Debra Hansen, prepared and presented a session at the first annual Washington Library Association (WLA) Virtual Conference on Tuesday, January 14. The session was about the creation of local Broadband Action Teams and how they are useful to libraries, and how libraries are useful to them.
- The 2020 Library Legislative committee calls for the current session started yesterday, January 15. Amanda represents rural and Eastern Washington Libraries on these calls, where the WLA lobbyist presents happenings in Olympia and bills relevant to public libraries. Bills discussed yesterday include: rules changes for LCFA's, an update on a bill from last year (that is still active) to limit guns in some locations, and digital inclusion.
- Amanda's office at Colville is currently "under construction" to address flooding, mold, minor structural issues.

Chewelah from Bryan

- Will give in person at the meeting

Colville from Leah & Lisa

- Leah has attended two City Council meetings thus far and reports that she is learning a great deal at these meetings. She has also reported on the library, especially highlighting facility needs.
- The Improvement Club held their January booksale and netted approximately \$500.
- Leah has been working hard to address the 30-hour staffing shortfall at Colville, following the elimination of a position. Her goal is to automate ten hours through improved efficiencies, add volunteers for assistance with programming, and restructure staffing schedules for the remainder.

Hunters from Megan

- It's been fairly quiet at Hunters, as the winter weather usually dictates how many people are able to come in most days - and when it's snowy/icy/yucky, most folks choose not to venture out and brave the roads.
- I've had several folks bring in new devices that they received as Christmas gifts and are looking for help in getting them set up. I've had to really be strategic about how much time I spend with each person so that I'm able to help other people in the library. Quite the balancing act!
- There is a big hubbub at the Hunters Water District as of late - they had a public meeting here in the community room a few weeks back to roll out a plan to increase rates in order to cover the costs of a recent lawsuit. Without the rate increase, the district faces potential bankruptcy which could lead to a big mess with so many people relying on the system for treated drinking water.
- We've had some maintenance issues come up in our building here (the community center) that have yet to be repaired by Rural Resources due to budget constraints and staffing issues. We're currently waiting on a toilet to be repaired that has been out of order since mid-November. Thankfully, we do have another restroom in the building for everyone to share.

Kettle Falls from Katy

- Librewery Trivia in December saw 73 attendees. Next round is Febrewery 15th, 3-5PM!
- Katie Park from Chewelah came to KF to put on a special STEM program, "Leap into Science: Wind!" on 1/15/20.
- After school art has been going steady at 26-30 kids every Tuesday since coming back from break. Volunteers Donna and George have been working hard!
- Cozy Cocoa PJ Storytime is going to be Wed. Jan. 29th @ 5pm. We will be serving cocoa and cookies. Kids will make their own cocoa cup too!
- The Friends of the Library Book Lover's Tea is tentatively scheduled Saturday, April 25th. (We need recommendations for local authors!)
- The new Friends of the Library president is Nancy Folkestad. Vice President: Alison Addicks. Secretary: Joan Packer. Treasurer: Patti Guenther.
- I am happy to introduce Carrie Kitzmiller, our new intern. She is studying for her Master's in Library Science remotely from San Jose State University. She will be working in KF
- I am back from India! Special thanks to all HONK staff, Amanda, and Lisa who put in hours at KF to cover my vacation time. It was a very wonderful experience and special trip!

Lakeside from Brooke

- Holidays are over and Lakeside is trying to get back in a rhythm and get some projects done.
- We did a major shift in the children's area to allow more space for our picture books, which are a very popular collection for us.
- In tandem with this, we shifted all the adult nonfiction to free up a section for the children's holiday books. This sure makes it seem like we have more adult nonfiction! The downside is if you knew how to find something because of what shelf it was on, it won't be there anymore!
- Storytime has started again after a two week break. Looks like we may have a smaller group in 2020.
- The Lego club and Jesse's book group will meet in January. Attendance is small but Matt and Jesse want to carry on for now. We are thinking of working with the knitting group that meets here to offer a knitting/crochet camp over spring break for kids. Stay tuned!

Loon Lake from Jessica & Kristy

- Hosted game week after the holidays
- Planning programming for 2020 Spring-on
- Evaluating ANF in LL

Technology Report from Jessica

- Working on server migration for Jan 20 migration
- Working on SRP for summer 2020