

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
February 20, 2020
Loon Lake Library
4008 Cedar, Loon Lake, WA 99148

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:15 a.m. by Chair Lisa Wolfe. In attendance were Lisa Wolfe, Chair; Rick Moore, Vice Chair; and Linda Shaw, Trustee and Catharine Whitby; Trustee. Amanda Six, District Director; Janet Eide, Business Manager; Bryan Tidwell; Library Manager and Becca Moore, Administrative Assistant were also present.

VISITORS –Theodora Grace, library patron, joined the meeting.

GREETINGS – Lisa welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – Linda would like to add an update on the reciprocal agreement with North Central and also a comment about the library article in the Chewelah paper. Catharine would like to add the December meeting date to New Business.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of January 16, 2020 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of February 12, 2020 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 1/08-2/5/20 88 Vouchers total \$87,235.88
Payroll Warrants January 2020 – 28 Direct Deposits for a total of \$76,103.32
Detailed Revenue & Budget Status Reports for 2019 13th month and January 2020.
- (4) The Director’s January 2020 timesheets and accumulated vacation & sick hours were reviewed.

Amanda will check with Kettle Falls on what the budget is for 2020. We were short in 2019 by \$4,000. Need to make sure the contract is clear and review it every year. Redraft a contract if needed with some metrics or a formula of an expectation. Collaborate an interlocal agreement like we have with Colville. Create an MOU for 2021 from Kettle Falls.

Janet and Amanda will create a more itemized list of what costs come out of professional services. Need to adjust the budget for this year to reflect more accurate amounts in Professional Services and Materials line items. In 2019 reallocated some expenses that were coming out of the line item of the Book Budget but should have been coming out of Professional Services line. Need to adjust the 2020 budget to show these numbers more accurately. They will breakout a few of the big ticket items like ExBabylon, TLC, web based services, broadband, top 5 categories, mileage. Create revenue numbers based on expenditures from last year with line items for the Trustees to see.

Also, need to get a document from the auditor that explains why they assign funds in the budget to specific line items without our request. If we are audited we would like a documented explanation of why numbers are where they are.

Motion made to accept the Consent Agenda.

Motion made: Rick

Motion seconded: Catharine

All in favor: Unanimous

UNFINISHED BUSINESS

- (1) **Plan Board Retreat** – Mark Pond is more than happy to come talk about the role of libraries as an economic driver in the community. Amanda will contact Mark and ask how much time he needs and will plan the agenda from there. Perhaps he could go to Rotary and speak after he presents to the Trustees. May 6th, 9:30-3:30 with lunch. Amanda will give Carolyn Peterson a window of time during the last week of April and see if a day will work for her. Rick or Catharine will host.
- (2) **2019 Trustees Year in Review** – Catharine will complete before the next meeting.
- (3) **Policy Review: 0015-300.300 Personnel Policy – Compensation** – We are leaving this motion on the table until next month. Rick will draft and share with Lisa for editing to combine the 2 policies. Rick will also draft a new timesheet. Review at the March meeting.

Motion made to accept the modification of Personnel Policy 0015-300.200 to include 300.300.

Motion made: Rick

Motion seconded: Catharine

All in favor:

- (4) **Policy Review: 0015-400.100 Personnel Policy - Leave – Vacation Leave** – table until March meeting.

NEW BUSINESS

- (1) **Resolution 01-2020 Amendment to 2019 Budget** – Trustees reviewed and discussed the resolution and called for a vote.

Motion made to accept Resolution 01-2020 Amendment to 2019 Budget.

Motion made: Linda

Motion seconded: Rick

All in favor: yes

- (2) **All Staff Day – April 24th** – Amanda will get an agenda out to Trustees to help them decide what part of the day they might like to attend.

Motion made to close all Libraries for All Staff Day April 24, 2020.

Motion made: Catharine

Motion seconded: Linda

All in favor: yes

- (3) **December meeting date** – Should we change the date since it is close to Christmas? After discussion it seems to be ok this year.

REPORTS

- (1) Director’s Report:**
 - a. Library Happenings (attached)**
 - b. Statistics and Reporting**
 - c. 2020 Library Capital Facilities Grant** - Amanda discussed what is going on with the Library Capital Improvement Grant. Received confirmation that the Loon Lake purchase can be a match. Amanda had a conversation with the Marabellos who own the property to the north of the Colville Library. Managers are working on plans for each location that will be applying.
- (2) Trustee/Liaison Report:** Trustees asked if Brandon would share his article with the Silverado? Amanda will ask him. Would they print it? Rick attended the Foundation meeting while Catharine was out of the country.
- (3) Others:** none

ADJOURNMENT

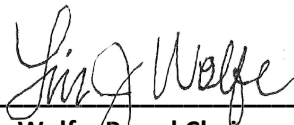
The meeting of the Board of Trustees was adjourned at 2:01 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Lisa Wolfe, Board Chair

3.19.20

Date

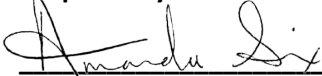
**STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
February 12, 2020**

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; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant. Trustee Catharine Whitby was absent from the meeting.

AGENDA

- **OPENING** – Lisa welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **February 20th Regular Board Meeting – Agenda Changes** – none
 - **Library Capital Improvement Program Competitive Agreement Grant** – Amanda gave a run down on what is happening with the grant application process so far. The District plans to apply for at least 4 branches (Colville, Chewelah, Loon Lake and Northport). Dates for information and webinars have been moved back and the applications need to be in by April 15th. Amanda will share more information as she has it.
 - Carolyn Peterson reached out to Amanda about conducting a regional training for Board Members. It would be 3-4 hours long and focus on sharing information about Libraries in the 21st century. The trustees conveyed that they are interested in this training. Amanda will find out more information.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:37 a.m.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Lisa Wolfe, Board Chair

2.20.20

Date

Library Director's Report

February 20, 2020

Information Sharing – Amanda

- Amanda is the co-chair of the agenda development committee for the statewide Library Directors' meeting in mid-March. There will be some interesting topics and speakers.
- On February 12, Amanda participated in a workshop for Community Labs, a pilot project from the University of Washington and Rolf Hapel, visiting professor, who strives to improve community conversations about challenging topics. The goal is to have public libraries serve as facilitator and debunker of misinformation and disinformation. LOSC is one of two rural libraries in the pilot project.

Chewelah from Bryan

- Chewelah has been very busy so far in 2020, which is a little unusual for this time of year. Multiple times, we've found that almost every seat was in use during a busy afternoon. To that end, we're excited about getting some new furniture, and are especially excited about the new money available through the Library Capital Improvement Grant program for some possible facilities improvements. Either way, I'm planning some work in the spring to create more seating space.
- Our big effort in 2020 has been programming, and I know I mentioned at the last board meeting that we have a number of new programs efforts coming up this year. Matt has worked hard to plan a food preparation program (making chili mix) near the end of this month, and Katie has been steadfastly sharing all of her programming ideas around the system. One that recently took was a Murder Mystery Escape Room coming to multiple branches in March. Would the board be interested in seeing if they're up to the challenge? :)
- Otherwise, I've been continuing to focus on community outreach, attending meetings with various organizations and spreading good information about libraries around Stevens County. Many thanks for your similar efforts in your communities!

Colville from Leah & Lisa

- We had a High School Volunteer volunteering here during the school year last year. We just found out that our intern was hired at Barnes and Noble!
- Our trees have been trimmed! With Leah alerting city officials that a particularly large branch fell, the city promptly trimmed our overgrown monsters.
- We look forward to local poet Lynn Schott March 9th @ 4:30
- The census tabled at the CV library several days this month and they have helped many people apply for census jobs and helped answer questions from patrons.
- Beginning in April, we will be dedicating a computer for people to complete the census on-line.

Hunters from Megan

- Hunters has been quiet over the last few weeks with the exception of this last Friday (the 7th) - I had one of the busiest days I can remember! I ate my lunch at 3:45, so that's a good indicator that I had a wild and crazy day :) it was hectic but fun!
- Katy discussed with me the opportunity to possibly apply for capital funding from the state via the Library Capital Improvement Program for Hunters Library. I am busy gathering data and additional information to complete the application when they become available, depending on my findings (real estate availability being the largest obstacle). Creating relationships with the locals and Hunters "pioneers" makes research

like this much easier as I now have an arsenal of people to reach out to for information and the inside scoop. It only took five years to get to this point :)

- I am looking forward to learning more about this available funding and what the requirements are; even if we do not submit an application for Hunters this time around, the information I'm able to gather will most likely be valuable in some respect.
- Thanks to the board for the pay increases this year! We all appreciate you so much!

Kettle Falls from Katy

- Librewery Trivia was held Febrewery 15th, 3-5PM. The next one will be held on Saturday, April 4th.
- "Leap into Science: Wind!" program on 1/15/20 only saw 3 kids.
- Cozy Cocoa PJ Storytime on Wed. Jan. 29th saw 10 kids and 4 adults
- I will be offering the wire wrapping jewelry class on 2/20...I expect a good turn out!
- The Friends of the Library Book Lover's Tea is tentatively scheduled Saturday, April 25th. We have one essay writer and director for the Upper Columbia United Tribes scheduled: D.R. Michel. He will be speaking on the Columbia River and the recent salmon release in the Kettle Falls River last summer.
- Carrie Kitzmiller, our new intern is totally rocking it. She is providing storytime to the local Headstart Preschool.

Lakeside from Brooke

- We continue to get new kiddos at storytime. More and more grandparents bringing children.
- Jesse's February book group looks to be gaining popularity, as this month's selection has many copies of the book checked out or borrowed from Jesse's copies.
- I am working with the Knitters & Knotters group to do a week long class for kids on knitting and crochet during spring break.
- Lakeside is also looking at having a craft set up each day of spring break. Plans are still in the works. That's about it for us:)

Loon Lake from Kristy

- Story time is going great. Brenda has an adorable little crowd that loves how interactive she has made it.
- We are in full swing for tax season. We are seeing lots of new faces, since we are the only game in town for physical tax forms.
- Our new Large Print collection (thanks to Loon Lake Friends) is a raving success. They have been going out on holds, county wide, since we began receiving them.
- Everyone seems to believe the groundhog, so they have been in better spirits. Even if he is lying, it has given us a friendlier patronage for a while. Bless him!

Technology Report from Jessica

- Successful server migration 98% complete; a few small details left
- Working on transitioning our Cataloging client to a web-based software in 2020; implementing steps for the next few months, including cleaning up records, creating matrix of rules profiles for holdings codes and borrower types, etc.
- Catalog computer upgrades in Feb 2020 - looking at cost-effective options using a Linux based system in a kiosk mode
- Seeing lots of activity and opinions on our social media pages/outreach