

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
March 19, 2020
Conference Call

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order, via conference call, at 10:08 a.m. by Chair Lisa Wolfe. In attendance were Lisa Wolfe, Chair; Linda Shaw, Trustee and Catharine Whitby; Trustee. Amanda Six, District Director; Janet Eide, Business Manager; and Becca Moore, Administrative Assistant were also present. Rick Moore, Vice Chair was absent from the meeting.

VISITORS – none

GREETINGS – Lisa welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – none

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of February 20, 2020 were reviewed.
- (2) The minutes from the Emergency Board of Trustees Conference Call of March 13, 2020 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 2/13-3/4/20 64 Vouchers total \$77,357.60
Payroll Warrants February 2020 – 28 Direct Deposits for a total of \$71,813.65
Detailed Revenue & Budget Status Reports for February 2020.
- (4) The Director’s February 2020 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

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

UNFINISHED BUSINESS

- (1) **Plan Board Retreat** – Amanda has connected with Mark Pond and Carolyn Peterson and we are in a holding pattern while Coronavirus has people staying home. Will report back in April.
- (2) **2019 Trustees Year in Review** – Catharine will complete and email before the next meeting.
- (3) **Policy Review: 0015-300.200 & 300.300 Personnel Policy – Compensation** – We have an open motion from February but are tabling until next month. In February Rick drafted and shared with Lisa for editing to combine the 2 policies. He also volunteered to draft a new timesheet at the February meeting. Trustees will review at the April meeting.

(from February 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** – Trustees discussed the policy at length. Amanda and the Trustees agree that we should ask a professional about the legality of parts of this and other policies. We want to do the right thing and work within the law. There must be a consultant that we could employ. Amanda will look into this.

NEW BUSINESS

- (1) **Policy Review: 0015-400.300.320 Personnel Policy – Leave – Other Paid Leave** – Amanda shared language from libraries across the state with our Attorney to review. She approved the language to adopt as part of our policy in regards to Administrative Leave. The Trustees reviewed and called for a vote.

Motion made to accept the addition of .320 to Personnel Policy 0015-400.300.320 Administrative Leave.

Motion made: Linda

Motion seconded: Catharine

All in favor: yes

- (2) **Kettle Falls Inter-Local Agreement** – tabled until the April meeting
- (3) **Discuss visits with local representatives** – In person visits are tabled until further notice but Amanda may call on Trustees to reach out and email/call representatives about the Library Capital Facilities Grant.
- (4) **Webinar or Speaker for April Conference Call/In Person Meeting** – Plan to not have a webinar or speaker but just the regular Conference Call.

REPORTS

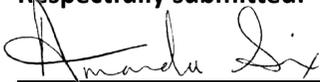
- (1) **Director’s Report:**
- a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
 - c. **2020 Library Capital Facilities Grant** – Amanda discussed how she and the managers are gathering information for the application and may call on the Trustees in the near future for assistance.
- (2) **Trustee/Liaison Report:** Catharine went to the Foundation meeting and they are excited about supporting the Libraries with the Facilities Grant.
- (3) **Others:** none

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:15 p.m.

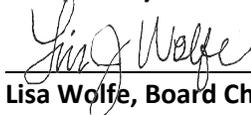
Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Lisa Wolfe, Board Chair

4.16.20

Date

**STEVENS COUNTY RURAL LIBRARY DISTRICT
Emergency Board of Trustees Conference Call
March 13, 2020**

The meeting was called to order at 2:31 p.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; Jessica Varang, Library Manager; Katy Pike, Library Manger; Brooke Golden, Library Manager; Bryan Tidwell, Library Manager and Becca Moore, Administrative Assistant.

AGENDA

- **OPENING** – Lisa welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **Governor Inslee announced all schools will be closed 3/17/20-4/24/20 due to COVID 19** – The response stages we set up state that when the schools close we also close. Many libraries across the state are closing. What should our next steps be? Amanda has submitted a proposed administrative leave policy to our attorney to confirm it would be legal to put into effect. If schools are going to be closed to prevent children from gathering it seems they would just congregate at the libraries unless we implement Stage 3 of limited services. From a public safety aspect it seems it would be best to overreact rather than underreact to protect our staff, patrons and community. After some discussion we should move to Stage 3 on Monday and if necessary Stage 4 on Tuesday. Trustees called for a vote.

Motion made to initiate Stage 3 on Monday and give Amanda the power to implement Stage 4 as she deems necessary on a location by location basis.

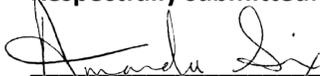
Motion made: Rick

Motion seconded: Catharine

All in favor: Unanimous

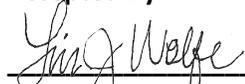
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 3:47 p.m.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Lisa Wolfe, Board Chair

3.19.20

Date

Library Director's Report

March 19, 2020

Information Sharing – Amanda

- On Monday, March 16, all locations provided an abbreviated in-and-out service. It was a very busy at most locations and patrons were, for the most part, gracious and understanding.
- On Tuesday, March 17, we closed all libraries to the public until April 24th, in alignment with public schools. After a two-week “building quarantine” staff will be allowed back in the building, starting April 1.
- The Management Team has started a leadership and communication workshop at our regular meetings. We are reading “Dare to Lead” by Brene Brown, and are using the accompanying workbook to guide our conversations.

Chewelah from Bryan

- Not a lot to report for Chewelah outside of addressing the health issues at play. We've been staying on top of cleaning the building, focusing especially hard on things like door handles, computers and anywhere else with constant contact. Our staff has really stepped up in those efforts and is taking things in stride and having good, constructive conversations with the public. Attendance has been down the last few days, though I'm not sure if there's a trend blooming just yet. There has been some concern from staff about how we will address things if we have a local case of Covid-19, and they're mainly concerned about issues surrounding leave if we were to experience a closure. I've been sharing info as I get it from good conversations at the management team level, and I really appreciate the policy work the board is already addressing.
- Otherwise, we're continuing on with business as usual until we hear otherwise. I've not slowed down my efforts to engage with community members and groups, and I'm finding that the library can play a critical role in our community in sharing valid information from official sources on these issues. In local community news, the Chewelah Creative District officially voted in their leadership team this week, electing Mike Bentz (Chewelah Golf Course) as President. The Library District has also officially moved from a collaborative partner to a representational role on the board with a number of other community groups. I'll continue to check in with this group regularly in that role.

Colville from Lisa

- Our leadership in Colville (Leah) is amazing and has guided both Colville staff, CLIP (CV Improvement Club), CV city staff and our janitor through the COVID pandemic and the proper procedures/tools/supplies. Admin continues to be our biggest support.
- Amanda demands to be on top of (in the know) and actively supporting staff as we handle this pandemic. We are all learning new procedures and strategies.
- As Colville City renews their vision, Leah addresses and demands attention for LOSC. She asks (squeaky wheel!!!) about city upkeep on facilities but also growing into a space that can fit our needs. We are excited for a possible grant to expand space or upgrade/upkeep this historic building.
- With leadership approval and help from other branches, Anna and Lisa battle various carpet stains from patrons and small sewage disasters.
- Amanda's office is looking good. With major help from CLIP, and CV staff, the CV basement has shifted into something tangible. Honestly, it has been years of work here and there and it is falling into place. Leah worked with the city and CLIP to ensure CV is up to fire code.

- Leah has made less paper waste by simplifying and evolving our everyday procedures. (If only we could always print properly #notjustthepatrons)
- CLIP earned over \$500 at the last booksale. The ongoing foyer sale in CV earns around \$50/month.
- We continue to shift collections between branches to freshen-up browsing material.
- We have the best crew ever in our admin office and staff at thelosc.org
- Looking forward to opening again!

Hunters from Megan

- There seems to be quite a bit of concern about coronavirus/covid-19 here in Hunters lately, especially among the senior residents here at the RR apartments. The library has been slow - which I'm thankful for, as I've had time to clean and sanitize the kids area including all the books, all the toys (blocks, stuffed animals, etc) and work on getting the rest of the collection and carts wiped down.
- I've also been working on slowly refreshing the collection at Hunters - next week (March 19th), I'll be traveling to Colville and Chewelah libraries to stock up on "new" items. I do want to recognize Katy, Bryan, and Leah for being flexible and allowing me the time and space to select new materials for the patrons here to enjoy!
- Last month, I had the busiest Kids Craft Club event that I've had since I began offering the program. 8 kiddos and 4 adults participated in making Valentine's Day cards with construction paper, pompoms, and puffy paint. It was chaotic and messy and tons of fun :)
- Melinda, Lisa, and I will have a "trivia team" meeting next Tuesday morning (again, shoutout to Katy and Leah for help getting this scheduled!) We're hoping that having a dedicated couple of hours to brainstorm and hash out ideas will help us have a more streamlined process for preparing for trivia, instead of rushing at the last minute (and stressing) to get things put together. Hopefully, it will be productive and make things easier for all of us moving forward.

Kettle Falls from Katy

- All programs have been cancelled.
- Library is closed. We are due for a cleaning/disinfecting this week and hope that will mean staff can avoid any illness.
- Projects Katy is working on: Northport Capital Funds grant application. INCOL online webinar. Planning the pruning/prep work for EPA landscaping in May. Planning on moving Rice bookdrop.

Loon Lake from Kristy

- Here in Loonsville, we celebrated Dr. Seuss week with a flourish, thanks to Brenda! And to Jessica, who made Seussical earrings for all of us.
- It has been busy here at Loon, despite lots of Coronavirus talk amongst the patrons. It has made us clean and disinfect even more. (good practices at any time) And, some of our filthiest patrons are suddenly obsessed with hand sanitizer and singing while they wash their hands; in our VERY echoey bathroom. We may all end up healthier around here in the long run.
- An interesting mix of new cards has been happening too. Everyone from families that are new in the area, to a guy wanting a card and a fishing book. Of course, people did think that Spring was here---for a few days.
- May we all stay healthy and optimistic.

Northport from Siena

- Not much out of the ordinary here at NP. The snow is gone from the yard! Yay! We will be doing another dump run soon and cleaning up the yard in anticipation of the EPA yard work this spring.

- Folks are still coming in and it seems like business as usual.

Technology Report from Jessica

- Still working on catalog replacements for all branches
- Working on SRP mailer/information
- In the midst of canceling programs on FB and posting closures/stage/etc
- Finding stats for Janet for year-end reporting
- Working on getting equipment for remote work for staff, including MiFis
- Working on establishing guidelines for working from home