

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
April 16, 2020
Via Conference Call

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order, via conference call, at 10:07 a.m. by Chair Lisa Wolfe. In attendance were Lisa Wolfe, Chair; Rick Moore, Vice Chair; Linda Shaw, Trustee and Catharine Whitby; Trustee. Amanda Six, District Director; Janet Eide, Business Manager; Katy Pike, Library Manager and Becca Moore, Administrative Assistant were also present.

VISITORS – none

GREETINGS – Lisa welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – revisit the *Leave Without Pay* policy to clarify insurance termination wording

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of March 19, 2020 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of April 8, 2020 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 3/11-4/8/20 71 Vouchers total \$76,561.86
Payroll Warrants March 2020 – 25 Direct Deposits for a total of \$74,360.08
Detailed Revenue & Budget Status Reports for March 2020.
- (4) The Director's March 2020 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

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

UNFINISHED BUSINESS

- (1) **Plan Board Retreat** – Tabled due to COVID.
- (2) **2019 Trustees Year in Review** – Trustees thanked Catharine for compiling this document. Lisa will share with the County Commissioners. Becca will share with the Library Foundation, Staff and Friends Groups. Katy and Leah will share with the City Boards.
- (3) **Policy Review: 0015-300.200 & 300.300 Personnel Policy – Compensation – Overtime, Exchange Time & Terminal Pay** - We have an open motion from the February meeting to rework and combine 300.200 & 300.300. Lisa and Rick shared some edits they made and the Trustees discussed at length. Amanda will review some other policies and will rewrite and get correct wording with examples to share at the May meeting. Rick drafted and shared a new timesheet Trustees can discuss in May.

(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: 0015-400.500 Personnel Policy - Leave – Leave Without Pay – Trustees discussed and edited wording to policy and called for a vote.**

Motion made to accept the modification of Personnel Policy 0015-400.500.

Motion made: Rick

Motion seconded: Catharine

All in favor: Yes

NEW BUSINESS

- (1) Kettle Falls Inter-Local Agreement – tabled due to COVID**
- (2) Discuss visits with local representatives –** In person visits are tabled until further notice due to COVID but Amanda may call on Trustees to reach out and email/call representatives about the Library Capital Improvement Program Grant.

REPORTS

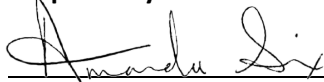
- (1) Director's Report:**
- a. Library Happenings (attached)**
 - b. Statistics and Reporting**
 - c. 2020 Library Capital Improvement Program Grant –** Amanda discussed how she and the managers are working on the applications. The due date has been extended to June 15th. The state will award the grant in October. Libraries were told if they can't fill in parts of the application due to COVID restrictions that is ok, they can be filled out at a later time. The City of Colville will have to submit for the Colville Library grant since they own the building. The City of Colville will need to provide the match for their application.
- (2) Trustee/Liaison Report: none**
- (3) Others: none**

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:23 p.m.

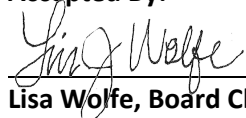
Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Lisa Wolfe, Board Chair

5.21.20

Date

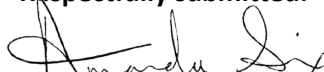
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
April 8, 2020

The meeting was called to order at 9:01 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; Brooke Golden, Library Manager; Leah Hammerquist, Library Manager; Katy Pike, Library Manager; Bryan Tidwell, Library Manager; Jessica Varang, Library Manager and Becca Moore, Administrative Assistant. Trustee was absent from the meeting.

AGENDA

- **OPENING** – Lisa welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **April 16th Regular Board Meeting – Agenda Changes** – none
 - **Library Closures due to COVID-19 Pandemic** – Trustees and Managers discussed how things are going so far and how to proceed in these uncertain times. The Trustees agree to keep moving forward as we are (all libraries are closed and staff are on paid Administrative Leave) and the Managers thanked them for their support.
 - **Library Capital Improvement Program Competitive Agreement Grant** – Amanda reported that things are still moving forward as far as she knows but there has not been a lot of new information.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 10:09 a.m.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Lisa Wolfe, Board Chair

4.16.20

Date

Library Director's Report

April 16, 2020

Information Sharing – Amanda

- The Management Team (Janet, Becca, Leah, Jessica, Bryan, Katy and Brooke) have been meeting for a “touch base” call most mornings at 10:00 am. This has enabled us to have a bit of structure and helped us to connect and move forward on some projects.
- I have been working with the Washington State Library (WSL) and WSU Extension on various broadband and technology projects for rural areas.
- I am participating in the weekly “Gang of 8” phone meetings that include the directors of Stevens County Providence hospitals, WSU Extension, Rural Resources, WorkSource, Tri-County Economic Development, Tri-County Health District, and the Superintendent of Colville Schools. These conversations have been very useful in helping us to explore partnerships with these organizations.

Chewelah from Bryan

- We have a few staff who are working from home and we've been checking in with them regularly. Some are juggling kids home from school and it's been a challenge. Chewelah's community overall has been a mixed bag of responses to the pandemic. We've had some challenges to the closure of our public parks and some businesses, but for the most part businesses and organizations have been working closely together to provide support.

Colville from Leah

- On the last day of in-person library services (March 16th), the Colville Public Library had 491 visitors, circulated 2,547 items (check outs, returns, renewals, and in-house use), and assisted 24 patrons with their library cards.
- Colville Staff have volunteered to work-from-home on continuing education, participate in their professional organizations, and develop materials for future programming.

Hunters from Megan

- I just want to thank everyone on the Board, Amanda, IT friends, admin folks, and the management team for their support and encouragement during this strange time. Not having to worry about our jobs and paychecks during this time is an enormous relief, and allows all of us to do what we need to do to support ourselves and our families. We are so appreciative to all of you who have been working so hard behind the scenes to make sure that all of us have what we need right now.
- Lisa Wolfe came into the KF library on our last open day and we had a chance to chat a bit about what was to come. Obviously, so much has changed even since then, but she was genuinely interested to hear my feedback about the decision to close and wanted to make sure we all felt OK about what was happening. That meant the world to me, and it reinforces what I've always known about our board and management team - they are solely focused on making sure the staff understands and is confident in the decisions being made on our behalf.
- Thank you, all, for continuing to support us and your communities by taking care of front line staff and keeping our safety and the health of our friends and neighbors at the forefront. I've always loved my job, but this experience has made me even more grateful to work with such an amazing group of people.

Kettle Falls from Katy

- I just want to share with the board how hard Carrie, Clifford, Debbi, Megan, Melinda and Siena have worked. Unfortunately, I was sick the last day that the library was open. They filled in that week where I could not. All the HONK branches and bookdrops are being taken care of by the crew. I am truly lucky to have such an amazing team. I have checked in with each of them. They are working as they are able. All
- On a side note: Carrie is almost finished with her internship. She will be hired as a sub for the system as soon as all her classwork has been completed for her Master's in Library Science.

Technology Report from Jessica

- Jesse has implemented some new sources for patrons: TumbleBooks (Kids K-6, Tumble Math, TeenBookCloud, Audiobookcloud, and Romance Bookcloud), Mango Languages, PTSDpubs and US Newsstream. Mango and TumbleBooks are on a trial basis. He's also worked on the Local Resources page to add a few more and is managing new online borrowers.
- All Online Registered Borrowers (OBRs) are able to receive a card with an expiration date of 60 days out with access to all e-resources at this time. Jesse is managing this to ensure anyone outside our zip code is deactivated. No holds can be placed on physical materials.
- The managers are trying to brainstorm alternative outreach programming that is low-key and could dovetail with other operations (school lunches, meals on wheels, etc). We are also trying to connect with different groups to discuss possible hotspot locations.
- Alex is checking all bookdrops on his normal route (Hwy 395+) every Monday. He has found some donations, but no library materials thus far.

The Libraries of Stevens County
BOARD OF TRUSTEES
2019 ACCOMPLISHMENTS

Approved 2020 budget:

- Held four public meetings to set and adopt 2020 expenses and revenue budget
- Set employee salary and wage scale for 2020, including a review of compensatory plans. (See Special Projects.)
- Reviewed and amended mileage rate for approved travel

Completed annual performance evaluation of District Library Director:

- Prepared and collected anonymous staff surveys, trustees' surveys and director's survey for comprehensive evaluation of Library Director
- Conducted comprehensive interview with Library Director, including foci for future

Researched and approved facilities upgrades:

- Approved exterior painting of Loon Lake Library building, following review of bids
- Approved purchase of real estate in Loon Lake – 3943 Hwy 292 – to be used for future library location, due to requirement for more space now and in the future. Process included gathering legal advice, building survey, environmental survey and traffic study, and quotes for necessary renovations. (Resolution 03-2019)

Reviewed and amended policies:

- 0015-300.200 – Personnel policy – Overtime Compensation
- 0015-300.400 – Personnel policy – Anniversary Date
- 0015-300.500 – Personnel policy – Promotion
- 0015-300.600 – Personnel policy – Employee Benefits
- 0015-400.000 – Leave - Holidays
- 0015-400.500 – Leave without Pay

Approved or conducted special projects:

- Reviewed extensive study of “perks” and alternative compensation methods for employees, in order to ensure fair remuneration and job satisfaction, within our budget constraints.
- Approved interlocal agreement for reciprocal services between District and North Central Regional Library System to provide mail-delivered materials for our homebound residents from NCRL in exchange for some eastern-most residents of NCRL using our library system without out-of-district costs.
- Approved Resolution 02-2019: Removal of inactive borrowers and their fines from patron lists.

Attended special meetings:

- Participated in appraisal of managerial candidate for Colville Public Library
- Individual trustees acted as liaisons to the Library Foundation, Colville Library Advisory Board and Kettle Falls Library Advisory Board