

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**May 21, 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 10:04 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; Bryan Tidwell, Library Manager; Jessica Varang, Library Manager and Becca Moore, Administrative Assistant were also present.

**VISITORS** – Brandon Hansen from the Chewelah Independent

**GREETINGS** – Lisa welcomed everyone.

**PUBLIC COMMENT** – none

**AGENDA CHANGES** – add Executive Session to the end of the meeting for half an hour, put policy discussions at the end

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of April 16, 2020 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of May 13, 2020 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 4/15-5/13/20 48 Vouchers total \$63,521.13  
Payroll Warrants April 2020 – 26 Direct Deposits for a total of \$73,796.25  
Detailed Revenue & Budget Status Reports for April 2020.
- (4) The Director’s April 2020 timesheets and accumulated vacation & sick hours were reviewed.

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

Motion made: Catharine

Motion seconded: Rick

All in favor: Unanimous

\*Amanda and Janet will adjust utilities line in the budget to be more accurate

**UNFINISHED BUSINESS**

- (1) **Plan Board Retreat** – Perhaps set up a Conference Call/Zoom after June and hold off on the Board Retreat at this time. Will discuss at the July meeting. Invite Mark Pond to speak at a webinar meeting.
- (2) **Policy Review: 0015-300.200 & 300.300 Personnel Policy – Compensation – Overtime, Exchange Time & Terminal Pay** – Trustees discussed the policy as Amanda had combined both .200 and .300 and edited it. More edits were made and the Trustees called for a vote.

**(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: Unanimous

**Motion made to accept Personnel Policy 0015-300.200 as currently modified.**

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

- (3) Policy Review: 0015-400.100 Personnel Policy - Leave – Vacation Leave - tabled**
- (4) Kettle Falls Inter-Local Agreement – tabled due to COVID**
- (5) Discuss visits with local representatives – Amanda will let the Trustees know when they can join in contacting representatives about the LCIP Grant.**

**NEW BUSINESS**

- 1) Discuss how the Tri-County loan amount would be divided between Chewelah, Loon Lake and Northport and what the money would be used for –** Amanda shared documents that show a draft of how the project monies will be divided. These are flexible and can be edited as needed. There are also some other ways to get community match. Russ Vaagen has some ideas about how to leverage match through some construction services and discount on materials. He is interested in helping and is reaching out to some contacts he knows. Trustees discussed each location and options for acquiring a match. The Department of Commerce Library Capital Improvement Program (LCIP) applications are due June 15<sup>th</sup>.
- 2) Approval of loan amount request from Tri-County Economic Development.**  
Amanda answered questions Trustees had about the loan and its terms.

**Motion made to accept moving forward with pre-approval of a loan up to \$350,000 from Tri-County Economic Development.**

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

**REPORTS**

- (1) Director’s Report:**
  - a. Library Happenings (attached)**
  - b. Statistics and Reporting**
- (2) 2020 Library Capital Improvement Program Grant**
- (3) Trustee/Liaison Report: none**
- (4) Others: none**

**The regular meeting of the Board of Trustees adjourned to Executive Session at 12:16 pm ending at 1:25.**

**EXECUTIVE SESSION –** The session was held to discuss real estate. No items were voted on during the Executive Session.

**ADJOURNMENT**

The meeting of the Board of Trustees was adjourned at 1:25 p.m.

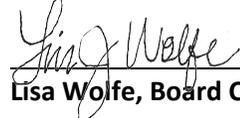
Chair adjourned the meeting.

Respectfully submitted:

  
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Amanda Six, Secretary, SCRLD

Accepted By:

  
\_\_\_\_\_

Lisa Wolfe, Board Chair

6.17.20  
\_\_\_\_\_

Date

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

The meeting was called to order at 9:05 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.

**AGENDA**

- **OPENING** – Lisa welcomed everyone.
- **PUBLIC COMMENT** – Lisa’s grandson, Benji (age 2.5 years), joined in on a bit of the call.
- **AGENDA CHANGES** – none
- **ACTION ITEMS**
  - **Approval to seek possible loan from Tri-County Economic Development District (TEDD) for matching funds for the library capital improvement grant – maximum \$350,000** – Amanda explained the possibility of applying for this loan and asked for feedback and approval from the Trustees to pursue this option. Staff will provide more detailed budget plans for each project before the regular Board meeting on May 21. This loan would help us leverage more money from the Library Capital Improvement Program (LCIP) grant from the state Department of Commerce for Loon Lake, Chewelah and Northport. The City of Colville has already approved pursuing this option as a possible match for the Colville Library facility project. Amanda would like approval to go ahead with preparing the building budgets for the Loon Lake, Chewelah, and Northport projects with the idea that much of the match would come from the TEDD loan. TEDD would provide a pre-approved loan guarantee for the purposes of the application. The actual application for the loan would not happen unless the grants were awarded in October, 2020.

**Motion made to accept moving forward with applying for a pre-approved loan through Tri-County Economic Development to be used as matching funds for the Library Capital Improvement Program grant application, in an amount up to or equaling \$350,000.**

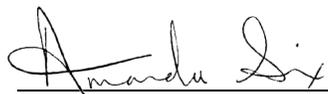
Motion made: Linda

Motion seconded: Catharine

All in favor: Unanimous

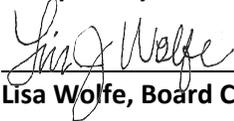
- **DISCUSSIONS**
  - **May 21<sup>st</sup> Regular Board Meeting – Agenda Changes** – Edit wording of New Business items to include the LCIP grant application process.
  - **Library Closures due to COVID-19 Pandemic** – Amanda explained what the Managers are doing to prepare for the coming phases and Libraries re-opening once requirements come out from the state. She is also working on some grants to order bulk supplies and share with other library systems in eastern Washington. Staff will continue on Administrative Leave through the end of May but may go back to regular hours June 1<sup>st</sup>, depending on direction from local and state health authorities.
  - **Library Capital Improvement Program Competitive Agreement Grant** – discussed during the TEDD loan item above.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 10:08 a.m.

**Respectfully submitted:**



Amanda Six, Secretary, SCRLD

Accepted By:



Lisa Wolfe, Board Chair

5.21.20

Date

**Library Director's Report**  
**May 21, 2020**

**Reopening DRAFT plan summary**

- We are currently in Phase 2 (as directed by Governor Inslee's office) and there is a possibility that we will move to Phase 3 as early as Monday, June 1. The Tri-County Health Director has confirmed that libraries cannot reopen (even for curbside service) until Phase 3.
- The library's management team has been working very hard to prepare for a slow re-opening plan.
- Personal protection equipment (PPE) have been ordered, and some have arrived; including facemasks, gloves, sneeze guards, hand sanitizer, crowd-control cordons, sandwich boards (for marking parking places), and t-shirts to help patrons identify staff during curb-side pick-up.
- As soon as we move to Phase 3, we will bring staff back into the buildings, in carefully coordinated shifts in order to minimize contact. We will take a week to train and practice curbside delivery and returns.
- Anyone entering the library building must record their entrance on a sign-in sheet that asks questions such as: do you have any symptoms, have you attended a gathering of larger than 5 outside your household, have you visited with someone from outside Stevens County.
- All material returns will be quarantined for 72 hours before being checked in and further handled by staff.
- We have procured several thousand bags to be used for curbside delivery via a donation from Rosauers.
- No patrons will be allowed inside the library at this time.
- All of these plans and measures have been vetted and approved by the Tri-County Health District.
- We will continue to monitor health guidelines and professional recommendations by the Washington State Library as we move forward and continue to slowly restore library services.

**Recent projects that staff have been working on:**

- Migration of our Integrated Library System (ILS) to an upgraded version. This closed the online services last weekend, but went very smoothly....mostly.
- Catalog clean-up: correcting catalog records in the database in order to prepare for the migration and to improve patron searches.
- Improving online services and databases (e.g., Mango Language Learning, Lynda.com)
- Library Capital Improvement Program (LCIP) grants for Northport, Colville, Chewelah, and Loon Lake
- Rural broadband access: library staff were instrumental in helping the Colville School District procure mifi pucks for high school seniors so that they can finish courses and graduate on time.

**Hunters from Megan**

- I would like to extend my gratitude to the board, Amanda, the management team, and Admin staff for keeping us afloat during this wild time. I've seen chatter of other libraries opening without appropriate PPE or safeguards for staff and patrons, and it makes me all the more grateful that our leadership is doing everything they can to protect us and our communities moving forward. Thank you all for working so hard for us, we really do appreciate everything you do.

**Loon Lake from Kristy**

- We have been upgrading to our new cataloguing system. Being able to entirely focus on this, without any other worries right now has been amazing. Knowing that we are being paid and still have our jobs has made something like a system upgrade; usually so stressful; just seem like not that big of a deal. We have so much to be grateful for!