

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
June 17, 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 – Add Adjusted Capital Grant Request Amount for Loon Lake to Unfinished Business

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of May 21, 2020 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of June 10, 2020 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 5/20-6/10/20 48 Vouchers total \$78,744.81
Payroll Warrants May 2020 – 25 Direct Deposits for a total of \$73,796.25
Detailed Revenue & Budget Status Reports for May 2020.
- (4) The Director’s May 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 spoke to Mark Pond, Business Librarian at Spokane Public Library, and he is available to speak, via Zoom, to the Trustees at the July 8th Conference Call at 9:00 am. Will continue to hold on planning an in person retreat until COVID-19 allows us to meet.
- (2) **Policy Review: 0015-400.100 Personnel Policy - Leave – Vacation Leave** - tabled
- (3) **Kettle Falls Inter-Local Agreement** – tabled due to COVID-19
- (4) **Discuss visits with local representatives** – Amanda will get copies of the final grant applications to the Trustees and would like to start discussing reaching out to our state representatives regarding the four grants that have been applied for in Stevens County. The goal is to create a handout for representatives that summarizes the projects and highlights the needs.

- (5) **Policy Review: 0015-400.300.320 – Administrative Leave with Pay – revision** – Rick shared his suggested edits. Lisa would like to make sure that it is noted if staff are put on leave they are notified formally. Trustees discussed edits at length.

Motion that we approve Policy 0015-400.300.320 – Administrative Leave with Pay as amended with the proviso with the subject of “appeal” to be discussed at the next board meeting.

Motion made: Rick

Motion seconded: Catharine

All in favor: Unanimous

- (6) **Adjusted Amount for Loon Lake Capital Grant Request** – Budget totals were adjusted for the Loon Lake grant application due to the relocation of the project. If the District receives the grants, Trustees will approve at that time to accept the grants. Review of applications begins July 17, 2020.

Motion that we accept the revised new cost totals for Loon Lake Capital Improvement Grant Application of \$1,177,750.

Motion made: Linda

Motion seconded: Rick

All in favor: Unanimous

NEW BUSINESS

- (1) **Electronic Signature Policy** – Libraries are encouraged to adopt an e-signature policy; especially with the increased amount of remote-site work. Staff will develop a draft for next meeting.
- (2) **Conference Calls and Regular Board Meetings (that are conducted via conference call) starting at 9:00 am** - While we are unable to meet in person and don't need travel time it would be more convenient for staff and trustees to conduct all meetings via conference call, starting at 9:00 am.

Motion that we move all meetings held via conference calls to a 9:00 am start time.

Motion made: Catharine

Motion seconded: Linda

All in favor: Unanimous

REPORTS

- (1) **Director's Report:**
- a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **2020 Library Capital Improvement Program Grant** – Amanda would like to create some bullet points on messaging so we can be on the same page about how we are talking about these projects.
- (3) **Trustee/Liaison Report:** Catharine would like to send a note from the Board to staff thanking them for all their hard work during the grant process. She will craft a message and send it to Becca to disperse.
- (4) **Others:** none

The regular meeting of the Board of Trustees adjourned to Executive Session at 11:44 pm ending at 12:45.

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

Meeting resumed at 12:45

Motion made to authorize staff to put currently owned property on 3943 Hwy 292 in Loon Lake on the market.

Motion made: Catharine

Motion seconded: Rick

All in favor: Unanimous

Trustees will discuss and agree on an offer before the sale is complete.

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:40 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Lisa Wolfe, Board Chair

7.16.20
Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
June 10, 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; Katy Pike, Library Manager; Bryan Tidwell, Library Manager; Jessica Varang, Library Manager and Becca Moore, Administrative Assistant.

AGENDA

- **OPENING** – Lisa welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – Add Colville Library Grant City Council Meeting Update to Discussions
- **ACTION ITEMS**
 - **400.300.320 – Administrative Leave with Pay - Revision** – The Board discussed at length how best to add this information to our current policy. They decided Rick and Lisa will create a draft to bring to the regular meeting next week for approval. Motion will stay open.

Motion made to accept Policy 400.300.320 revisions.
Motion made: Catharine
Motion seconded: Rick
All in favor:

 - **Approval of Library Capital Improvement Program Grant application amount for Northport**
Amanda went over the proposed Grant application for Northport. The Trustees discussed and called for a vote.

Motion made to accept the Northport LCIP Grant application as written.
Motion made: Linda
Motion seconded: Catharine
All in favor: Unanimous

 - **Approval of Library Capital Improvement Program Grant application amount for Chewelah**
Amanda went over the proposed Grant application for Chewelah. The Trustees discussed and called for a vote.

Motion made to accept the Chewelah LCIP Grant application as written.
Motion made: Rick
Motion seconded: Linda
All in favor: Unanimous

 - **Approval of Library Capital Improvement Program Grant application amount for Loon Lake**
Amanda went over the proposed Grant application for Loon Lake. The Trustees discussed and called for a vote.

Motion made to accept the Loon Lake LCIP Grant application as written.
Motion made: Rick
Motion seconded: Catharine

All in favor: Unanimous

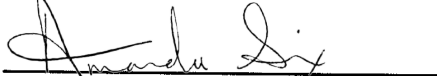
- **DISCUSSIONS**

- **June 17th Regular Board Meeting – Agenda Changes** – Becca will add an Executive Session regarding real estate and add Administrative Leave Policy Revision to the agenda for next week’s meeting.
- **Update on status of LOSC during COVID-19 Pandemic** – As of Monday, June 8, bookdrops are open for returns and the catalog is re-opened so that patrons can place holds. Curbside service will begin the week of Monday, June 15. The Libraries of Stevens County Foundation funded the \$3000 purchase of the myLIBRO app for curbside services and scheduling. The app will be available to the public in the coming weeks. Working on several grants to cover costs of PPE.
- **July Conference Call Time? Webinar?** – The Trustees would like to host a training session with Mark Pond, Business Librarian at Spokane Public Library. Amanda will ask if he is available to join us for the July 8 conference call. The Trustees would also like to discuss messaging regarding the facility plans. Either of these items could be topics for the July and August Conference call. Amanda would like to invite Jeff Koffell, Executive Director of Tri County Economic Development District (TEDD) to join the call. She will get back to the Trustees with some options.
- **Colville LCIP Grant Application City Council Meeting Update** – Since the Colville Library is owned by the City of Colville they had to apply for the LCIP Grant on the Colville Library’s behalf. The scope of work they are looking at includes: adding an elevator, moving kids area downstairs, making outside ramp ADA compliant, upgrading electrical, correcting building structure issues. The City Council voted to approve the application.

- **NEW BUSINESS** – none

- **ADJOURNMENT** – 11:16 a.m.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Lisa Wolfe, Board Chair

6.17.20

Date

Library Director's Report

June 17, 2020

Information Sharing – Amanda

- We received a grant from the Innovia Foundation to help pay for PPE. We haven't yet received the check and this is the grant that I applied for on behalf of eight libraries in far eastern Washington, so I'm not even sure how much our share came to, but it will be about \$3,500, I believe.
- Brooke also applied for a grant from the WSL for CARE Act money for PPE and we have pre-qualified for \$3,000.
- The Library Foundation has agreed to pay \$3000 for the new curbside scheduling app, myLiBRO
- All four Library Capital Improvement Program grants were submitted. Review of the grants starts July 17.
- Mark Pond has said that Wed., July 8 at 9:00 am for a Zoom meeting training.

Hunters from Megan

- Just checking in to say that while we were closed, Rural Resources took care of some much needed maintenance at the Hunters Library / Community Room. They've had the carpets and chairs professionally cleaned, and painted the entire room plus kitchen, bathrooms, and entryway. It looks great, truly.
- I am excited to get started with curbside and am thankful we're not rushing to open to the public quite yet. There's a lot of tension out there right now and it feels good to be able to help our patrons get what they need without being overwhelmed with face-to-face interactions. I am enjoying talking to some of our "frequent fliers" over the phone and learning what they've been up to the last few months.
- I'm very grateful to our admin team, Amanda, and our Board members for putting safety at the forefront during this process. It's also nice to have a few hours of admin leave during the week as this has been a more difficult adjustment than I anticipated, with all the new rules and procedures. Trying to remember everything has been a challenge for me, but we're all doing our best and gently reminding one another!
- BIG, huge shout out to our admin team for putting together all our supplies - I unpacked everything at Hunters yesterday and they truly have thought of every little detail. It's the little things that make me feel so much appreciation for everything that happens behind the scenes to keep our library land moving right along :)

Kettle Falls from Katy

- We are starting curbside this week and the current attitudes of staff range from nervous to ready for action. It was lovely talking to so many of our patrons on the phone letting them know that we have curbside starting today. I suspect we will have a deluge of books and people this first week.

Lakeside from Brooke

- Lakeside started curbside service on Monday 6/15. Pretty slow start, but it will likely pick up as word gets around.
- Tim Woods, patron and Facility Superintendent at Lakeside, made a wonderful sneeze guard for the library circulation desk. If only there were patrons in the building to protect ourselves from:)
- Matt and Jesse have been working from home at times, doing some great projects for the district.
- Brooke does not like going to the grocery store here because she always encounters excited patrons who want the library to open, but do not know how to social distance in the store.
- We were able to get a flyer into the elementary school end of year packets, highlighting the Beanstack app and Library Bingo for summer reading. The school librarian is also doing a summer Bingo and has the library as one of her squares.

- Rosauers donated one box of plastic bags to curbside pickup. They also sold us two other boxes at cost, which the Friends of Lakeside Library paid for. Thank you Friends!!!

Loon Lake from Kristy & Jessica

- Loon Lake is excited, and a little nervous, to be opening our walk-up-window for book pick-up. I have been telling everyone that we will be serving fries with their order. So, get ready for some irate calls when the French fries don't happen!
- We are grateful to be so well prepared, with a clear plan and plenty of PPE.
- Stay tuned. :-)
- We started curbside services today! Super difficult in the rain - we are ready for summer weather, please!

Northport from Siena

- Hello! Clifford and I are happy to be back! We have our plan for curbside service pretty well set up, and Clifford gets to brave it first! We've had one of our "regular" patrons at the door already... so had a quick, outside and masked conversation about our new service. It went pretty well. We are looking forward to working on some weeding and taking an inventory.
- And a big Thank You to the board and everyone for supporting us (library employees) through this crazy time! This is a great place to work.

Technology Report from Jessica

- Lots of prep and trainings in the last month - new cataloging module upgraded and implemented. Kristy, Matt, Jesse, and Becca have done a SUPER job of learning the new quirks and procedures and helping me implement, write up, and train everyone. This was difficult to transition but actually worked really well during quarantine - if there was a good time to do so, it was now!
- Lots of public communication via social media, the papers, etc.
- Created and released a school Summer Adventures flyer for schools
- Working on mass mailer; Janet has sent the postage check - yay, Janet!! :)