

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
July 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 9:08 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 and Becca Moore, Administrative Assistant were also present.

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 June 17, 2020 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of July 8, 2020 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 6/17-7/8/20 58 Vouchers total \$93,212.42
Payroll Warrants June 2020 – 25 Direct Deposits for a total of \$73,036.88
Detailed Revenue & Budget Status Reports for June 2020.
- (4) The Director's June 2020 timesheets and accumulated vacation & sick hours were reviewed.

Loon Lake property is getting ready to go on the market. Amanda has been working with Sherry Dotts a realtor based in Colville.

\$25,000 spent for COVID supplies was supplies for our Library District as well as nine other Libraries in the area. This will be funded by several grants our District has acquired for PPE and grant monies acquired by the nine other libraries as reimbursement.

Motion made to accept the Consent Agenda.

Motion made: Catharine

Motion seconded: Linda

All in favor: Unanimous

UNFINISHED BUSINESS

- (1) **Plan Board Retreat** – tabled
- (2) **Policy Review: 0015-400.100 Personnel Policy - Leave – Vacation Leave** – Trustees reviewed and edited the policy. Note that Lisa has some concerns with the way that exempt and non-exempt vacation is accrued. After the edits they called for a vote.

Motion made to accept Personnel Policy 0015-400.100 Leave – Vacation Leave as amended.

Motion made: Rick

Motion seconded: Catharine
All in favor: Unanimous

- (3) **Kettle Falls Inter-Local Agreement** – Katy and Amanda will present a budget to the city in August for September approval. They will be addressing the agreement at that time. More to report in the coming months.
- (4) **Discuss visits with local representatives** – Will discuss on the messaging conference call Friday, July 21st.
- (5) **Policy Review: 0015-400.300.320 – Administrative Leave with Pay – revision** – Discussion about the point on appeals for administrative, Board directed or Executive directed leave. Rick will wordsmith and send out for review before the Conference Call in August.

NEW BUSINESS

- 1) **Electronic Signature Policy** – Draft policy from another library system. Amanda is waiting on clarification from the attorney as we create this policy for our district. It's something we should have in place because of people working remotely. Amanda will share more before next month's meeting.
- 2) **Lakeside Lease Contract** – Our lease is up in September and will increase from \$2400/mo to \$3000/mo. Amanda and the Trustees discussed their options.

Motion made to extend the current Lakeside Library building rental contract and implore Amanda to negotiate a better contract if possible or sign at \$3,000 for 3 more years as it currently reads.

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

REPORTS

- (1) **Director's Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting** – Amanda shared some Overdrive stats.
- (2) **2020 Library Capital Improvement Program Grant**
- (3) **Trustee/Liaison Report:** Trustees would like to send an email to Mark Pond to thank him for his time on the Conference Call. Lisa will write something on behalf of the Trustees. Catharine will be away for 6 weeks but will be available for Conference Calls.
- (4) **Others:**

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:42 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Lisa Wolfe

Lisa Wolfe, Board Chair

8.20.20

Date

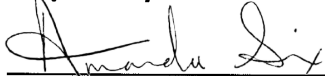
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
July 8, 2020

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; Jessica Varang, Library Manager and Becca Moore, Administrative Assistant.

AGENDA

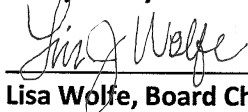
- **OPENING** – Lisa welcomed everyone and thanked Mark for joining the meeting.
- **PUBLIC COMMENT** – Mark Pond, Business Librarian, Spokane Public Library, joined the meeting as a guest speaker.
- **AGENDA CHANGES** – Lisa adjusted the agenda to let Mark speak first then follow up with the rest of the agenda.
- **ACTION ITEMS**
- **DISCUSSIONS**
 - **July 16th Regular Board Meeting – Agenda Changes** – Becca will add Lakeside Lease Contract to the regular meeting agenda.
 - **Update on status of LOSC during COVID-19 Pandemic** – Curbside services are well received to a large degree. Staff feel that that marketing curbside service could be improved in order to make sure people know about the service. The countywide mailer should go out this week and that should help. All of our locations (except Onion Creek) will start to provide access to curbside-based printing services very soon. Staff would also like to add access to computers as soon as we can figure out the protocols for cleaning properly. Trustees suggested posting flyers at the post office, grocery stores any other locations that people may see.
 - **Guest Speaker – Mark Pond, Business Librarian, Spokane Public Library** – Mark talked about his position as a Business Librarian with Spokane Public Library. He shared all the tools they offer startups and small businesses. He discussed shared relationships with larger businesses in helping to express our value and how he has made the library more relevant in his area. He is happy to partner with Stevens County in any way he can to help our Library District.
 - Trustees would like to have another meeting within the week to discuss messaging. Amanda or Becca will send out a Doodle Poll for the best time.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 10:38 a.m.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Lisa Wolfe, Board Chair

7.16.20

Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Messaging Meeting
July 17, 2020
Via Conference Call

Meeting, via conference call, began at 10:00 a.m. 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; Jessica Varang, Library Manager; Leah Hammerquist, Library Manager; Katy Pike, Library Manager and Becca Moore, Administrative Assistant were also present.

VISITORS – none

PUBLIC COMMENT – none

DISCUSSIONS –

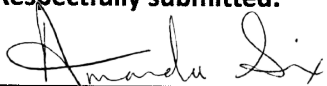
- **Messaging to the community for fundraising**
 - Come up with a concise, motivating slogan
 - Catharine “to help us determine what the message should be look at some big picture options specifically why do we want to improve the libraries and what is the specific benefit to the community – some of the benefits will be specific things we are doing like providing community rooms that aren’t currently available or more opportunities for economic development through better computer access – it’s not just more books/movies” us the word build in both its connotations – it is positive and growth oriented
 - Rick “building for our future” – be more relevant for the next 20 years
 - Amanda “building for success”
 - Jessica “investing in our communities - in our future”
 - Determine who the customer is and what the benefits of the product are for the customer then identify what catch phrase will draw them in – develop those ideas more
 - Customer – Stevens County residents
 - Benefits (needs) – Poverty, unemployment, early literacy
 - Reaching the people that will write the checks – what is the benefit to them
 - In memory of or in honor of, a piece of ownership, philanthropic - even if they aren’t library users
 - Legacy building
 - The Library Foundation will be an important part and they will be holding the money.
 - Various gift levels – targets – lead sponsors – make sure you don’t forget someone that would notice and be missed
 - Need list of businesses and philanthropy groups, churches, businesses, grange, service group/club – target how we would like them to contribute and at what level so when we talk to them we say here is what we would like for you to do and here is what you will get out of it – we want them to get excited about this – see it as partnering with us in building our community and have access to these new spaces – how does it benefit them and tell them enough times that it sticks – light up the community
 - BUILD EXCITEMENT
 - Use the database that Mark Pond talked about to help form that list
 - Leah suggested adding photos/graphics
 - Amanda will contact Penny and ask about how she could help specifically
 - Amanda will compile ideas from this meeting and share
 - Subcommittee of people: Library Foundation Janice president, Sue treasurer, Trustees, friends member from each group Holly, Jessica, Liz Shaw Improvement Club

- To-do list with a timeline – everyone doesn't have to be at every meeting – steering committee at the beginning
- Catharine would like to be involved via phone for 6 weeks.
- Lisa would like to be involved.
- Rick would like to be involved.
- Linda feels she would be better later on when approaching people.
- Contact County Commissioners about new Trustee appointee.
- Lisa agreed to work up a beginning brief hand-out for communicating the project to the public
- Amanda will draft something to send to the steering committee.

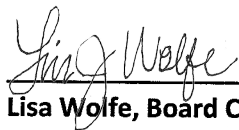
ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 11:04 a.m.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Lisa Wolfe, Board Chair

8.20.20

Date