

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
August 20, 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 9:03 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 – Amanda would like to have a brief Executive Session to discuss Real Estate after New Business.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of July 16, 2020 were reviewed.
- (2) The minutes from the Messaging Meeting of July 17, 2020 were reviewed.
- (3) The minutes from the Board of Trustees Conference Call of August 12, 2020 were reviewed.
- (4) The following vouchers and warrants were approved for payment:
Accounts Payable 7/15-8/5/20 59 Vouchers total \$69,725.83
Payroll Warrants July 2020 – 25 Direct Deposits for a total of \$76,761.85
Detailed Revenue & Budget Status Reports for July 2020.
- (5) The Director's July 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** – tabled
- (2) **Kettle Falls Inter-Local Agreement** – Katy and Amanda will redraft a contract. The City of Kettle Falls and the Library District cannot locate the most recent contract to update. In the current rules about what can take place during a phone meetings they need to make sure this is an ok thing to vote on. Kettle Falls is currently budgeting \$13,000 for 2021.
- (3) **Discuss visits with local representatives** – Amanda will reach out and start scheduling appointments; not sure what schedules are like for legislators during COVID. Meetings with the legislators may need to be Zoom meetings. Amanda will put together a presentation with information about the capital campaign, what libraries are up to, how we are responding during COVID. Catharine suggested we talk to them sooner rather than later so they can hear about LCIP from us. There are advantages to having a

call with all at the same time but also positives to one on one meetings. Amanda will create a slideshow presentation and send out a Doodle Poll to Trustees for some possible meeting times. She will also reach out to the legislators individually to see if they are available and what their meeting preference would be. Lisa created a white sheet and Amanda will use the information to format something to share. Amanda is working with Penny Hummel, library consultant, for guidance on a capital campaign; Catharine volunteered to join a conference call to discuss next steps.

- (4) **Electronic Signature Policy** – We have drafted a policy that our attorney thinks is sufficient but said the rules are actually more relaxed right now. We can use Adobe or a signature image. The state website with the guidance is down currently so he said we shouldn't rush to pass something until we know what is required by the state. Will keep on the agenda until resolved.
- (5) **Lakeside Lease Contract** – Amanda talked to Don and he is not willing to reduce the increase of the monthly lease but is willing to extend the contract for five years. Rick will review the contract and what the cancellation clause is and share with the Trustees and Amanda before signing the new contract.

NEW BUSINESS

- 1) **2021 Draft Budget** – Amanda shared and discussed the first look at the budget for 2021. There are some predictable aspects and some line items that may change. She is meeting with the managers later today to discuss more alternative ways of offering services in the next year and how that will impact the 2021 budget. Will have more updates next month.

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

- 2) **Policy Review: 0015-400.200 – Sick Leave** – Trustees began reviewing and editing the policy. More to come next month.

REPORTS

- (1) **Director's Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report**
- (3) **Others:**

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:08 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Lisa Wolfe, Board Chair

9.17.20

Date

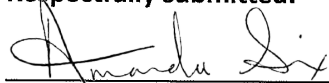
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
August 12, 2020

The meeting was called to order at 9:04 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 and Becca Moore, Administrative Assistant.

AGENDA

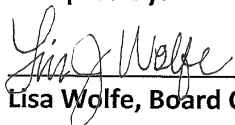
- **OPENING** – Lisa welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **July 16th Regular Board Meeting – Agenda Changes** – none
 - **Policy Review: 0015-400.300.325 Board Directed Leave** – Everyone agreed with the wordsmithing.
 - **Update on status of LOSC during COVID-19 Pandemic** – A few branches have added curbside hours and that is going well. While reviewing the draft budget for 2021, Amanda and staff are discussing changes during COVID times – budget for curbside, virtual, etc. Amanda sent out an all staff survey asking how staff are feeling, how are things going at home and work, what are some ideas moving forward. Staff are working on finding a better way to get books in the hands of people who don't place holds. There are also possibilities for virtual training for staff who may need new sets of skills during this time. The library is considering ways in which we can better support schools and families. Getting computers safely into the hands of patrons is a priority.
 - **Review Director Survey Timeline** – Rick will edit the staff survey to include "I don't know" and create a procedure for future years. He will send the survey link to Becca before September 1st. Becca will send it out to staff on the 1st to be back by the 18th. Rick will compile results and send to Trustees by October 30th. Amanda's self-evaluation and the Trustees evaluation of the Director will go out October 30th to be returned by November 13th. Lisa will compile the results for review at the November Executive Session. December's Executive Session will be the Director Review.
 - **Review Staff Survey for Director's Evaluation** – Rick will add the edits needed.
 - **Review Trustees Evaluation of Director** – no changes needed
 - **Review Director's Self Evaluation** – no changes needed
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:57 a.m.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Lisa Wolfe, Board Chair

8.20.20

Date

Library Director's Report
August 20, 2020

Information Sharing – Amanda

- I'm continuing to do a lot of work with the Stevens County Broadband Action Team (BAT) to try and find some solutions for patrons, teachers, students, work-from-home employees, etc., during this time when more people need broadband at home. We are currently working on a variety of mifi puck solutions.
- We have begun work on the 2021 budget and are planning and budgeting for curbside service through 2021.

Chewelah from Bryan

- Chewelah premiered their new curbside hours this week (going from 12 to 24 hours), and we've had some very positive feedback so far. Our hope is that this will spread out some bottleneck we've had on specific afternoons. We've also had a few of our patrons finally taking us up on using myLibro, which, despite a couple of hiccups last week, has been working brilliantly. Staff and patrons really love the efficiency of it.
- We've also been adjusting staff hours as we continue to juggle keeping staff/services insured by maintaining cohorts and expanding patron access to services. I've been super grateful that the staff here have been so flexible.
- We're also calling some of our patrons directly to try to encourage more use of our curbside services and patrons who hadn't heard we were open were very excited to hear from us!

Colville from Leah

- Colville's curbside has gotten busier. Patrons continue to enjoy our curbside services, some have even found it more convenient than coming into the library!
- The lifecycle of a curbside delivery:

STATUS	NOTES/INSTRUCTION	UPDATED AT
Scheduled		08/03/2020 04:42 PM
Started		08/04/2020 12:26 PM
Pickup Ready		08/04/2020 12:28 PM
Arrived		08/04/2020 12:30 PM
Received		08/04/2020 12:31 PM
Completed		08/04/2020 12:31 PM

- Thanks to Jessica's hard work, Colville's internet speed has been upgraded at a savings; however, there are still issues with the router supporting various bandwidth ranges which is resulting in some very slow wifi speeds. This is being worked on.
- The Colville Public Library Improvement Club has begun shelving 9 hours per week, Monday through Wednesday.
- We are developing procedures for safe, sustainable, and resilient future services. Patrons continue to express needs regarding digital resources and literacy. This includes a need to access public computers, as well as resources for their own devices such as robust wifi, charging stations, and technology assistance.

Hunters from Megan

- Things have been trucking along at Hunters, slow most days, but I've had a lot of people call just to check in which has been nice. What I began doing on Friday was to check back in with some folks I haven't heard from, making sure they're aware that we are around and able to help them in a few different ways.

- I am thinking a lot about how to reach my community while we are unable to open to the public, and I'm hoping to formulate some workable ideas. It's difficult to pivot this way, but necessary, and I'm hoping through all of this we can find ways to help folks that will outlast this pandemic.
- Thanks again to the board, admin, and management team for their tireless efforts during this strange time.

Kettle Falls from Katy

- We have changed curbside hours here in KF. We are now offering curbside: Tues/Thurs 10-2PM and Friday 1-5pm. It is my plan to expand (minimally) to Wed 1-5PM in September when Colville plans to make any changes. I still have to arrange the staffing sufficiently to make this happen with minimal overlap.
- Both Melinda and Megan will be attending the Northwest ILL Conference Online Sept. 9-11th. We will be making a decision after the conference once we get an idea of how other libraries are handling ILL.
- Colville Glass installed our new walk up window. I hope to change the way we are doing our curbside service so that people can interact with a staff member at the window inside the foyer. I still have to arrange some way to close the inner door from patrons, so they don't accidentally wander into the library while we are on curbside only services.
- KF will be putting out a sidewalk obstacle course (painted on with tempera paint and chalk) that should be a fun addition right before Labor Day. A few other branches plan to join us on this.
- Librewery Trivia will be hosting another trivia on Zoom on Thursday, Aug. 20th 6pm. Megan, Melinda, and Lisa have been working very hard on this. Please join us!
- I have a FOL meeting on August 25th. They will be discussing book sales, fundraiser options, etc.

Lakeside from Brooke

- Matt has started doing inventory at LS. He is kind of a whiz at it!
- The Lakeside Friends are putting together goody bags for the incoming kindergarteners, which includes a copy of Clifford Goes to Kindergarten for their very own. The Friends have done this for the past few years, with the bags being distributed during the Kindergarten Experience, when kids ride the bus to school for a short K class in the afternoon. This year, they are not doing the Experience, but the bags will be given to the family during an introductory one-on-one meeting.
- Just plugging along:)

Loon Lake from Kristy & Jessica

- Things are pretty steady at Loon Lake. I am working with the public on Mondays and Tuesdays. I have been keeping track of how many people come on those days. We are averaging 11 people per 6 hr. shift. It doesn't seem like much, but they are all very happy to have access to what we have to offer. I have calculated how many different people are coming regularly, and have come up with 40 (counting households as 1). Only one family is regularly coming after 5 p.m., so we will be shifting our hours from 12-6 to 10-5 instead. (We are making arrangements for the one late-day family) More people seem to be milling around in the mornings. So, we will see how that works.
- We are also beginning to call patrons with items still out from March, to let them know that we are here, and that they can drop off materials without penalty. This feels like a moving target. But we are scoring some hits!
- Thanks for being there for us; ---Kristy of Loon Towne
- Summer Reading is out in full force for Loon Lake! While we LOVE the digital option, most people here are opting for paper versions for themselves and children. Perhaps tired of screen time? Unsure.
- Loon Lake has been inventorying our collections with the new (as of May) inventory process. We are close to being complete! It has resulted in a few lost books found and wrong collections corrected. And we actually enjoy it! We purchased four new bluetooth scanners so other branches are able to request a laptop and scanner and set aside time as they are able to inventory.

- Loon has adjusted their hours to 10am-5pm M/T and 10am-4pm Th/F starting this week. We previously had 12-6pm on Monday and Tuesday and found people would still come at 10am and knock on the window (since they knew we were here). Several of those have their once-a-week trips occur on Mon/Tues (and Monday is a food bank day in our area). We are already seeing happier patrons.
- Loon Lake Friends continue to make money at their book sales! July saw almost \$2000 in sales - WOW! Holly continues to work tirelessly, coordinating volunteers, cleaning the station, and sorting books and donations (then taking castoffs to Goodwill, dump, etc if bad condition, etc). The Stevens County Fire District No 1 continues to let us use their property rent free - we try to keep maintenance up around the building. This has been SUCH a big help to us. We think they will be selling the building soon and are unsure where we will go next.

Northport from Siena

- NP has been pretty quiet the last couple of weeks. We are doing lots of yard work, cutting, removing trees and such in anticipation of the EPA clean-up of the yard.
- I have a meeting on 8/11/20 with the EPA about the topsoil removal project. The EPA is tentatively scheduled August 17-21st to remove 12 inches due to contamination. Both Siena and her husband Mark worked really hard to clear out a lot of unwanted landscaping in preparation for the replacement of new sod that will be laid down after the EPA replaces the soil. We are still having problems locating the septic access - we are working on it!

Technology Report from Jessica

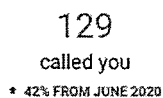
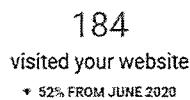
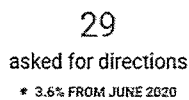
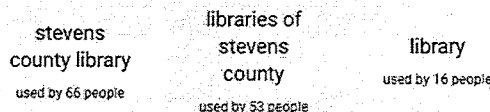
- I found this statistical info interesting - it is just for the Colville Library (and the 10,000 number is cumulative, while the other numbers are monthly).

Google My Business

Colville Public Library

10,038 PEOPLE FOUND YOU ON GOOGLE

Here are the top search queries used to find you:



Reach more potential customers;
try an ad on Google.
CREATE MY AD

WHAT CUSTOMERS ARE SAYING ABOUT YOU

- Congrats, Colville Public Library has a 4.7 star rating on Google

- We continue to keep our Google info up to date and say we are open; it is frustrating because Google has Robo-calls and if we don't answer, they assume we are closed and automatically mark our business as so. They haven't quite navigated to a COVID open schedule - just open or closed :/
- Our K20 connection for Loon Lake was transferred to the Colville Public Library. This was done for a few reasons. K20 offered to upgrade this line from 100 to 500mbps - a significant chunk! I could not justify having that amount in Loon Lake when CV is our busiest library and would utilize that in a much more efficient way. The transfer took a LONG amount of time and lots of upgrades and such on K20's part. Leah had to frequently coordinate schedules and grant roof access and come in on her "work from home" days. We have finally made the transition! Janet will discontinue the previous service (which is more costly and charges us late fees monthly).
- With Jesse's departure, I am taking back several tasks he was in charge of - including the website. Becca has been a HUGE help and Jesse trained/retrained us to acquaint us with the quirky and weekly tasks.
- I met with the Realtor for the Learning Center property. She thinks it will sell fast and above what we paid - says she has several investors who would be interested right away. I do have someone who wants to rent it and told her so, in case the next person wants to be a landlord for the property.
- THANK YOU FOR ALL YOU DO! We appreciate you!