

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
September 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 9:05 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 August 20, 2020 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of September 9, 2020 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 8/12-9/10/20 58 Vouchers total \$113,780.31
Payroll Warrants August 2020 – 24 Direct Deposits for a total of \$69,623.88
Detailed Revenue & Budget Status Reports for August 2020.
- (4) The Director’s August 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 presented her budget to the City of Kettle Falls along with a draft of the Inter-Local Agreement last week. No action was taken. Amanda and the Trustees reviewed, discussed and made edits to the agreement which Amanda will share with the City.
- (3) **Discuss visits with local representatives** – The presentation to Senator Short went well. Amanda will work to set up a virtual meeting with Representatives Kretz and Maycumber in mid-October.
- (4) **Electronic Signature Policy** – There is nothing new from the State regarding new guidance with the recent changes to law. We are still waiting on that information.
- (5) **Lakeside Lease Contract** – Amanda talked to Don and the only change to the contract will be locking in the lease for the next 5 years instead of three. Janet will call him to make sure he received the contract.

- (6) **2021 Draft Budget** – No changes this month. Next month will be the public hearing to discuss the budget. Plan to have the meeting via Zoom unless Amanda finds out that is not acceptable.
- (7) **Policy Review: 0015-400.200 – Sick Leave** - Amanda and the Trustees reviewed and discussed the policy as well as feedback from other libraries about their sick leave payout policies. The Trustees also agreed to edit the perquisite package to state that sick leave may be exchanged for up to 3 days of vacation per year for any staff employed 3 years or more. Rick will wordsmith what has been talked about so far and the Trustees will continue to review and edit this policy next month.

NEW BUSINESS

None

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

10.15.20
Date

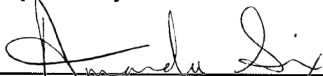
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
September 9, 2020

The meeting was called to order at 9:05 a.m. by Lisa Wolfe, Chair. Present were Lisa Wolfe, Chair; Linda Shaw, Trustee; Catharine Whitby, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant. Rick Moore, Vice-Chair was absent from the meeting.

AGENDA

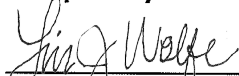
- **OPENING** – Lisa welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **September 17th Regular Board Meeting – Agenda Changes** – none
 - **Meeting with Senator Short – September 16th, 9 am – Colville Library** – Presentation will be about an hour long at the Colville Library. Amanda has a quick PowerPoint presentation to share. She will talk about the Library Capital Improvement Project grants and will remind Senator Short of the grant process and the role the state legislature play. Amanda will also give an update on what our library system is doing during COVID times to address our communities' needs and then have time for Q&A and a tour of the Colville branch. Trustees will review what the grants are asking for at each of the locations so they can speak to the projects as well. Amanda will forward all the information to the Trustees for review. Amanda also noted that she has not heard back from the other two representatives (Representatives Maycumber and Kretz) after sending two emails. Trustees are willing to reach out to them as well.
 - **Update on status of LOSC during COVID-19 Pandemic** – Managers are working on fine-tuning services we are offering and plan to expand curbside hours if possible. The library district is piloting a project with the Colville School District to offer material pickup at the school when students come in to pick up meals or thumb drives. If it goes well, we will plan to offer it in Chewelah and Kettle Falls. The management team is working to get everyone off administrative leave by the beginning of October. The managers are also working together to reassign staff working from home, or other branches, to answer calls from a different branch. By centralizing some tasks, we are able to make our busiest locations more efficient.
 - **October 7th Webinar** – Keep October 7th as a regular Conference Call at 9 am.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:39 a.m.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Lisa Wolfe, Board Chair

9.17.20

Date

Library Director's Report September 17, 2020

Information Sharing – Amanda

- Amanda and the Library District Board presented information about the Library Capital Improvement Program (LCIP) to Senator Shelley Short on September 16. Senator Short was interested in the projects and stated that she'll check on the funding and will watch out for the recommended projects.
- Amanda presented information about what the library has been doing during COVID times to help meet the needs of patrons and the LCIP projects to Colville Rotary on September 16.
- The Management team continues to work on additional services during curbside (e.g. outreach to schools and food banks) and to adapt procedures and policies as situations continue to evolve.

Chewelah from Bryan

- Chewelah's new curbside hours are working very well! And the dozens of phone calls that the staff here diligently placed to patrons have definitely found some who didn't know we were open for limited services.
- One minor success in our area was a partnership with the preschool teacher in Chewelah (outside of Head Start, we have only one), and we will be regularly supplying her with books to share with the children each week.
- Additionally, I'm slowly imposing myself on the busy folks at the Chewelah School District with the hope of expanding our curbside services to include additional drop-off locations for students and families, but it sounds like we've got a few technical pieces to work out first.
- A major shout out to Leah at Colville for essentially beta testing myLibro for the entire system: none of us have handled the volume that she and her staff has taken on, and we're all grateful for all the things they've learned and shared along the way.
- We look forward to continuing to grow our services here in Chewelah and believe we're on the right path!

Colville from Leah

- Colville is only getting busier!
- We added a hold pickup location at the Colville Food Bank on Thursdays from 10am-2pm. Leah also meets with representatives from Hoffstetter School and the Junior High in late September to coordinate hold pickups for students on Mondays and Wednesdays.
- Jessica coordinated with ExBabylon to get Colville's wifi access points upgraded. We are seeing substantially better wifi speeds in our parking and outdoor seating area.
- Anna Keating got engaged over the Labor Day holiday! Congratulations!

Hunters from Megan

- Things have actually gotten a little busier here at Hunters. More folks are looking for grab bags, and I've made author lists for some of my heavy hitters so they're able to request books they haven't read by their favorite authors.
- A continued obstacle here is lack of access to technology and reliable internet, so I've done a lot more outreach over the phone to make sure people have what they need. On most days, I see at least a couple people stop by to use the WiFi. Some folks even bring camping chairs and set up outside with their laptops, water bottles, and brown bagged lunches :)
- Today, I met with JoEllen Budweg, the Columbia School librarian, to talk about how we can team up to best serve students and staff. We brainstormed a couple ideas to deliver materials to students and are workshopping a couple plans at the moment. The plan right now is for me to continue dropping off

materials up at the school for those students who request them, and JoEllen will coordinate with the bus drivers to get the materials delivered with meals and other materials directly to students. We will develop a flyer to go out with students' material deliveries so the families are all aware that they can request materials from LOSC. The details are still very much in the works, but I'm hopeful that we can continue to get materials to students while kids are doing distance learning. Our meeting was productive and we will stay in touch with additional ideas and changes as they come up.

Kettle Falls from Katy

- Obstacle Course: I am very pleased that our obstacle course was completed by staff in time for Labor Day weekend and it is still mostly intact. The kids thought it was pretty neat.
- Send Happiness: Kettle Falls FOL has mailed out 32 Postcards to area senior living and nursing homes.
- Outreach: I meet with the Kettle Falls School District this afternoon to discuss student cards and materials pickup (similar concept to Hunters and Onion Creek).
- City: I present my budget which was approved by the advisory board at City Council Tuesday, Sept. 15th.

Lakeside from Brooke

- Lakeside is busy doing curbside 5 days a week. It has been popular and appreciated. We include some fun stickers, compliments of the Friends, in bags with books for the kiddos.
- Matt is splitting his time between cataloguing, building Bob Book boxes and creating Bag O Movies with several themed DVDs that patrons can check out so they have some movies to watch during the week. We are hoping to kick off the movie bags in the next week or so. Fingers crossed they will be popular, since our patrons can't browse the shelves (only the catalog).
- We have been putting together grab bags of books for some of our families with little kids, making sure they have new picture books to read together. S
- school has started this week and we have already seen some stressed parents asking for help getting books for their kids to continue their reading practices.

Loon Lake from Jessica

- The Loon Lake team created an amazing sidewalk obstacle course around our library. We had a few Friends and a few community members come help. Shore Acres Resort donated patio paint in all colors of the rainbow and brushes, rollers, etc - a really nice gift (\$250!). We've had many community members take advantage of this and Kristy reports that on the weekends, she often hears giggling and excitement at the library from her backyard. If she peeks over, she can see kids and adults bear crawling, hopping, and shouting out loud.
- We've been running reports, searching for missing/lost books, and doing a lot of general library maintenance that usually happens in the spring. It's been nice to see our shelves tidy!
- Friends of LLL continue to have great success with book sales. They are hosting two sales a month right now and making between \$1200-\$1500/month this summer - WOW! Holly continues to engage new community members and is an avid fundraiser and force for good in our community.
- The Hwy 292 property has been put on the market with Sherri Dotts. She thinks it will sell quickly due to the great commercial appeal/location. We are continuing to do maintenance checks and lawn mowing.
- Brenda completed a large makeover for our book club kits - transferring to zip top bags and including a laminated questions sheet in every kit.
- We continue to see families/people parked in our parking lots, often all day. The 24/7 wifi is incredibly helpful to our community.

Northport from Siena

- EPA has finished installing the new sod. It looks terrific up there. I spent some personal time getting left over iris bulbs ready for staff this weekend since EPA removed them from around the building. I didn't want them to go to waste. We are exploring outreach options with the senior meals on Thursdays and Onion Creek School on Wednesdays.

Technology Report from Jessica

- New access points/wifi routers were installed in Colville and Chewelah last week. We are hoping for improved signals for our parking lots with these new devices.
- Our K20 connection at Loon Lake has officially migrated to Colville. Loon Lake now has Spectrum for their internet service provider; Colville was increased from 100mbps to 500mbps. We are excited to see this improvement and hope to increase at Chewelah and Kettle Falls in the next year as well.
- We are activating 20 Verizon hotspots for circulation. There are still some logistical concerns for tracking and our account overall, but I hope to have them mitigated this week and ready for patrons.