

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Public Hearing & Regular Meeting
October 15, 2020
Via Zoom

Public Hearing – 2021 Preliminary Budget, Levy Rate and Revenue by Sources, 9:00 am

At 9:27 am Lisa Wolfe, Chair, opened the Public Hearing. The general operating fund revenue by source handout, proposed 2021 expenditures, and 2020 levy rate were made available to the public. No members of the public were in attendance.

There being no public comment the hearing was closed at 9:27 am

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order, via Zoom, at 9:27 am 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 – Rick asked for a report on Books by Mail with North Central Library.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of September 17, 2020 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of October 7, 2020 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 9/16-10/2/20 24 Vouchers total \$39,353.45
Payroll Warrants September 2020 – 25 Direct Deposits for a total of \$73,277.26
Detailed Revenue & Budget Status Reports for September 2020.
- (4) The Director's September 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

UNFINISHED BUSINESS

- (1) **Plan Board Retreat** – tabled
- (2) **Kettle Falls Inter-Local Agreement** – Amanda took the changes that were made at the last Board meeting to Katy Pike, Kettle Falls Library Manager. Katy will be sure to get the agreement on the agenda for the next Kettle Falls City Council meeting. Raena Hallam, Kettle Falls City Clerk, has reviewed the draft and does not see any red flags. The City of Kettle Falls is on track to catch up to their payments to total \$13,000 in 2020.

- (3) **Discuss visits with local representatives** – State Representative Jacquelin Maycumber’s office needs to change the time for the scheduled Zoom call to Tuesday October 20th at 2:30. Becca will create a meeting and send the invite out to everyone. Catharine and Rick said they would be available for the meeting. Lisa is a maybe.
- (4) **Electronic Signature Policy** – Amanda sent out an edited draft that came from our Attorney along with a sample affidavit. Rick shared his edits of the document. The attorney stated that there is no need to rush to pass this, but Amanda would like to get back on track with this policy. Becca created a document to compare the original with Rick’s edits. Trustees discussed their thoughts on the policy. They will review the draft comparison and discuss on the November 10 conference call.
- (5) **Lakeside Lease Contract** – Don returned the signed lease agreement. He has agreed to \$3000 per month, over the next five years.
- (6) **2021 Draft Budget** – The budget has been updated to reflect the cost of insurance premiums. The additional amount has been added to the book budget. Janet will reduce the investment interest expected by \$2500. Next month the budget will be up for approval to send to the County.
- (7) **Policy Review: 0015-400.200 – Sick Leave** – Trustees discussed the policy at length. They agreed to go through and edit the whole policy then discuss grandfathering current staff. Rick will compile the edits and send to Becca before the next meeting.

NEW BUSINESS

- (1) **Remote Work Policy Draft** – Trustees discussed the draft extensively deciding that two policies might be needed: Directed Remote Work and Employee Petitioned Remote Work. Amanda and Rick will work on this and will share a revised version at the November regular meeting.

REPORTS

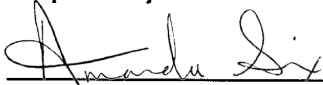
- (1) **Director’s Report:** At Rick’s request Amanda reported that the Interlocal agreement with North Central has been on pause since COVID hit and North Central terminated their books-by-mail program.
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report**
- (3) **Others:**

ADJOURNMENT

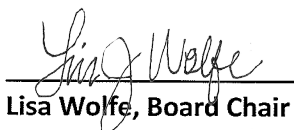
The meeting of the Board of Trustees was adjourned at 12:46 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCLRD



Lisa Wolfe, Board Chair

11.19.20

Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
October 7, 2020

The meeting was called to order at 9:03 a.m. by Lisa Wolfe, Chair. Present were Lisa Wolfe, Chair; Rick Moore, Vice-Chair; Catharine Whitby, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant. Linda Shaw, Trustee was absent from the meeting.

AGENDA

- **OPENING** – Lisa welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – Add Update on LCIP Grant Applications and the review of the Remote Work Policy
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **October 15th Regular Board Meeting – Agenda Changes** – add Remote Work Policy
 - **Update on status of LOSC during COVID-19 Pandemic** – An update regarding opening libraries came from the Governor yesterday. Amanda will be meeting with the managers tomorrow to develop a plan. Matt Schanz from Tri-County health will review our reopening plan and has offered his assistance if needed.
 - **Update on Grant Applications** – Very exciting news! All four of the grant applications for library facility improvements and construction have been selected to go to the next stage. The Department of Commerce recommended that 15 total projects (out of 33 applications) moved forward. The next step is approval from the State Legislature. Once the final approval from the Governor is secured, we can start a fundraising campaign. Amanda and Catharine have a meeting with Penny Hummel to discuss a capital campaign on Friday, October 9. Rick would like it noted that Amanda and staff have done an amazing job with this grant process! Amanda reported that the realtor has had several viewings of the Loon Lake property but no offers yet.
 - **Remote Work Policy Draft** – Amanda sent out a draft of the policy for review. Trustees discussed the intent of the policy. They will review and send any edits and thoughts to Becca before the regular meeting.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:55 a.m.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Lisa Wolfe, Board Chair

10.15.20

Date

Library Director's Report
October 15, 2020

Information Sharing – Amanda

- We've learned that all four of our Library Capital Improvement Project (LCIP) grants in Stevens County have been selected to move forward for approval from the State Legislature. They were ranked, out of 15 recommended projects, 1, 3, 4, and 8. This is very exciting news and we hope to final confirmation in the next several weeks.
- On October 6, Governor Inslee announced that public libraries in Phase 3 counties (of which Stevens is one) can open to the public with up to 50% of normal capacity. Staff are working to develop procedures and new work-flow patterns to make this possible. We have a goal to open in early November in order to coordinate with Spokane area libraries.

Chewelah from Bryan

- Chewelah continues to grow its services, and our patrons are definitely noticing and using us. The City of Chewelah recently moved some picnic tables on their front lawn outside the library to support a number of wifi users, and our wifi has been updated again to expand its range and speed. We also premiered expanded curbside hours again this week and are now open 10-6 for curbside Tuesday through Friday.
- On the back end of things, we've tightened down our cohort models at the continued recommendation of the health department and with the expansion of our new phone services model, we should have everyone off of administrative leave shortly. Of course, all of that was before the governor's announcement this week, so now we're beginning assessments to consider changing models again. :)
- I continue to work with and reach out to community organizations to both spread the word about what we're offering as well as stay in the loop on community affairs. I'm so grateful for the great relationships we've forged in and around Chewelah and for all of the great organizations that continue to get things done despite the hardships we've faced as this pandemic endures.

Colville from Leah and Lisa

- The Colville staff have been very busy! We expanded our curbside hours on Oct.5. We have also been working hard to balance our current service with planning for the future in Phase 3!
- Colville has been preparing to open to the public. We have disabled every other computer, removed most seating and rearranged the children's area.
- We have been doing everything we can to remain flexible and serve the community to our best ability. This includes outreach to schools and possibly a quick run to an assisted living center.
- We have begun recording Virtual Storytimes and will have them available to the public soon. We have been handing out our Make and Take crafts.
- Many kids enjoyed our outdoor "obstacle course" that held up well until it rained

Hunters from Megan and Katy

- Hunters curbside has been slow, but I've been able to reach out to more people via phone and place holds for them myself. There are several patrons who LOVE this service, people that I rarely saw before we closed. I think they like the idea of not having to run into anyone, as this has traditionally been a meeting place in the past for local folks. Can't blame them, it's easy to get stuck chatting with neighbors and friends for a long while, and that might not work for folks who aren't interested or have places to be.

- With the news of our sooner than anticipated reopening, I have busied myself trying to figure out the best way to manage the flow of patrons, how to set up the room, etc. Thankfully, Katy had us think through a lot of these scenarios early on in the summer when we first came back to work. I am also in touch with Rural Resources to find out details about the space - room capacity, any updates about senior meals resuming, and the possibility of using floor tape in the main room to help encourage social distancing. I will be meeting with them this Friday, the 16th to discuss possibilities.
- Megan has done a great job in getting the holds pickup locations started again at Columbia School and Evergreen School.
- We are also happy to report we expanded one more hour each day at Hunters.
- I do have some anxiety and concerns about reopening, which I've shared with Katy and she has been helpful in talking me through them. The board, Amanda, and our admin and management teams have been so steadfast during this difficult time, I know the best decisions will be made to protect the staff and the public. Thank you all again for your commitment to us during all of this, we appreciate you so much!

Kettle Falls from Katy

- We have expanded the curbside hours on Wednesdays.
- The Friends of the Library has just approved to have 2 more walls in the community room sound proofed and to have a nice speaker/microphone set purchased. We will be transitioning in November to a walk up window for any curbside services.
- Programming: Sidewalk obstacle course was a lot of fun! Now, I happy to hear staff are working county wide to provide digital, offline and hybrid programming while libraries are limited in capacity. Librewery trivia will be Thursday 10/15 at 6PM. Anna has a great storytime set the following Thursday. We are also giving away some really cute crafts prepped by Brenda in LL. Stay tuned for more!

Lakeside from Brooke

- Lakeside continues to offer curbside pickup 5 days a week. It is quite popular and our circulation is reflecting the number of grab bags and custom orders we put together for our patrons.
- Matt finished cataloguing the first round of Bag O Movies, which are theme based bags of 5 dvds that can be checked out at one time. A kind of movie binge bag. Fingers crossed they are popular!!!
- We have our ABC Scavenger Hunt up and running in our windows. It turned out pretty cute, if you ask me.
- Matt and I are brainstorming about a program where he does short videos (called snackables:)) with tips and recipes for gluten free folks.

Loon Lake from Kristy & Jessica

- Loon Lake has settled into a nice rhythm this last month or two. People have been very kind and patient. They seem to have gotten over their cheese being moved! They are thrilled with how Curbside is working. And, we have a large number of new patrons. Since we have been doing printing and copying, it seems to have taken the desperation out of people needing to get to a computer. Everyone is trying to force money on us! :-)
- I have been keeping track of our regular flyers, and we now have 80+. I am not counting the one-time copy/print people. There are actually a lot of one time stop-offs. So, we have an interesting new patronage across the board, as well as our tried and trues.
- Wherever we go from here, this phase has been a success.
- Brainstorming, rearranging, discussing possible reopening scenarios
- Kristy and Brenda are taking some vacation this Fall - yay!
- Planning for winterization of Loon Lake/long-term projections for placement of tables, chairs, etc if curbside continues

Northport from Clifford

- Not so much happening here as was in summer, which had quite the flurry of things going on here in town, as well as here at the library.
- Our new sod is growing well, with only a few places where one can see some yellowing and I'm fairly certain that that will totally green up in the future. We are having our lawn guy gently fertilize it as recommended and it's been mowed once and looks great!
- We've been working on rearranging and coming up with plans for Curbside in inclement weather. We have a small core of users who are consistently ordering and picking up library materials, including several dvd grab-bag type of patrons, which we started doing quite a while ago.
- The Northport library received a \$250.00 donation by Michael Sallsbury via Hartill's Mountain Saw & Tractor. He donated an electric saw to Hartill's and asked for any extra funds to go towards the Northport library. We have assigned these funds to the matching funds for LCIP grant for the Northport project.
- We also expanded one extra holds pick up day on Thursdays.
- Thanks for all the great support!

Onion Creek from Katy and Clifford

- OC continues to be very slow and is closed on October 12 for Indigenous People's Day.
- The owners of Onion Creek Store will be selling their business to a family moving back to the area. As a result, Siena and Katy will be reconfiguring the space up in Onion Creek sometime in October.

Technology Report from Jessica

- Implementing holdings codes, borrower types, etc. for new projects such as Bag O Movies and ILL procedural changes
- Investigating bookdrops (with Becca!) for CARES funding
- Activating and implementing Verizon hotspot devices. We are close to circulation!