

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Public Hearing & Regular Meeting**  
**November 19, 2020**  
**Via Zoom**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order, via Zoom, at 9:10 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; Bryan Tidwell, Chewelah Manager and Becca Moore, Administrative Assistant were also present.

**VISITORS** – none

**GREETINGS** – Lisa welcomed everyone.

**PUBLIC COMMENT** – none

**AGENDA CHANGES** – Amanda asked that we add an additional 10 minute Executive Session to the agenda regarding a Personnel Issue.

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of October 15, 2020 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of November 10, 2020 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 10/21-11/12/20 48 Vouchers total \$62,036.35  
Payroll Warrants October 2020 – 25 Direct Deposits for a total of \$71,653.86  
Detailed Revenue & Budget Status Reports for October 2020.
- (4) The Director's October 2020 timesheets and accumulated vacation & sick hours were reviewed.

**Motion made to accept the Consent Agenda.**

Motion made: Rick

Motion seconded: Catharine

All in favor: Unanimous

**UNFINISHED BUSINESS**

- (1) **Plan Board Retreat** – tabled
- (2) **Kettle Falls Inter-Local Agreement** – The District should have the final signed version at the December meeting. It will be presented to the Kettle Falls City Council in December and after the Mayor signs it, it will be returned to the District Board for approval.
- (3) **Discuss visits with local representatives** – The zoom meeting with Representative Jacquelin Maycumber went very well. She is an ardent library supporter. Amanda has not heard back from Representative Joel Kretz's office. Catharine recommends that we reach out to him again when we rollout the public phase for the Capital Campaign.
- (4) **2021 Draft Budget** – The budget has been updated to reflect a miscalculation. No other changes were made.

- (5) **Policy Review: 0015-400.200 – Sick Leave** – Trustees discussed the policy at length. They agreed at a previous meeting to go through and edit the whole policy then discuss grandfathering current staff. Lisa will look for the language that states you must request FMLA beforehand and share with everyone. She will also comb through the policy and send Rick the wording she would like to use. Rick will compile the edits discussed and send to Becca before the next meeting. Amanda and Trustees will read through both the Federal FMLA and the new Washington State FMLA. Amanda will ask other libraries in the state about their FMLA policies and share with the Trustees. Lisa also suggested that we take on policy 400.600 Family Medical Leave Act next while it is fresh in our minds.
- (6) **Remote Work Policy Draft** – Amanda has created a matrix she shared with the Trustees. She tried to show differences between remote work that is requested by staff vs assigned by the District. After discussion it was decided to address the Policy as Emergency Remote Work Policy first to have something to use during this time. Lisa suggested we identify the pieces that we can use for both types of remote work policies. The Trustees discussed the policy extensively and edited as they went through it. Rick will share the edits and Becca will send them out to discuss on the December Conference Call.

#### **NEW BUSINESS**

- (1) **2022 Holiday Schedule** – Since January 1, 2022 will fall on a Saturday the Trustees decided to discuss and vote on observing this holiday Friday, December 31, 2021. It will still be considered one of the 11 paid holidays for 2022. We will revisit and confirm the rest of the 2022 Holiday schedule in November 2021.

#### **Motion made to accept the 2022 Holiday Schedule.**

Motion made: Catharine

Motion seconded: Linda

All in favor: Unanimous

- (2) **Colville Inter-local Agreement** – This is the annual routine contract with the City of Colville. It is written for two years this year and usually it is only for one year. Amanda emailed Holly from the City of Colville for clarification but since they were at lunch the Trustees discussed and called for a vote. The City usually adopts a 2-year budget so perhaps that is why they are sending a 2-year agreement.

#### **Motion made to accept the Colville Inter-local Agreement for 2021 & 2022.**

Motion made: Linda

Motion seconded: Catharine

All in favor: Unanimous

- (3) **Resolution #02-2020 Increase in Regular Property Tax Levy – 2021** - By state law, the Library District may take up to a 1% increase in property tax revenue over the previous year unless State inflation is below 1% The law states that the Library may take either 1%, or the rate of inflation, whichever is lowest. This year, the Library District can ask for .602% and then file a second resolution (at .398%) to bring the total increase up to 1%, by passing a resolution that indicates substantial need. This amount reflects a real dollar increase of \$9,020.17 bringing the total actual levy amount for 2021 to \$1,507,386.87.

#### **Motion made to accept Resolution #02-2020 Increase in Regular Property Tax Levy – 2021.**

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

- (4) **Levy Certificate** - Amanda explained that this amount is filed with the County Assessor's office so that the Library can collect levied taxes. Amanda stressed that this amount is intentionally set at a high mark (\$4,000,000) in order to accommodate the unknown amounts of revenue separate from property taxes. The Trustees reviewed the Levy Certificate and Amanda signed.

**Motion made to accept the Levy Certificate.**

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

- (5) **Resolution #03-2020 Tax Levy Limit Factor Increase** - Due to substantial need (during these unusual pandemic times), the District may request the additional amount to equal a 1% total. This year the District will request an additional .398%. Amanda contacted other Library Districts throughout Washington State to see what they were doing, and most were requesting the difference via a substantial need resolution.

**Motion made to accept Resolution #03-2020 Tax Levy Limit Factor Increase.**

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

- (6) **Resolution #04-2020 Salary & Wage Scale for 2021** - The Trustees reviewed the resolution and called for a vote.

**Motion made to accept Resolution #04-2020 Salary & Wage Scale for 2021.**

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

- (7) **Resolution #05-2020 Set Meeting Dates & Locations for 2021** - The Trustees reviewed the resolution and called for a vote. Everyone hopes we can meet in person again in the New Year.

**Motion made to accept Resolution #05-2020 Set Meeting Dates & Locations for 2021.**

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

- (8) **Resolution #06-2020 Final Budget 2021** - The Trustees reviewed the resolution and called for a vote.

**Motion made to accept Resolution #06-2020 Final Budget 2021.**

Motion made: Linda  
Motion seconded: Rick

All in favor: Unanimous

#### REPORTS

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

The regular meeting of the Board of Trustees adjourned at 12:33 pm for two Executive Sessions ending at 1:45.

**EXECUTIVE SESSION – Personnel Issue** – The Board adjourned to Executive Session beginning at 12:33 ending at 12:58. No items were voted on during Executive Session.


**EXECUTIVE SESSION – Library Director's Evaluation** – The Board adjourned to Executive Session beginning at 12:58 ending at 1:45. The session was held to review and evaluate the performance of a public employee (Library Director) per RCW 42.30.110.g. No items were voted on during the Executive Session.

#### ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 1:45 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Lisa Wolfe, Board Chair

12.17.20

Date

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Conference Call**  
**November 10, 2020**

The meeting was called to order at 9:09 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** – Add update on Loon Lake 2 Real Estate and a report on the Colville Booksale to Discussions.
- **ACTION ITEMS**
  - **0030 Electronic Signature Policy** – Amanda and Rick cleaned up the draft and made some edits.

**Motion made to accept 0030 Electronic Signature Policy.**

Motion made: Rick

Motion seconded: Catharine

All in favor: Unanimous

- **Holiday/PLD Schedule 2021** – Trustees reviewed the memo for suggested 2021 holidays. Christmas Day will be observed on Thursday, December 23<sup>rd</sup>, 2021. Looking forward to New Year's Day 2022 it falls on a Saturday and could be observed on Friday, December 31<sup>st</sup> or Monday, January 3<sup>rd</sup>. If we choose to observe it on Friday, December 31<sup>st</sup> it would be a date in 2021 but would be observed as a 2022 holiday. Becca will type up the 2022 proposed holidays to share at the regular meeting for approval.

**Motion made to accept the Holiday/PLD Schedule for 2021.**

Motion made: Catharine

Motion seconded: Linda

All in favor: Unanimous

- **Conference Call Schedule 2021** – After discussion the Trustees agreed to have all meetings start at 9 am and if needed to include a webinar or planning meeting after the conference call at the beginning of each quarter (January, April, July, October).

**Motion made to accept the Conference Call Schedule for 2021.**

Motion made: Rick

Motion seconded: Catharine

All in favor: Unanimous

- **DISCUSSIONS**

- **October 15<sup>th</sup> Regular Board Meeting – Agenda Changes** – add 2022 Holiday schedule and 2022 Colville Staffing Agreement
- **Update on status of LOSC during COVID-19 Pandemic** – We planned to open on Nov 9<sup>th</sup> but Matt Schanz from Tri-County health has asked us not to open. Numbers are rising in Stevens County. We are continuing with curbside and expanding what we can offer. We were approved for \$45,000 of CARES money which we will use to buy 18 laptops for parking lot use, more MiFi's to checkout to patrons for

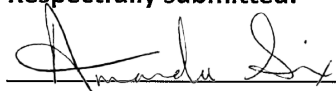
home internet use, as well as cordless headsets for staff. Amanda will be meeting with either the interim Board of Commissioners or the newly elected Board of Commissioners on Friday, November 13, to ask for an additional \$40,000 for more PPE, signage, programming supplies etc. Lisa asked if MiFi data will be paid for by the grant and Amanda said that it would. Staff are being creative with ideas of how to offer service in this strange time. It is possible that smaller locations may be able to open before larger ones.

- **Loon Lake Real Estate update** – There have been a few people interested but no offers yet. The realtor requested that we drop the asking price which took effect last week.
- **Grab Bag Booksale in Colville** – The Improvement Club hosted a grab bag sale and it was a success. They were able to sell \$155 worth of bags and clear up some space on their shelves. They are exploring creating an online request form for future grab bag sales. Amanda reported that the Loon Lake Friends continue to host successful monthly booksales. They are just dynamos at supporting the library!
- Rick requested that we change all future virtual meetings to zoom meetings. Becca will make the adjustment.

- **NEW BUSINESS** – none

- **ADJOURNMENT** – 10:06 am

**Respectfully submitted:**

  
\_\_\_\_\_  
Amanda Six, Secretary, SCRLD

**Accepted By:**

  
\_\_\_\_\_  
Lisa Wolfe, Board Chair

11.19.20

\_\_\_\_\_  
Date

**Library Director's Report**  
**November 19, 2020**

**Information Sharing – Amanda**

- Amanda is now on the statewide Broadband Advisory Group for the Washington State Library (WSL). It's composed of about 15 library directors and library IT staff from around the state. The goal of the group is to help the WSL prioritize projects and money for broadband issues.
- Amanda worked with the interim Board of Commissioners for Stevens County to procure \$45,300 in CARES money to be used for technology to help patrons during these times with fewer library hours. Specifically, we have been able to purchase laptops for curbside check-out, hotspots for home use, and headsets for staff.

**Colville from Lisa**

- Anna has completed our entire library's inventory! No easy feat getting through those skinny nonfiction DIY crafty books. Yay Anna!
- We spent some time in our picture book area rearranging the actual furniture to deter sitting/hanging out but also shifting the books in the bins to make them easier to see without touching.
- Our dots are on the floor for social distancing, our plexi shields are up, our hand sanitizer stands are full
- People are thankful for the ability to print and for our services. They want to come inside but seem understanding because of previous report.
- People are loving our make and takes and to see Anna's storytimes virtually
- CV's first "Grab Bag" book sale went well, earning over \$150.00

**Hunters from Megan**

- Nothing much new at Hunters. I have started periodically calling some of my older patrons who live alone just to catch up with them. It's become very clear how important the library is to the social well-being of this community.
- I did have two kiddos complete the A to Z scavenger hunt and they enjoyed themselves. I've also had the opportunity to make library cards for some of the new students at evergreen and Columbia schools, so I'm hoping they will take advantage of the resource delivery option.
- I am relieved to hear that we are going to delay re-opening until at least after the first of the year. It helps to know what to expect, and hopefully that decision will help in the effort to reduce our county-wide infection numbers.
- As always, thanks very much to the board, management team, and admin team for keeping us in the know and prepared for what comes next.

**Kettle Falls from Katy**

- Amanda presented the updated contract with the City of Kettle Falls. A motion was carried that after the review and approval of the City Attorney, the mayor will sign the contract. I am scheduling a phone conference with the KF Advisory Board in December TBD and it will include this as an update.
- KF has undergone a lot of preparation to open to the public and we are ready with PPE in place. Our inner door now latches which allows us to lock our foyer (I am still waiting for the installation of an interior lock). People really like the walk up window. It is super nice to see our patrons briefly again.

- The Friends of the Library paid for the installation of more sound proofing panels in the community room. (At the time I write this report, I have not seen the final product yet!) The Friends also purchased a new sound system and microphone for the library. This is roughly a \$4,000 investment into KF.
- Fall into Reading Challenge and Alphabet Scavenger Hunt just finished. We are gathering the numbers to report back on engagement. Thus far, it seems like it was minimal compared to Summer Reading Adventure.
- Katie and Matt are both working on some fantastic programming ideas - Gluten Free cooking videos, STEM kit tutorials, Bath Bomb Creations.
- Take n' Make Crafts: Brenda has done an excellent job researching, creating and delivering craft kits for all of our library branches. This has met some success with each of our communities.
- Trivia: Last trivia saw 21 participants. Please join us Dec. 17th, 6pm for the next round of Trivia.
- Storytime: I am happy to report that Anna is doing a super job with Storytime. She is going to try to incorporate Clifford and Siena in the next round of storytimes by having them do songs and literacy tips.

#### **Lakeside from Brooke**

- Lakeside continues to offer curbside service M-F 10-5. Our circulation has been fairly good, under the circumstances. Brooke has some regular patrons who ask for grab bags for their children almost weekly.
- Matt is working on filming some videos demonstrating gluten free cooking. He is calling himself The Gluten Free Guybrarian and a former employee (Terri) made him an apron of Seahawks fabric to wear for his show.

#### **Loon Lake from Kristy & Jessica**

- We have fallen into a pretty steady pattern that people seem to be comfortable with. Most people are surprised by how much we can still do for them. Just wait until we unveil hotspots and laptops!
- Besides the emphatic non-believers, everyone has been very gracious about us having to bump back our reopening. And for the few angry ones; cursing our beleaguered governor; once we tell them that our health district made the decision based on local numbers, it seems to calm them right down.
- We have, in some ways, been able to serve people more. That is a good feeling.
- Thank you for your wise and thoughtful decisions concerning all of this.
- Stay healthy and thankful; ---Loon Towne Library

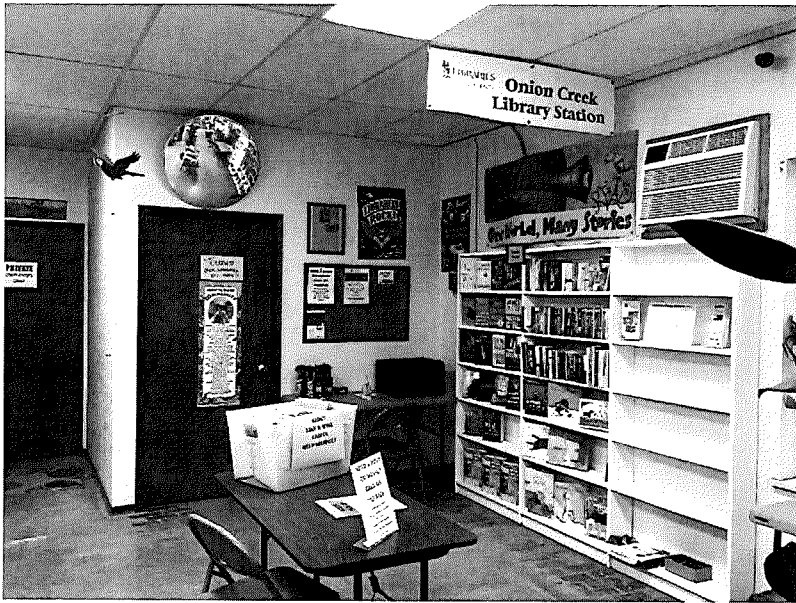
#### **Northport from Katy**

- We had the septic for NP checked. Mike at Lamb's Septic didn't charge us anything because it didn't need to be cleaned at all. Everything looks terrific.

#### **Onion Creek from Katy**

- Terri, Onion Creek Store owner has been super helpful in getting things moved out from the corner of the store and has opened up her space a bit more to the library. Whether or not this carries over to the owner, is still to be negotiated. Siena and I spent some time cleaning the OC Library Station and rearranging the area. Siena also painted the bookcase and started to minimally decorate the area.
- I am working on the updated contract for OC. I will send that to Amanda by the end of the month for review.





### Technology Report from Jessica

- In the middle of transferring 20 Verizon lines to a government account to save us money; very close to being able to circulate these! Check out our page at [thelosc.org/mobile-hotspots](http://thelosc.org/mobile-hotspots)
- Purchased and working on 18 laptops for parking lot use this winter. Working on integrating them into MyLibro so patrons can reserve, pickup (by exchanging photo ID) and use over our wifi
- Updated all hours, promotions for Bag O Movies, and upcoming holidays for all libraries in Google searches
- Loon Lake is working well - many patrons love the window and Matt installed an awning over the window for rain and snow cover. It is working well and Brenda and Kristy are such rockstars at customer service!! They have several patrons on a weekly rotation for grab bags of DVDs, mystery novels, and family/homeschool fiction and non-fiction. I appreciate them both!!

**Colville Public Library**  
**Libraries of Stevens County**  
**195 South Oak Street**  
**Colville, WA 99114**



# COLVILLE PUBLIC LIBRARY

## SUMMARY SEPTEMBER 25, 2020 – OCTOBER 24, 2020

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	24	The Colville Public Library Improvement Club is hosting a Grab Bag Book Sale on Saturday, November 7 <sup>th</sup> , 10am-1pm.
Visitors to the Library	391	Curbside services included 32 “grab bags” and 21 free print jobs.
Phone Calls Answered	1,190	
Public Wi-Fi Sessions	696	During the month of September, 696 connections transferred 165.64GB of data using the library's Wi-Fi.
Number of New Cards Added	5	

## SUMMARY AND UPDATES

**SERVICES/REFERENCE:** Library staff continue to assist patrons via telephone, email, [theLOSC.org](http://theLOSC.org), social media, and via curbside. New patrons can register for a card online or call their local library. On Monday, October 5<sup>th</sup>, the Colville Library nearly doubled their curbside service hours. On Tuesday, October 6<sup>th</sup>, the State of Washington released reopening guidance for public libraries in Phase 3 counties such as Stevens County. In person services at LOSC will resume with the approval of the Northeast Tri County Health District.

**ADMINISTRATION** The library continues to provide and enhance services, while simultaneously preparing for future changes. To finance our plans, LOSC continues to secure funding from local and federal grants. In late September the LOSC learned we have been awarded a third CARES grant from the Washington State Library to support digital outreach and programming.

## LIBRARIES OF STEVENS COUNTY PROGRAMS

LIBRARY SERVICE	NUMBER OF EVENTS	ATTENDANCE	NOTES
Children's Programs	4	78	Virtual storytimes will be hosted on LOSC's Facebook on the second Thursdays of the month, November 12 and December 10, at 10:30am. Monthly Take 'n' Make craft kits are available during curbside hours.
Adult Programs	1	21	
Community (All-ages) Programs & Outreach	11	58	Community programs included both virtual (via Beanstack) and offline activities for patrons, as well as partnership with local schools.

## LIBRARY MATERIALS CHECKED OUT

ISSUE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	1,607	This is in addition to 3,458 items that were quarantined, carried upstairs by library staff, and checked in.
Downloadable ebooks and audio books	5,347	This was a combination of 2,910 ebooks and 2,437 audiobooks.