

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Public Hearing & Regular Meeting
December 17, 2020
Via Zoom

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order, via Zoom, at 9:04 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 – Sue Poe a new Trustee as of January 2021 joined the meeting.

AGENDA CHANGES – Linda asked for an update on the Capital Campaign.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of November 19, 2020 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of December 9, 2020 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 11/18-12/10/20 50 Vouchers total \$94,702.49
Payroll Warrants November 2020 – 25 Direct Deposits for a total of \$70,844.67
Detailed Revenue & Budget Status Reports for November 2020.
- (4) The Director's November 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** – The City of Kettle Falls signed the Contract for 2021. The Trustees reviewed the agreement and called for a vote.

Motion made to accept the Consent Agenda.

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

- (3) **Policy Review: 0015-400.200 – Sick Leave** – Trustees discussed edits to the policy and then called for a vote. After approval they will create an addendum regarding COVID sick leave and an addendum regarding grandfathering current staff. The Trustees called for a vote.

Motion made to accept Policy 0015-400.200 – Sick Leave as amended.

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

There is a new COVID Federal leave called Family First Coronavirus Response Act (FFCRA). It is set to expire at the end of the year but may be extended. Within our current use of leave for COVID we have been complying but we need a written addendum to allow the use of Sick Leave for quarantining. The hope is that this will encourage staff to follow the guidelines of quarantining before or after travel. Becca will send out the list of staff and years of service before the conversation about Grandfathering next month.

Motion made to accept the Addendum to 0015-400.200 Sick Leave regarding use of Sick Leave for COVID-19 quarantining. This Addendum shall be reviewed in July 2021.

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

NEW BUSINESS

(1) 2021 Trustee Board Executive Elections – The Trustees discussed and called for a vote.

Motion made to accept Rick Moore as Chair and Catharine Whitby as Vice–Chair for 2021.

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

REPORTS

- (1) Director's Report:** Based upon advice from a capital campaign consultant, we are waiting for official confirmation from the State Legislature, that we will receive the Library Capital Improvement Program funds, before starting a Capital Campaign. The State Legislature is out of session until January 11, 2021.
- a. Library Happenings (attached)**
 - b. Statistics and Reporting**
- (2) Trustee/Liaison Report** - Catharine will be supplying the Improvement Club names of new trustee officers. Catharine has volunteered to complete the 2020 year of accomplishments. She also asked that the Foundation share a list of donors to thank those who have donated and for use in the Capital Campaign. Linda would like to be on the Capital Campaign Committee and would also like a copy of the donors. She asked that her personal email be used from now on. Lisa attended the Kettle Falls advisory board meeting
- (3) Others:**

The regular meeting of the Board of Trustees adjourned at 11:08 am for an Executive Session to discuss Real Estate ending at 11:50.

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

The regular meeting was called back to order at 11:50 am. The Board called for a vote on the sale of the Loon Lake property.

Motion made to accept the offer to purchase the Loon Lake property dated 12/15/20 with additional provisos provided by Sherry Dotts District's Realtor. See attached.

Motion made: Catharine

Motion seconded: Linda

All in favor: Unanimous

The second part of the regular meeting of the Board of Trustees adjourned at 11:55 am for an Executive Session to discuss the Library Director's Evaluation ending at 1:17.

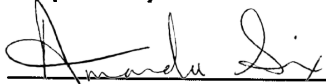
EXECUTIVE SESSION – Library Director's Evaluation – The Board adjourned to Executive Session beginning at 11:55 ending at 1:17. The session was held to review and evaluate the performance of a public employee (Library Director) per RCW 42.30.110.g. No items were voted on during the Executive Session.

ADJOURNMENT

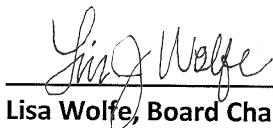
The meeting of the Board of Trustees was adjourned at 1:17 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Lisa Wolfe, Board Chair

1.21.21

Date

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

The meeting was called to order at 9:08 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**
 - **0031 Remote Work Policy** – Trustees reviewed and made a few more edits then called for a vote.

Motion made to accept Policy 0031 Remote Work.

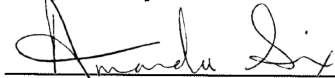
Motion made: Rick

Motion seconded: Catharine

All in favor: Unanimous

- **DISCUSSIONS**
 - **December 17th - Regular Board Meeting – Agenda Changes** – none
 - **Update on status of LOSC during COVID-19 Pandemic** – Reports from the NETCHD are that the number of cases is not good and increasing. After Amanda discussed issues (regarding staff holiday plans) with the managers they decided that they couldn't dictate what staff do outside of work, but we can make recommendations according to guidelines. Navigating the new guidelines to limit gatherings and the required quarantines around the holidays has been a unique challenge. Amanda has shared the rules from the Governor and CDC with all staff and continues to share updates as they come.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:44 am

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:


Lisa Wolfe, Board Chair

12.17.20

Date

Library Director's Report
December 17, 2020

Information Sharing – Amanda

- Much of my time has been spent updating procedures related to managing staff during COVID. With the ever-changing goalposts, this has been a challenge at times.
- I continue to represent the Libraries of Stevens County at the weekly statewide library directors' meetings where we share information, concerns, ideas, etc. Again, dealing with COVID tends to dominate the conversation.
- I also continue to represent small and rural libraries on library legislative committee discussions. The legislature has yet to meet, but we are preparing for expected issues; including a real discussion about income vs. property tax revenue in Washington.

Chewelah from Bryan

- Our curbside services continue to grow in volume over the last few weeks, and we're excited to see just how well things have gone even with some shortages in in-building staff at times.
- Of note is the growing interest in our take and make craft bags that Brenda in Loon Lake has been putting together system-wide. We've seen a jump in families taking advantage and have been getting lots of positive feedback.
- And we've finally had a handful of browsers come out to ask us about grab bags, and some are familiar faces that we haven't seen in a while.
- The end of this month will be pretty short-staffed, but we're optimistic that we'll be able to maintain curbside services without interruptions during the holidays.
- I'm also currently working with the city to find a good spot for our new charging station. Mayor Knauss seemed especially enthusiastic about the opportunity.

Colville from Lisa

- Colville collected a \$25 and \$1000 donation for CLIP!!
- Laptop locking storage cart arrived and has been built
- Distributing around 94 Make-n-Takes per month
- We have seen as many as 55 people during a curbside day
- Also, see attached City Report

Hunters from Megan

- Hunters seems like it's been a little busier the last several weeks. I've been pushing the grab bags so I have a few folks who stop by weekly for their "fix" of new movies.
- It's been fun to totally clean out my space and have the time to do projects the last several months; I've been able to get rid of a lot of stuff and make space for new ways to display books that I hope will make browsing easier when people can do that again :)
- I made lots of new library cards for Evergreen students (many of them live in Inchelium) and dropped off holds several times over the last month or so. Just last week, when I went to drop off more cards and a few holds, the principal informed me that the school would be transitioning to full virtual because several students and a staff person tested positive for COVID. They will be fully virtual until at least January 4th, when school is back in session from winter break.
- Thanks as always for continuing to provide solid leadership in this uncertain time. Happy Holidays!

Kettle Falls from Katy

- System Wide Programming: I am super impressed by the excellent work that LOSC put in to provide quality programs even though we have been limited. I am compiling an end of the year quarterly programming report that summarizes what has been happening and how things have been going. FYI: We have been a bit sparse due to lack of equipment and staffing shortages. Next up:
 - Thursday, Dec. 17, 6pm. Zoom Librewery Trivia.
 - Monday, Dec. 21st, Not a grain of wheat The Gluten Free Guybrarian cooking short.
 - Take n' Make (while supplies last) Handprint wreath
- It's not too late:
 - If you want an example of the live storytimes that Anna has produced - it will be up until Dec. 31st. Due to copyright issues, we cannot keep some videos up for too long.
 - Check out our Youtube channel: <https://www.youtube.com/channel/UCJla72JtSUL7nzdIwtPJmkw>
- Coming up in January:
 - Books Like Us #WinterRead2021 Beanstack digital read challenge. We have five \$10 gift cards ready as prizes.
 - Take 'n Make - Snowflake: Brenda is ready to launch her next craft.
 - Fun Fitness for Kids: Anna is going to film several kid oriented workout videos
 - Snowplows Storytime (FB Live, moderated by Anna)
 - Exploring Our Universe - NASA Ambassador Joe Bruce will be doing a live Zoom presentation!
- Advisory Board Meeting will be held by phone conference call on Tuesday, Dec. 15th at 1 pm.
- People are really enjoying getting help using our walk up window. It has been super helpful to have a space where people can get limited "face to face" experience. We finally got the inner lock on the door installed so that staff aren't accidentally locked out if they get stuck in the foyer.
- The Friends of the Library donated \$100 to Kettle Falls High School in order to help them purchase a classroom set of Dracula. They also finished paying for our new sound proofing, microphone, and sound system. I've included a photo of the new installation.



Lakeside from Brooke

- Lakeside continues to do a brisk curbside service. Just look at our stats!
- Matt is putting the finishing touches on his gluten free cooking show episode 1. He and Anya did a really great job!!!
- One of our patrons and her husband, two storytime kiddos came down to the library last week and built a snowman across from our building, just to make us smile!! People really can be amazing!!!!

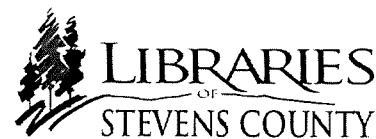
Loon Lake from Kristy & Jessica

- In Loon Lake news; it is the Holiday Season and people do seem kinder, despite everything.
- We have our new awning over our walk-up window. (Thank you, Matt Varang!) It is so nice to not be constantly apologizing for rain and snow down people's necks. (Maybe that is why they are nicer now)
- We are able to be very giving this month. The Loon Lake Friend's group has donated books and candy canes to give away. The books range in age from infant to teen. Brand new books in great titles!
- Another lady in the neighborhood makes lovely little boxes, with seasonal candy and stickers inside. She usually gives them to the Friends for the book sales. Since the book sales were cancelled in December, she gave them all to us to pass out.
- And, then there are Brenda's amazing take-and-make monthly crafts. This month is a wreath, made from the children's own hand prints. These have been so popular that we have been scrambling to resupply the libraries as they quickly run out of them. --It's a good problem.
- So, it is mostly good cheer around here. Happy Winter Festivities to All!

Technology Report from Jessica

- We've been busy this December! We've put up an awning to cover our curbside service window and have a doorbell posted to the window as well. This works out great! Patrons actually love the doorbell and both Kristy and Brenda don't feel guilty doing a bathroom run or working on a project just out of view.
- Big THANK YOU to Becca for ordering endless supplies and tech this month. She's been a godsend to us all. Big THANK YOU to Janet for helping us all keep track of grants, checks, etc. Three cheers!
- We've successfully transferred over 19/20 WSL CARES hotspots to our account. The last one has yet to be released from a Govt Defense Acct, so it is being held back from circulation for now. We have an additional 30 hotspots from Verizon almost ready to go and are still working on 20 AT&T hotspots (people can check coverage at their home with either device; or if a patron knows one works better than the other, we have both!)
- We have 18 laptops up and almost ready to
- Five of the hotspots and five laptops are allocated to create Telemedicine Kits. Amanda has more details on how this will operate in conjunction with our local health authorities.
- This month has been hard. We lost a dear patron who we saw at least every other day. He lived off the grid and began having health problems before COVID. With all the closures and things, he let his health slide. He will be missed. <3

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



COLVILLE PUBLIC LIBRARY

SUMMARY OCTOBER 25, 2020 – NOVEMBER 24, 2020

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	49	The Improvement Club's "Grab Bag Book sale" generated \$155.10
Visitors to the Library	474	This was in addition to 43 grab bags for checkout, and 22 print jobs courtesy of the Libraries of Stevens County Foundation.
Phone Calls Answered	1,117	The Colville Public Library received incoming 393 calls, this is in addition to 724 calls taken by our remote branch.
Public Wi-Fi Sessions	-	Not able to get monthly data.
Number of New Cards Added	12	

SUMMARY AND UPDATES

SERVICES/REFERENCE: Patrons who call the Colville Public Library may encounter our new virtual branch, aka Roosevelt's Library, which provides phone services to the Chewelah, Colville, and Kettle Falls community.

The Libraries of Stevens County has partnered with the Colville Junior High School to connect their students to the public library. Students are invited to get a library card and have requested materials delivered to their school library. They also receive unlimited access to digital resources such as Libby and subscription databases that assist with language-learning, homework help, and more.

ADMINISTRATION

The LOSC management team continues to invest their energies into securing resources to re-open library branches with the health district's approval. Each branch must address their facilities as well as their services. At the Colville Public Library, this includes ten HEPA air purifiers funded by the City of Colville to supplement the library building's HVAC which cannot easily meet the CDC's standards. The district's subscription to *Consumer Reports* assisted the City of Colville in determining the best air purifiers for the library's space.

LIBRARIES OF STEVENS COUNTY PROGRAMS

LIBRARY SERVICE	NUMBER OF EVENTS	ATTENDANCE	NOTES
Children's Programs	3	126	Our November Take 'n' Make craft was enjoyed by 94 Colville patrons.
Community (All-ages) Programs & Outreach	4	49	This included 240 badges that were earned during LOSC's A-Z Scavenger Hunt which was available online and offline.

LIBRARY MATERIALS CHECKED OUT

ISSUE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	1,790	This is in addition to 3,863 items that were quarantined, carried upstairs by library staff, and checked in.
Downloadable ebooks, audio books, and video	5,711	Video streaming has also been added to LOSC's digital collection.