

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Public Hearing & Regular Meeting
January 21, 2021
Via Zoom

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order, via Zoom, at 9:03 am by Chair Rick Moore. In attendance were Rick Moore, Chair; Catharine Whitby, Vice Chair; Sue Poe, Trustee and Lisa Wolfe; Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant were also present.

VISITORS – none

GREETINGS – Rick welcomed everyone and thanked Sue for joining the Board.

PUBLIC COMMENT – none

AGENDA CHANGES – none

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of December 17, 2020 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of January 13, 2021 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 12/16/20 - 1/6/21 47 Vouchers total \$68,615.27
Payroll Warrants December 2020 – 25 Direct Deposits for a total of \$75,096.66
Detailed Revenue & Budget Status Reports for December 2020.
- (4) The Director's December 2020 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

Motion made: Catharine

Motion seconded: Lisa

All in favor: Unanimous

UNFINISHED BUSINESS

- (1) **Plan Board Retreat** – tabled
- (2) **Policy Review: 0015-400.200 – Sick Leave – Grandfathering of current staff** - Trustees discussed freezing and grandfathering all accrued sick leave as of December 17, 2020 when the updated Sick Leave policy was adopted. Grandfathering would allow a payout, upon exit, of the balance of sick leave left that had been accrued before 12/17/20 according to the rules of the old policy for those employees that qualified at that time. Moving forward sick leave will be deducted from the banked amount first (first in, first out). Amanda will run it by her Whatcom County contact and decide if it should be a part of the policy as an addendum or a procedure. Then she will write it up for approval at the February meeting.

Motion made to accept proposal to freeze sick leave hours and count down from those numbers with all leave taken from grandfathered amount first. First in, first out.

Motion made: Lisa

Motion seconded: Sue

All in favor: Unanimous

NEW BUSINESS

- (1) **2021 Mileage Reimbursement Rate** – The Trustees discussed the new Federal Mileage Rate and called for a vote. The new rate has gone down from \$.575/mile to \$.56. Rick asked that we add a discussion about Mileage Reimbursement to our September agenda in regards to budgeting for next year and the future to discuss beforehand even if we may not know the new mileage rate at that time.

Motion made to accept 2021 Mileage Reimbursement Rate of \$.56/mile.

Motion made: Lisa

Motion seconded: Catharine

All in favor: Unanimous

- (2) **Policy Review: 0015-400.600 – Family and Medical Leave Policy** – Trustees discussed the district's current Family and Medical Leave Policy (FMLA) and talked about the necessity of the district having a full FMLA policy or, instead, simply adding a reference link to both the Federal and State policies. Since rules and benefits can change, adding a link to these policies would help ensure that our policy is current. With our current number of employees (less than 50) the District is not required to pay for the new State FMLA coverage; only the employees are required to pay. Rick suggested distributing information about the new Washington State FMLA Coverage in an email in case employees are not aware of it. Amanda agreed that is a good solution and will send the Mason County example out to employees with a link to the Washington FMLA. Lisa brought up the possibility of paying the employee portion of the premiums of Washington FMLA. Becca will add to the August/September agenda to talk about during budget discussions. Rick suggested that we amend the sick leave policy and the FMLA policy and add links to say we will follow both State and Federal FMLA laws. Lisa volunteered to wordsmith section 400.270 Sick Leave and FMLA with a few words and hyperlinks then delete the rest of the FMLA policy. The Trustees will review on the Conference Call in February and call for a vote.
- (3) **Trustees 2020 Year in Review** – Catharine will complete and share before the next meeting.

REPORTS

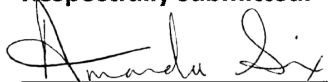
- (1) **Director's Report:**
- a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report** – Catharine is working on the Performance Evaluation Process and a timeline going forward. She would like to continue to refine the purpose and intent considering what we want the process to cover, include and manage. Next steps: develop the philosophy statement and process and procedures. Lisa plans to attend the Kettle Falls Advisory Board meeting next week.
- (3) **Others:** none

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 11:49 a.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Rick Moore, Board Chair

2.18.21

Date

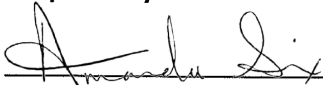
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
January 13, 2020

The meeting was called to order at 9:08 a.m. by Rick Moore, Chair. Present were Rick Moore, Chair; Catharine Whitby, Vice-Chair; Lisa Wolfe, Trustee; Amanda Six, Director; Janet Eide, Business Manager; Jessica Varang, Library Manager; Bryan Tidwell, Library Manager and Becca Moore, Administrative Assistant. Leah Hammerquist, Library Manager and Katy Pike, Library Manager joined the meeting before 9:30. Trustee Sue Poe was absent from the meeting.

AGENDA

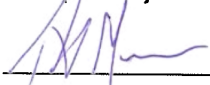
- **OPENING** – Rick welcomed everyone and wished them a Happy New Year. He also noted it was the first meeting in many years without Linda Shaw, who resigned from the board in December 2020, and that we all miss her.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – Rick asked for an update on Board member and Loon Lake Building sale
- **ACTION ITEMS**
- **DISCUSSIONS**
 - **January 21st - Regular Board Meeting – Agenda Changes** – none
 - **Update on status of LOSC during COVID-19 Pandemic** – Amanda reported COVID is still happening! Governor came out with new phases and guidelines this week. It doesn't change things for us at this time. We are continuing curbside services and will not be allowed to have in-person service until we move to phase 2 of the new guidelines. Huge positive - hotspots and laptops are up and running and patrons are happy to have this option!
 - **Update on Loon Lake Property** – The Loon Lake property has officially been sold. The Library Capital Improvement Project grant monies may not be approved by the State Legislature and Governor until early summer 2021. Amanda will contact the property owners of the new prospective Loon Lake property to touch base and let them know where we are in the process. The Board discussed securing the property for future purchase, including potentially offering earnest money. Another suggestion was to draw up a contract with right of first refusal.
 - **Update on 5th Trustee** – Commissioner's office said they have received an email of interest but not an application yet. Amanda will touch base with Jessica regarding a prospect and report back at the regular meeting.
 - Rick will send out an all staff email to introduce new Trustee Sue Poe.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:34 am

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Rick Moore, Board Chair

1.21.21

Date

Library Director's Report
January 21, 2020

Information Sharing – Amanda

- I continue to work on several state-wide library committees: early literacy, legislative, and COVID-19 planning.
- There are some new opportunities at the federal level for rural broadband and our work on the Stevens County BAT team in communicating access issues.

Chewelah from Bryan

- We made it through the holidays and were able to get staff some much-needed time off.
- Curbside continues to grow and we're seeing a few more patrons trickle in.
- We're very excited about our new circulating tech and have heard lots of good feedback on it so far, especially the hotspots.
- One of our major focal points over the next couple weeks is training patrons to make appointments. We've struggled with this previously, and if we want to grow our services and the number of patrons using curbside, we need to lean more into our great technology (myLibro) to do so. So far, things have been going well and staff have been working diligently to teach about myLibro and calling ahead. We hope by doing this that we can increase our user-base, especially as it seems unlikely that we'll be opening our doors as soon as we'd like.

Colville from Lisa

- Our quarantine space for returned materials has moved upstairs which has saved staff lots of time and energy.
- Anja and Leah are working hard putting 3 film kits together for district use.
- CV has readjusted their curbside stations to add 2 laptop/copy stations. Staff are nervous and excited for this service.
- Anna has been recording multiple Storytimes and Fun Fitness programs.
- Anja has been editing programming videos district wide.
- Hotspots are moving like wildfire! Patrons love them. We are seeing many new patrons and returning patrons utilize these.
- Grab Bags and Take-n-Makes remain popular.
- We have added a doorbell to the bottom of the stairs for people unable to call.
- Anna received a human genetic film grant through NNLM for the district. Books have arrived and programming begins this month.
- We have been making several "unofficial" deliveries to Parkview for various patrons. This is now becoming an official outreach location!
- Lisa received a Virtual Reality Grant from WSL. LOSC has been granted 2 Oculus Rifts, with Razor gaming laptops for future programming.

Hunters from Megan

- Things at Hunters haven't changed much lately, but I have had some interest in the new hotspot checkouts and laptops for public use (thanks, Jessica!). I'll look forward to feedback from some of the Fruitland patrons about how well the hotspots work at their homes, I know even Verizon coverage can be sketchy in that area.

- There has been quite a bit of enthusiasm at Evergreen and I'm dropping items off weekly for students and teachers alike.
- I'm almost finished with my big inventory project and I have refreshed every collection with the exception of DVDs....so grateful for the time to get things like this done.
- Thanks as always to our board, management, and admin teams doing the hard work to keep us afloat and informed during this crazy time.

Kettle Falls from Katy

- We have received our GoCharging solar table. I am working with the Public Works head to get it installed. He is currently in/out due to illness so it has made the process a bit longer.
- The KF Advisory board meets Jan. 26 1PM via conference call. Currently there is one vacancy, but we will soon have 2 more vacancies as 2 other board members finish their terms. So we are in great need of new advisory board members for Kettle Falls. Four board members have to reside within City Limits, one can be a non-city resident but has to reside in Kettle Falls School District.
- January Programming included:
 - Books Like Us #WinterRead2021 (Online Beanstack Challenge)
 - Take 'n Make – Snowflake
 - Do your :bit. A global micro:bit challenge
 - Snowplow Storytime with the LOSC
 - NNLM Reading Club Presents...Dr. Alfredo Quinones-Hinojosa
 - GF Guybrarian Mozzarella Sticks
 - Fun Fitness for Kids
 - Exploring Our Universe - NASA Ambassador (Rescheduled for March)

Lakeside from Brooke

- Lakeside continues to provide lots of books to families, including some young patrons who are learning to read.
- The Bob books purchased late last year, have been popular with families who are homeschooling during COVID.
- Matt completed another gluten free cooking video, which is now in Anja's editing hands. He made mozzarella sticks with his air fryer!!! Yum!
- Brooke received a couple of lovely gifts from two of her storytime kiddos, and enjoyed mailing them a thank you note with stickers and bookmarks inside. The parents told her that both the kids were super excited to get a piece of mail addressed to them!
- Curbside continues to be popular, and the mild weather is making it so easy!! Now I have probably jinxed that!

Northport from Clifford

- Reflecting on 20 years with LOSC...it's been a great ride and I am sincerely thankful that Regan and Emily trusted me to be the right person for the job here; and that the current Admin and Board have continued that trust. One of these days perhaps I will fully retire, but the library staff, Admin, patrons, and Board make that difficult. Not to mention that I LOVE MY JOB!
- A milestone is now happening with the sale of the Onion Creek Store....I will miss Terri and Mark, although the new owners, Darcie and Mike seem to be fine folks who will continue the spirit of community that Mark and Terri have developed. Siena and Katy have done a wonderful job of redoing the library space there.
- The HONK crew of Katy, Siena, and I have worked up an excellent Curbside set up here in NP, using a table in the front mudroom with a large clear plastic drape covering the doorway into the main room of the building,

and having patrons enter and grab their materials, which are checked out and labeled in bags ready for them. Patrons usually say a quick howdy and may chat for a minute or two, but generally don't hang out for long. Looking at the CIRC that Becca recently emailed to us, I am seeing that here in NP we are doing about 1/2 the circulation that we once did pre Covid, which I think is pretty darn good! Considering!

- Siena continues to do a great job here. She seems to enjoy doing some of the things that I am not that good at, especially decorating and keeping the library upbeat. We email and leave each other a note each week and I believe we make a good team, even though we rarely see each other. Especially now with Covid around.
- Speaking of which, because we both volunteer for our respective fire districts and are 1st Responders, we were both eligible for a Covid vaccination. I believe Siena got hers last Tuesday and I got mine Wednesday. Mine was at St. Joseph hospital in Chewelah, where they did a great job of safely organizing and running a lot of people through. No side effects for me besides a sore arm at the injection site that started about 6 hours after the shot, which itself barely felt like a pin prick, and a slight headache that went away after a few hours without any Tylenol. The arm pain did last a few days, though.
- Many thanks to all the Board members and Admin for keeping us afloat. You guys ROCK!!!

Technology Report from Jessica

- Created webpage for Mobile Hotspots & collaborated with managers on final wording
- Created webpage for Curbside Laptops & collaborated with managers on final wording
- Finished creation/inventory/cataloging/etc for all 50 Hotspots; still waiting on AT&T hotspots & service (lots of excitement so far!)
- Finished curbside laptop inventory/cataloging/programming, etc
- Began telemedicine kits; still need specifics from Providence and NEWHP via Amanda
- Maintain website info, relevance, etc
- Maintain Social Media engagement - thanks to Katy Pike for the Holiday Showdown idea! Lots of fun & excitement around that
- Maintain Google analytics and search info
- Attaching info from website analytics
- Big thanks to Kristy for running solo for a week so Brenda and I could take vacation during the holidays!

Overview Report

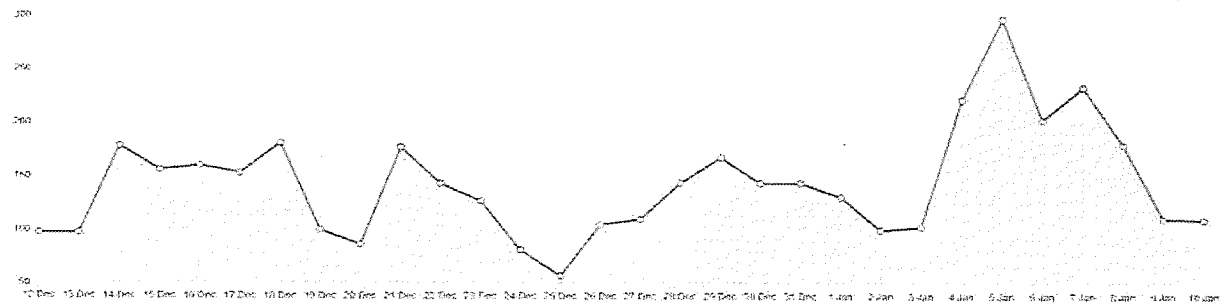
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Last 30 days: December 12 - January 10, 2021



Sessions

Pageviews



Sessions

4,330

↓ -2%
vs previous 30 days

Pageviews

13,137

↑ +1%
vs previous 30 days

Avg. Session Duration

1m 55s

↓ -2%
vs previous 30 days

Bounce Rate

6.65%

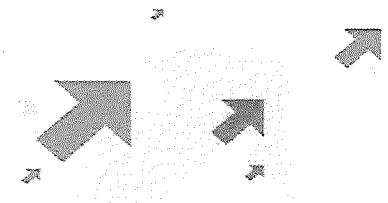
↓ -22%
vs previous 30 days

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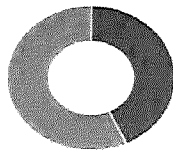
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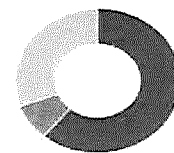
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New vs. Returning Visitors



- New 43%
- Returning 57%

Device Breakdown













- Desktop 61%
- Tablet 8%
- Mobile 31%

Top 10 Countries

1.	 United States	4,199
2.	 China	27
3.	 South Korea	19
4.	 Unknown Country	15
5.	 Ireland	11
6.	 Canada	9
7.	 Philippines	7
8.	 Japan	6
9.	 United Kingdom	4
10.	 Ukraine	4

[View Countries Report](#)

Top 10 Referrals

1.	 m.facebook.com	52
2.	 ntp.msn.com	28
3.	 l.facebook.com	19
4.	 facebook.com	9
5.	 search.aol.com	5
6.	 thelosc.beanstack.org	5
7.	 wla.org	5
8.	 extension.wsu.edu	4
9.	 inaj.com	4
10.	 startpage.com	4

[View All Referral Sources](#)

Top Posts/Pages

1.	Home - Libraries of Stevens County	7,353
2.	Colville Public Library - Libraries of Stevens County	943
3.	Lakeside Community Library - Libraries of Stevens County	709
4.	Locations - Libraries of Stevens County	521
5.	How Do I...? - Libraries of Stevens County	423
6.	Chewelah Public Library - Libraries of Stevens County	375
7.	Kettle Falls Public Library - Libraries of Stevens County	334
8.	Research - Libraries of Stevens County	255
9.	New Titles in the Library - Libraries of Stevens County	209
10.	Mobile Hotspots - Libraries of Stevens County	143

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Show: **10** 25 50

COLVILLE PUBLIC LIBRARY

SUMMARY NOVEMBER 25, 2020 – DECEMBER 24, 2020

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	22.5	
Visitors to the Library	444	This was in addition to 40 grab bags for checkout, and 14 print jobs courtesy of the Libraries of Stevens County Foundation.
Phone Calls Answered	1,335	This is a combined total of calls for the Colville Public Library and the remote branch, "Roosevelt's Library" which utilizes staff from the Chewelah, Colville, Kettle Falls, and Loon Lake libraries.
LOSC Website Sessions	4,181	Data was collected from November 21-December 20, 2020.
Number of New Cards Added	13	This includes 11 patrons who made cards through thelosc.org.

SUMMARY AND UPDATES

SERVICES/REFERENCE

Patrons can call the library, Monday through Friday 10am-6pm, or stop by during our 24 hours of curbside each week. Colville staff have worked diligently to continue services during the holidays while simultaneously completing projects and programs, and preparing for future changes. Library staff have also created new book and new periodical displays in the library's front foyer.

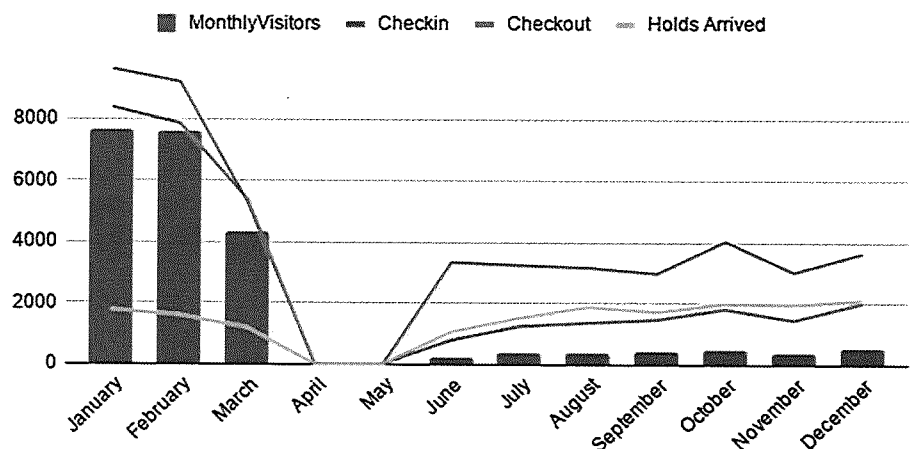
Outreach continues at the Colville Food Bank on Thursdays, and the Colville Junior High School on Mondays and Thursdays.

LIBRARIES OF STEVENS COUNTY PROGRAMS

In December 2020, the Libraries of Stevens County YouTube page saw a total of 673 views. LOSC's "We're Going on a Bear Hunt" continues to be popular and was viewed 497 times.

2020 Visitors & Circulation

*Does not include autorenewals or missing data



LIBRARY MATERIALS CHECKED OUT

ISSUE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	2,237	This is in addition to 3,402 items that were checked in.
Downloadable ebooks, audio books, and video	5,621	