

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
February 18, 2021
Via Zoom

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order, via Zoom, at 9:05 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.

PUBLIC COMMENT – none

AGENDA CHANGES – Add Resolution 02-2021 Sale of Loon Lake Building to New Business. Rick asked that we add Director Evaluation to New Business.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of January 21, 2021 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of February 10, 2021 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 1/13-2/3/21 52 Vouchers total \$69,941.98
Payroll Warrants January 2021 – 24 Direct Deposits for a total of \$71,349.26
Detailed Revenue & Budget Status Reports for January 2021.
- (4) The Director's January 2021 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** – Hopefully once we move to Phase 3 we can plan a retreat to be held outside.
- (2) **Trustees Year in Review** – Catharine compiled the document. She will add a note about Trustee changes and send it to Becca who will put it on letterhead and send it to Rick for dispersal.

NEW BUSINESS

- (1) **Resolution 01-2021 Amendment to 2020 Budget** – Trustees discussed the budget amendment which includes unanticipated revenue in the form of several grants in 2020 and called for a vote.

Motion made to accept Resolution 01-2021 Amendment to 2020 Budget

Motion made: Catharine

Motion seconded: Lisa

All in favor: Unanimous

- (2) **Policy Review: 0015-400.700 – Leave – Shared Leave** – Trustees discussed the current Shared Leave policy. They would like to reword some parts of the policy and clarify the definition for “serious medical conditions”. Lisa will look into what state and federal FMLA provide. Amanda will do some homework and we will discuss again at the next meeting.
- (3) **Policy Review: 0013 – Electronic Information Access** – Trustees discussed and edited the current policy to reflect up to date information. The District is now checking out MiFi pucks and laptops, with Kindles coming soon. We want to be sure our policy covers today’s technology standards and access. Rick sent edits to Trustees for review and Becca will send out a final copy. Amanda will share with the managers for any questions or concerns from a procedural point of view. If any changes need to be made she will let the Trustees know. There will be another review at the March board meeting.

Motion made to accept Policy Review: 0013 – Electronic Information Access with edits.

Motion made: Catharine

Motion seconded: Sue

All in favor: Unanimous

- (4) **Resolution 02-2021 Sale of Loon Lake Property** – This resolution will authorize Amanda to execute the documents needed to finalize the sale of the Loon Lake building on Hwy 292.

Motion made to accept Resolution 02-2021 Sale of Loon Lake Property.

Motion made: Lisa

Motion seconded: Catharine

All in favor: Unanimous

- (5) **Director Evaluation** - Amanda and the Trustees participated in a webinar last week - Making Each Other Look Good: the Library Board and the Library Director. The presenter shared some links for good procedures, questions etc. in evaluating the Library Director. Rick suggested the Trustees go through the presenter’s suggestions, read up on the links he provided and discuss in August when they review the timeline for the next Director’s Evaluation. Also fold this information into the process Catharine is going through to adjust staff evaluations. Becca will add to the August agenda for the Director’s Evaluation.

REPORTS

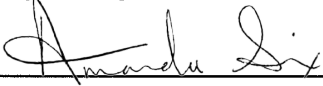
- (1) **Director’s Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report** – Catharine is working on the Performance Evaluation reimagining process. She wrote letters to Kitsap and Austin Libraries with questions to their voluntary sharing of their systems. Amanda will forward the letters to these libraries. Catharine will send out a report with information, possible uses and what would serve us best to the Trustees and managers.
- (3) **Others:** none

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 11:47 a.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Rick Moore, Board Chair

3.18.21

Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
February 10, 2021

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

AGENDA

- **OPENING** – Rick welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS**
 - **Policy Review: 0015-400.200 – Sick Leave – FMLA edits and Grandfathering of current staff** – Trustees discussed the edits made, asked some questions, made some clarifications. Lisa will review the laws for use of the State and Federal FMLA and how they work together or which is used first.

Motion made to accept Policy 0015-400.200 – Sick Leave with amendments as described.

Motion made: Catharine

Motion seconded: Lisa

All in favor: Unanimous

- **Policy Review: 0015-400.600 – Family and Medical Leave Policy** – Trustees discussed that with the approved changes to the sick leave policy and addition of both Federal and State FMLA information to that policy there is no longer a need for a separate Family and Medical Leave Policy.

Motion made to delete Policy 0015-400.600 Family and Medical Leave Policy.

Motion made: Lisa

Motion seconded: Catharine

All in favor: Unanimous

- **DISCUSSIONS**

- **February 18th - Regular Board Meeting – Agenda Changes** – none
- **Update on status of LOSC during COVID-19 Pandemic** – Amanda reported about new language from the State saying we can provide in-person services in a limited capacity in Phase I. The current plan is to open March 1st. We have PPE ready to go. Matt Schanz, Director of Northeast Tri-County Health District, has approved our reopening plan as long as numbers do not go back up. A big topic of discussion for State Library Directors is about vaccinations and should we open before staff are vaccinated? Is there a possibility of liability or problems with possible L&I claims if someone has not had the opportunity to be vaccinated? Currently Library staff are not on the accepted list for early vaccination. Amanda sent out a survey polling staff on whether we should open before having the opportunity to be vaccinated. She will give Trustees an update at the regular meeting.
- **Staff Evaluation Process** – Catharine reported on two options to change up the current evaluation process. 1) Adapt something similar to the Kitsap Regional Library survey. This would change our present mode of operation to a different, non-numerical system, and more anecdotal. It would not really change our overall process, would be easy to adapt and would not require a lot of training. It would help to shift how the whole process is perceived and be better used by both sides of staff. 2) The

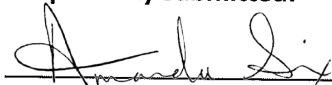
other option is more of a deep dive, like the Austin Library, which changes the focus. This evaluation is much more team oriented giving 360° feedback and allowing us to incorporate some of the suggestions from previous staff surveys such as greater internal contact and communication. This direction would require a big reimagining and staff training but could have a great payoff. Staff would learn how to have difficult conversations and also learn how their work is contributing to the whole library system. Catharine would like to have conversations with both Kitsap and Austin and find out how onerous their process is and what resources they might share. Amanda said she would be happy to help by being a point of contact and Catharine said she would draft an email. Catharine would also like the managers to stay actively involved. Amanda thanked Catharine for all her work on this process and the other Trustees concurred.

- **Update on Loon Lake Property** – District realtor Sherri Dotts let Amanda know the buyer for the Loon Lake property is changing his lender to a private lender. This means the property could close earlier and all repairs do not have to be completed ahead of time.

- **NEW BUSINESS** – none

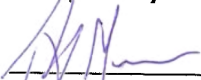
- **ADJOURNMENT** – 10:07 am

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Rick Moore, Board Chair

2.18.21

Date

Library Director's Report
February 18, 2021

Information Sharing – Amanda

- Staff are working to develop procedures to be able to open doors to the public on Monday, March 1. Per safe-start guidelines provided by the Governor, we will keep patron capacity to 25% or less. There will be no furniture for patrons to sit and linger, except for public computer usage. We are currently planning to limit time inside the library to 15 minutes for each patron.
- I continue to participate in the weekly WLA Legislative Committee briefings. Bills that we are currently tracking and weighing in on include: open public meeting law during emergency times, rural infrastructure, and rural broadband development.
- We are currently in the process of hiring a part-time (20 hr.) Library Assistant 1 at the Colville Library.

Chewelah from Bryan

- Chewelah curbside is growing! We've definitely had an uptick over the last month or so, and we continue to be pleased to see more of our regulars getting items again. We've also had success getting more patrons to plan ahead and make appointments for picking up items, which is definitely a need as we grow this service.
- Our biggest hit during curbside the last two months has definitely been "make n take" kits, and our users are so excited to share these crafts with their kids.
- In other news, we set up our new solar charging station and the city of Chewelah affixed it to the concrete for us just in between the library and civic center, and we've had a lot of folks exploring it!
- Otherwise, we've just been planning for all possible eventualities moving forward (ie reopening), helping out with system programming efforts, and engaging with our patrons whenever we're able.

Colville from Lisa

- The solar charger at CV has become more popular and appreciated by many
- We have added Buena Vista to our Thursday outreach locations
- Our curbside stations have been revamped to make it an easier set-up/take down as well as leaving room to enter and exit the building for opening
- 5 computer stations (inside) are set up and ready for patron use
- Developed partnership with USFS, Pend Oreille County Library District and North Central Washington Libraries to share 4 stories in the Colville National Forest (CNF). "Trail Tales" is a 4-month passive program where 4 books are rotated by USFS monthly in 4 Districts of the CNF
- CV staff are attending a training program provided by WSL: Library Safety and Security for Small and Rural Libraries
- CV creates many virtual programs including Fun Fitness, Storytimes and how to make Bath Bombs. CV staff involved in Librewery Trivia and Breakout
- CV completed another Thrift Book pallet pick-up

Hunters from Megan

- All's well at Hunters - mostly, it's pretty quiet but occasionally I have a crazy busy day (like today, for example!). I've had many knocks on the door, many phone calls - mostly, people are looking for various tax forms so that isn't anything out of the ordinary.
- I had a couple folks come by to get wiring diagrams printed off and that was something new & exciting.

- Otherwise, I've been busy getting the "Grab n' Garden" seed kits ready for distribution in early March and preparing for Trivia.
- I spent most of last week preparing my space at Hunters for reopening and I'm glad I did, now I can focus on programming for the next week or so before we get back into the swing of things with folks in the buildings.
- Thanks again to our board and management team for all they've done to support us over the last year (and always!)

Kettle Falls from Katy

- We are installing the exterior solar charging station by the end of the month outside the book nook. There has been some hesitancy by the City of Kettle Falls to host this station because of the vandalism we experienced in the past. I think by providing an intentional place for people to charge their devices in a highly visible, well-lit location, this should deter some of the behavior we previously experienced.
- Kettle Falls Advisory Board: As of January 26, 2021, the updated contract with the City of KF and LOSC has been accepted by the Advisory board. Valda Pancoast has stepped down 8 months early from term end due to the lack of skills/resources to attend meetings. Patti Michael, Vice President, will be finishing up her term in 3 months. The Advisory Board is looking for at least one new member so that there can be a quorum. We are hoping to expand one of the two (soon to be three) open positions for a teen/youth representative.
- Programming:
 - Check Out Washington is a collaboration between the Washington State Parks and Recreation Commission and the Washington State Library to allow individuals to "check out a state park" without paying the parking fee. We are now a participating library. Soon, our patrons will be able to check out a Discover pass for 1 week.
 - February's Programming will include the following:
 - Take 'n Make Penguin Craft: This craft is specially partnered with this month's Snow Animal Storytime.
 - Snow Animal Storytime
 - Gluten Free Guybrarian Cooking Videos: Cheddar Biscuits
 - Fun Fitness for Kids Videos: Core!
 - How the Heck Do I Buy a Used Car? Feb. 17th 6PM Learn about the process from budgeting to negotiating so you end up with the car you want for a fair price and avoid buying a lemon in this live Zoom event.
 - February 18th 6-7PM Librewery Trivia
 - Leap into Science Live Zoom: Monday, Feb. 22nd 3PM Kids will experiment with creating shadows and finding out how they work. Think like a scientist and try to predict what will happen and why it happens!
 - Do your bit. Global micro:bit challenge (goes until June)

Lakeside from Brooke

- Lakeside continues to do a brisk curbside business. We have been gifted thank you notes, Super Bowl snacks, and artwork from young patrons in appreciation for the services we offer.
- The Hotspots are very popular down here (and everywhere!).
- Matt continues to do lots of projects related to cataloguing and cleaning up the website.
- Matt is applying to be part of a pilot program that mentors employees in small, rural libraries who demonstrate leadership potential. We are hopeful he will get a spot in the 18 month long program.
- Matt and Brooke are working to get the Discovery Passes ready for circulation, which will likely be a popular item.

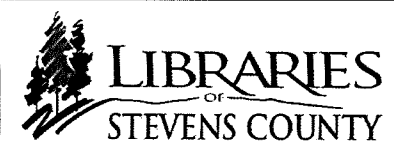
Loon Lake from Kristy

- Loon Lake's traffic has been up and down like the weather lately. The consistent things right now are people flocking by to get these amazing Hotspots. Lots of new faces signing up for these. But, people have been really good about not hoarding them.
- And also, it is tax season. The regulars, the annuals, and the new faces are all showing up to get their tax forms and booklets. People are so grateful for this service. Of course, we still get people asking us for professional tax advice. I like to assume that is because of the lovely myth that librarians know everything. Sometimes we just need to remind them that accountants, lawyers, and mechanics exist for a reason too.
- Spring fever is in the air and the gardening books are checking out. People are surprisingly friendly. And, all is quiet on the Western front.

Technology Report from Jessica

- working with Verizon and ATT to ensure accounts are up to date
- Telemedicine kits still pending; hope to resolve soon!
- Big thanks to Becca who helped prep 50 Kindles for circulation. Brooke, Becca, and I are creating themes for the Kindles (Bestsellers, Mystery, author or subject - including four Juvenile and two teen!)
- Finished both staff evaluations for Loon Lake

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



COLVILLE PUBLIC LIBRARY

SUMMARY DECEMBER 25, 2020 – JANUARY 24, 2020

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	37	
Visitors to the Library	448	This was in addition to 30 grab bags for checkout, and 16 print jobs courtesy of the Libraries of Stevens County Foundation.
Laptop Usage	7	The Colville Public Library has two laptops available during curbside hours.
Phone Calls Answered	1,263	This is a combined total of calls for the Colville Public Library and the remote branch, "Roosevelt's Library" which answers phones for the Chewelah, Colville, and Kettle Falls libraries.
Number of New Cards Added	15	This includes 14 patrons who made online 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. The library is available online 24/7 through thelosc.org.

Outreach continues at the Colville Food Bank on Thursdays, and the Colville Junior High School on Mondays and Thursdays. Deliveries to local senior living homes have begun as well. Pickup at any outreach location can be scheduled via telephone or the *MyLibro* app.

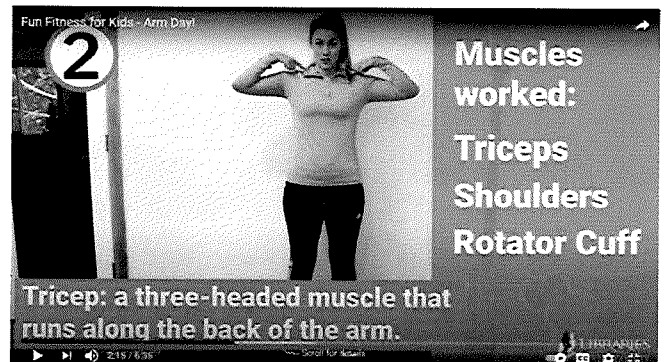
COLLECTION

Technology lending has begun at LOSC! The Colville Public Library has two laptops available for hour-long appointments during curbside, as well as 45 hotspots that are accessible district-wide via thelosc.org/mobile-hotspots. Patrons with their own devices can take advantage of the solar charging station on Astor Street. The library's Wi-Fi is available 24/7 to patrons outside the library.

LIBRARIES OF STEVENS COUNTY PROGRAMS

LOSC original programs, *The Gluten Free Guybrarian* and *Fun Fitness for Kids*, are available at bit.ly/loscvideos.

In February, patrons will learn more about the wintery world surrounding us with LOSC's "Paper Cup Penguin" *Take 'n' Make* craft, or by joining Miss Anna for *Virtual Storytime* at 10:30am on Thursday, February 12th, on Facebook to learn about Snow Animals.



Fun Fitness for Kids: Arm Day

LIBRARY MATERIALS CHECKED OUT

ISSUE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	1,944	This is in addition to 3,112 items that were checked in.
Downloadable ebooks, audio books, and video	6,287	A combination of 3,555 eBooks, 2,731 audiobooks, and 1 video.

Libraries of Stevens County

4008 Cedar St

Loon Lake, WA 99148

509-233-9621

Chewelah Public Library

311 E. Clay Ave

Chewelah, WA 99109

509-935-6805

Colville Public Library

195 S. Oak St

Colville, WA 99114

509-684-6620

Hunters Public Library

5014 Columbia River Rd

Building #11

Hunters, WA 99137

509-722-3877

Kettle Falls Public Library

605 Meyers St

Kettle Falls, WA 99141

509-738-6817

Lakeside Community Library

5919 Hwy 291, Ste. 2

Nine Mile Falls, WA 99026

509-315-8339

Loon Lake Library

4008 Cedar St

Loon Lake, WA 99148

509-233-3016

Northport Community Library

521 Center Ave.

Northport, WA 99157

509-732-8928

Onion Creek Library Station

2191 Clugston-Onion Creek Rd

Onion Creek, WA 99114

509-738-6817

Website: thelosc.org**BOARD of TRUSTEES 2020 ACTIVITY REPORT****Approved 2021 annual budget:**

- Following procedure, reviewed and adopted District budget, including setting wage scales, travel mileage rate, and holding meetings for public comment.

Completed annual performance evaluation of District Library Director:

- As per protocol, collected and collated surveys from staff, trustees and Library Director for annual review.
- Conducted comprehensive interview with Library Director, including directions for future.

Approved actions for District facilities:

- Approved sale of the property at 3943 Hwy 292, Loon Lake, (LL2) as our priorities have shifted.
- Approved rental contract for Lakeside Library, for term of five years, instead of one year.

Reviewed and amended policies:

- 0015-300.200 : Personnel Policy – Compensation – Overtime, Exchange Time and Terminal Pay
- 0015-400.100 : Personnel Policy – Vacation Leave
- 0015-400.200 : Personnel Policy – Sick Leave
- 0015-400.300.320 : Personnel Policy – Other Paid Leave – Administrative Leave with Pay
- 0015-400.300.325 : Personnel Policy – Other Paid Leave – Board-Directed Leave
- 0015-400.500 : Personnel Policy – Leave without Pay

Approved or conducted special projects:

- Approved three grant applications for Library Capital Improvements Program for each of Northport, Chewelah and Loon Lake facilities.
- Approved interlocal agreements for services to Cities of Kettle Falls and Colville.
- Approved closure of libraries and subsequent procedures required due to COVID-19 pandemic.

Attended or held special meetings:

- Messaging meeting for stakeholders in Library Capital Improvements Programs facilities projects.
- Met with Senator Short and Representative Maycumber to provide details of LCIP grants and enlist their support.
- Webinar to the board by Mark Pond, Business Librarian, Spokane Public Library
- Individual trustees attended meetings of the LOSC Foundation Board, City of Colville and City of Kettle Falls Library Advisory Boards, Colville Improvement Club, and district library friends' groups, as liaisons.

Trustee Changes:

- Linda Shaw retired from the board, completing 2 terms of service. Linda was instrumental in re-designing the system for the Library Director's Evaluation. She brought her keen interest in early reading programs and career medical background to the board's vision.
- Sue Poe accepted the County Commissioners' invitation to serve as trustee for a 5-year term, starting January 2021. Sue's financial career and extensive county board experience offer a welcome perspective to the board's decisions.
- We are most grateful to Linda and Sue for their service to our District's libraries.

Board of Trustees: Chair – Rick Moore, Vice Chair – Catharine Whitby, Sue Poe, Lisa Wolfe