

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

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order, via Zoom, at 9:03 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.

**PUBLIC COMMENT** – none

**AGENDA CHANGES** – add Policy Review: 0017 – Rules of Conduct to New Business

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of February 18, 2021 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of March 10, 2021 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 2/10-3/10/21 56 Vouchers total \$55,381.67  
Payroll Warrants February 2021 – 24 Direct Deposits for a total of \$70,033.99  
Detailed Revenue & Budget Status Reports for February 2021.
- (4) The Director’s February 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** – Trustees discussed choosing a date as a placeholder in hopes that we can plan and are able to meet in person. They decided on Thursday, May 27<sup>th</sup> with details to be finalized at a later date.
- (2) **Policy Review: 0015-400.700 – Leave – Shared Leave** – Policy discussion tabled until April. Lisa did report for next month’s discussion that employees cannot double dip between Federal and State FMLA for medical reasons. Washington State FMLA can be used for bonding time. An exception where both could be used is if there is a medical reason for Federal FMLA and WA State FMLA is used for bonding time after childbirth or adoption.
- (3) **Policy Review: 0013 – Electronic Information Access** – Trustees reviewed suggested edits from managers and discussed additional changes to the policy then called for a vote.

**Motion made to accept revisions to Policy 0013 – Electronic Information Access.**

Motion made: Lisa

Motion seconded: Catharine

All in favor: Unanimous

**NEW BUSINESS**

- (1) **Policy Review: 0028 – WiFi Usage** – Trustees discussed and moved pertinent information from this policy to Policy 0013 Electronic Information Access and Policy 0017 Rules of Conduct and decided this policy is no longer necessary.

**Motion made to delete Policy 0028 – WiFi Usage.**

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

- (2) **Webinar for April 7<sup>th</sup> Conference Call?** – Amanda mentioned that April 7<sup>th</sup> is National Giving Day – a day to that could be used to garner support for Libraries. Should we use that day to promote our Library instead of a webinar? She will be talking to Janice, the Library Foundation President, about a campaign. Since it is short notice it was decided that we wait until we know more about a capital campaign. Catharine suggested a discussion about outsourcing for a Human Resources consultant. It would be ideal if we could talk to a library that utilizes a consultant. Decide if a consultant or a joint employee shared between several rural library systems is a good idea. Amanda has asked on the library directors’ listserv and has not heard back from anyone that uses a consultant. She will also talk to the State Library. Catharine suggested asking Penny as well. Lisa suggested contracting with another Library District that has an HR department. Becca will add this discussion to the Conference Call agenda.

- (3) **Policy Review: 0017 – Rules of Conduct** – Trustees discussed and edited the current Rules of Conduct policy. Parts of the WiFi policy were transferred over and information was made current.

**Motion made to accept Policy 0017 – Rules of Conduct with edits.**

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

**REPORTS**

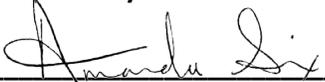
- (1) **Director’s Report:**
  - a. **Library Happenings (attached)**
  - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report** – Rick attended the Colville City Board meeting, new officers were elected. Catharine will be sharing evaluation info with the managers soon to get their feedback.
- (3) **Others:** none

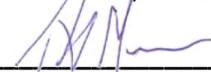
**ADJOURNMENT**

The meeting of the Board of Trustees was adjourned at 11:42 a.m.

Chair adjourned the meeting.

Respectfully submitted:

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

  
 \_\_\_\_\_  
 Rick Moore, Board Chair

5.20.21  
 \_\_\_\_\_  
 Date

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Conference Call**  
**March 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; Janet Eide, Business Manager and Becca Moore, Administrative Assistant.

**AGENDA**

- **OPENING** – Rick welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS**
  - **Paid time for staff receiving vaccine** – Encouraging staff to get the vaccine when it is available and following what other libraries across the state are doing, Amanda suggested allowing up to two hours of paid time for staff to get each vaccine. Staff will not be required to use sick leave. Trustees agreed that this is a good idea. The Trustees also had a consensus that staff who were previously vaccinated could retroactively get paid leave for their time. The board agreed that no vote was needed to approve this plan and a notation in the minutes would be sufficient.
- **DISCUSSIONS**
  - **March 18<sup>th</sup> - Regular Board Meeting – Agenda Changes** – none
  - **Update on status of LOSC during COVID-19 Pandemic** – Amanda reminded everyone that we had an emergency meeting last year on March 13<sup>th</sup> to close the libraries and we have opened for in person limited services just under a year later. Branches are opening at a maximum of 25% capacity, 15 minutes for browsing and computer usage. The District has hired two 20 hour Library Assistant I's for Colville to help with staffing.
  - **Staff Evaluation Process** – Catharine created and sent out a Google Document to hold all the new staff evaluation information we have gathered so far. Trustees have been invited to comment on the document. Once Amanda gives the ok it can be shared with Managers as well. This will create a living document and a dialogue without requiring a meeting.
  - **LCIP update** – Catharine suggested touching base with people who may be involved in the project and letting them know what we know at the moment. Amanda reported that there is no new information but we hope to hear something by early summer.
  - **Loon Lake Property** – Closing date is March 12<sup>th</sup>. Amanda will be signing paperwork on Thursday, March 11<sup>th</sup>.
- **NEW BUSINESS** –
  - **Change April regular Board Meeting from April 15<sup>th</sup> to April 14<sup>th</sup>** – Becca has requested a date change for the April meeting. Trustees discussed and made a motion.

**Motion made to change April's regular Board Meeting from April 15<sup>th</sup> to April 14<sup>th</sup>.**

Motion made: Catharine

Motion seconded: Sue

All in favor: Unanimous

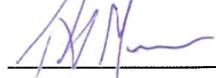
- ADJOURNMENT – 9:48 am

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Rick Moore, Board Chair

3.18.21

Date

## **Library Director's Report**

### **March 18, 2021**

#### **Information Sharing – Amanda**

- I've been active on the WLA Legislative Committee over the past few weeks tracking several bills that could impact LOSC, and other rural libraries in the state. These bills primarily deal with broadband infrastructure and access.
- I've been coordinating a new partnership with Providence to make telemedicine kits for people to connect with health care. With CARES funding, we were able to purchase many hotspots and laptops. Jessica did an excellent job of pulling all the technology parts together. We then met with Providence last week to start the process of helping patients/patrons access telemedicine. (See the attachment that Debra Hansen from WSU put together for a presentation with Senator Cantwell and the Commerce Committee in DC).

#### **Chewelah from Bryan**

- Chewelah has had success so far opening up our doors this week, with many patrons expressing gratitude, including one long-time patron breaking into tears of joy that we were finally able to open.
- We're finding that many of our community members are continuing to use curbside services, even during our open hours, for various reasons, and we feel that our new schedule and current staffing hours will allow us to continue to provide both simultaneously.
- Staff have been incredibly flexible in taking on new tasks, procedures and protocols as we open our doors, and it's clear that while there's a lot left to figure out, we're definitely on the right track so far this week.

#### **Colville from Lisa**

- Last week (3/8) Colville opened to the public for In & Out services. Tuesday-Friday 10-1. This venture proved successful and moved us past the initial anxiety of facing the public indoors.
- New hire Ella has had time training, working her full shift the past 2 weeks, she delivers amazing customer service!
- This is our first full week with Sarah (3/15) There is no doubt she will add to our LOSC team
- Lisa started recording Reading with Roosevelt for guest storytime shorts
- Anja continues to edit all YouTube programming for the district
- Anna has been gearing up with summer reading programming while also working in Roosevelt's Library helping to cover phones.
- Debbi has joined us back inside the library in the afternoons! Yay!
- 1st Virtual Breakout Box March 22nd. This will be held monthly on the 4th Monday @ 4pm

#### **Hunters from Megan**

- Things at Hunters have been pretty quiet.
- The mifi Hotspots have been very popular as have the take and make kits and seed kits.
- Katie Park put together an extra 35 bridge building kits for the student body at evergreen school so they can all participate in the challenge - the staff and students alike are very excited!
- The seed kits were an endeavor but all in all Melinda helped me make 265 kits for distribution across the district. I've heard they've been very popular so I am happy that it was well received.

### **Kettle Falls from Katy**

- We had a quiet two weeks of reopening and have found that people are eager to get back to normal. We had 15 people the first week (soft reopening) and 32 people the second week (official reopening). This number only reflects the number of in person services. And we had several more walk ups.
- Programming has been busy this month. Last month, we offered a lot of live Zoom Events, this month we are offering a lot of “Take ‘n Make” options to see what would be popular point of contact. We will see how reopening also lends itself to staff schedules and program workflow.
  - March’s programs:
    - Take 'n Make - Sticker Dots Rainbow Craft! Brenda did a great job of creating another popular fun craft for the month
    - Grab n' Garden Seed Kits: Megan put together 270 packets to get out to our community. This is made up of 30% donated seed from other libraries, the community, and a previous grant Megan received to start a seed library. This program prompted a large donation of seeds just last week.
    - Fun Fitness for Kids - Anna has her last installment of Fun Fitness for kids - Yoga!
    - Weekly Storytime Shorts -! Anna is hosting weekly storytimes with Clifford. This will allow us to share some of the books for until June 30th (fitting copyright requirements) to our closed Storytime group.
    - Gluten Free Guybrarian - Pizza!: Another yummy installment to Matt’s amazing gluten-free cooking.
    - Breakout Box! Katie and Lisa will be hosting live virtual breakout box with teens for the first time on Zoom
    - Bridge Building Challenge! Katie really worked hard to put out this engineering program for kids using marshmallows and toothpicks.
    - Do Your:bit - A Global micro:bit Challenge! This is a program to help highlight and promote the micro:bit kits available at the Library.

### **Lakeside from Brooke**

- Lakeside has been open for two weeks for in-person visits. It has been going very well. Most people are very cooperative and appreciative. We have had several families in so that the kiddos can pick out their own books.
- Matt continues to film his Gluten Free Guybrarian videos. He has done a really great job with them, with Anya's editing expertise.
- We continue to be diligent with our cleaning and safe practices, but it feels great to have more in person contact with our patrons.
- Matt and I are planning a poetry activity for April, which will hopefully provide leaves to cover our wooden trees in the children's area.

### **Loon Lake from Kristy**

- Well, we are open. Sort of. And, it is getting crazy! Yesterday was our third day with inside service, and the busiest day since we reopened in June. And, we haven't advertised yet. Luckily, most people are being kind and compliant here at Loon Lake. We were glad that we timed this so that the sun was out and people were feeling happier. ☀
- Families are thrilled to be able to browse again. We have only had one patron use the computer so far. Everyone else just wants to quickly grab some books and movies. As long as both of us are here on our open days, we can do this. And, happily. This is not a job for one person!
- The seed packets were a big hit. We went through all 25 of ours in a big hurry.

- Brenda's rainbow craft is well loved by the younger set. The older kids are trending toward the bridge building kits.
- As for our annual lakefront property...a 60 pound bag of sand dumped in front of the sidewalk and book drop last week took care of the swamp that we had going. So, if you can't drain it, fill it.
- With sunshine and sand in Loonsville.

#### **Technology Report from Jessica**

- Able to move our stored furniture & fixings to a new location in Loon Lake (from 3943 Hwy 292 bldg to barn on upcoming property). Becca and Janet were AMAZING and rallied a good crew, plus drove UHauls like it was "no 'thang" - I owe all credit to them for being go-getters and getting it done quickly!
- Opening to the public has gone well. We are still seeing many utilize the curbside service window for one reason or another; it is helpful to have two people here to manage flow on our open days - we had over 40 patrons one day between the two services, which is a lot for Loon Lake. Our homeschool families and smallest patrons are especially thankful to browse materials for schooling and enjoyment.
- Holly continues to raise great support on the First Friday book sales. She also groomed the front landscaping area and it looks very nice!
- Hotspots continue to be a popular item. This is going very smoothly for the district and is very appreciated by the public.

# COLVILLE PUBLIC LIBRARY

## SUMMARY JANUARY 25, 2020 – FEBRUARY 24, 2020

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	36	The Colville Public Library Improvement Club will return to daytime shelving Monday-Friday in March 2021.
Visitors to the Library	582	This was in addition to 54 grab bags for checkout, and 39 print jobs courtesy of the Libraries of Stevens County Foundation.
Laptop Usage	15	The Colville Public Library has two laptops available during curbside hours.
Phone Calls Answered	1,643	This is a combined total of calls for the Colville Public Library and the remote branch, "Roosevelt's Library" which answers phones for three branches.
Number of New Cards Added	20	This includes 19 patrons who made online cards through <a href="http://thelosc.org">thelosc.org</a> .

## SUMMARY AND UPDATES

### SERVICES/REFERENCE

Patrons can call the library, Monday through Friday 10am-6pm. Curbside service at the Colville library is expanding by eight hours per week starting March 1<sup>st</sup>, 2021; curbside will now be available on Mondays from 2-5pm and Thursdays from 10am-5pm. Limited in-person services at LOSC branches will resume as soon as it is safe to do so. The library is available online 24/7 through [thelosc.org](http://thelosc.org).

### COLLECTION & IT

Both Verizon and AT&T hotspots are available through LOSC. Laptops continue to be available for one-hour use during curbside hours. Five public computers will be accessible for express (15 minutes or less) usage during in-person services.

### LIBRARIES OF STEVENS COUNTY PROGRAMS

LOSC original programs are available on our YouTube channel at [bit.ly/loscvideos](https://bit.ly/loscvideos).

In March, Colville's patrons can make a rainbow sticker *Take 'n' Make* craft (ages 4-10), take on our *Bridge Building Challenge* (ages 0-5, 6-9, and 10-12), or enjoy a *Grab 'n' Garden Seed Kit* (all ages). Miss Anna will be reading a book every Thursday at 10:30am during *Storytime Shorts* in the *LOSC Storytime Friends* Facebook group.

### ADMINISTRATION

Phase 1 and 2 guidelines for libraries have been modified. For Phases 1 and 2, "All public libraries... are permitted to provide limited services to patrons in-person. However, in general libraries should continue to facilitate services through the mail or via curbside pick-up where possible to limit interaction between staff and patrons within enclosed spaces." The LOSC continues to follow NETCHD's guidance and prepare for modified in-person services while continuing remote and curbside services.

## LIBRARY MATERIALS CHECKED OUT

ISSUE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	2,615	This is in addition to 3,945 items that were checked in.
Downloadable ebooks, audio books, and video	6,352	A combination of 3,455 eBooks, 2,897 audiobooks, and 1 video.