

**STEVENS COUNTY RURAL LIBRARY DISTRICT  
Board of Trustees Regular Meeting  
April 14, 2021**

The April meeting was cancelled due to lack of quorum.

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Conference Call**  
**April 7, 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.

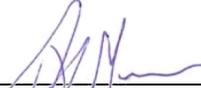
**AGENDA**

- **OPENING** – Rick welcomed everyone.
- **PUBLIC COMMENT** – Elise Forman joined as a guest to discuss possible Human Resources options for our Library District.
- **AGENDA CHANGES** – none
- **ACTION ITEMS**
- **DISCUSSIONS**
  - **April 14<sup>th</sup> - Regular Board Meeting – Agenda Changes** – none
  - **Update on status of LOSC during COVID-19 Pandemic** – Amanda shared we are currently able to offer services at 50% of normal capacity. Some locations are finding that their small spaces make 50% capacity difficult; especially while adhering to other guidelines (e.g. six-foot spacing). There are new guidelines from the CDC about disinfecting and cleaning. They are not as worried about surfaces spreading the disease as they originally had been. This will save us staff time. Staff have shared that they are getting vaccinated. The CDC has also announced that people no longer need to quarantine after travel within the US if they are fully vaccinated.
  - **Staff Evaluation Process** – Catharine and Amanda have decided to go ahead with the Kitsap model. Amanda will propose to the managers to launch this model and try it for 6 months and then re-evaluate and re-tool for our needs. Lisa is concerned about lumping performance along with training and development. Trustees discussed reviewing and editing the performance policy soon. It would be helpful to have an HR consultant help with that review.
  - **What should HR look like?** – Elise Forman, a consultant and HR expert, spoke about what an HR consultant could offer the Library District and the best options for pursuing HR support. Elise has extensive experience in human resources and would be happy to consult with us and will also help us get in contact with Associated Industries out of Spokane. Amanda and the trustees explained our needs and Elise shared her process. Amanda will get in touch with Associated Industries and see what they have to offer, compare the two and move forward from there.
  - **LCIP update** – An additional seven projects were added by the House in their final capital budget. The Senate and the House are in the haggling phase of what goes to the Governor for approval of the final budget. Lisa suggested a broadcast email to the entire Washington Legislature.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 10:03 am

Respectfully submitted:

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

Accepted By:

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

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

**Library Director's Report**  
**April 14, 2021**

**Information Sharing – Amanda**

- We are working on a new round of county CARES funding for additional equipment that will help us provide services during the pandemic.
- There are also additional CARES monies being made available through the State Library and the American Library Association. We will pursue these as well.

**Colville from Lisa**

- In & Out services at Colville have become more popular. Staff are becoming more comfortable having patrons in the library.
- Roosevelt will be reading a book for Earth Day to be released the 22nd of April
- Trivia on Zoom is always a blast! Join Melinda, Megan and Lisa April 22nd @ 6PM
- Our 1st Breakout Zoom event went smoothly. Our second event is April 26 @ 4 PM
- Lisa's Bathbomb video was watched over 100 times within 24 hours of posting!
- Anja and Debbi will be filming the first of our "Groovy Gardening" program series
- Anja and Anna will be filming "Fun Fitness" with a summer reading themed twist
- Thankful people are taking advantage of our solar charger, many WA public libraries are following our lead on this

**Hunters from Megan**

- Patrons at Hunters have appreciated that we are open for limited services, especially some of the regulars. My days aren't super busy but I do see the same half dozen people most days, and I have gotten incrementally busier in the last few weeks since I opened as word has spread.
- Sadly, Lora's Kitchen (hardware store/restaurant) has closed permanently as a result of COVID. Additionally, it doesn't look like the seniors will resume the meals on wheels service in the library building. This is something I'll be keeping an eye on as it has changed my workflow considerably not having to share the space and I've been able to make some nice layout changes to how I set up the room.
- The seed kits that we've been distributing have been a huge hit at all branches, and I'm happy to report that because of a large donation of seed to Kettle Falls, we are able to continue offering grab n' garden kits through the month of April.
- PS -- I am super excited to share that I'll be getting my second COVID vaccine on Wednesday, April 14th! I am grateful and relieved and am looking forward to seeing family and friends again.

**Kettle Falls from Katy**

- Since LOSC moved to open for in person services, the number of visits to our library and curbside service doubled in March. We also saw a small boost in circulation. The teens are loving our charging station out front.
- The friends are tentatively planning some type of book sale. More details to follow.
- As of April 6th, the advisory board has 2 new appointees: Christine Evans and Lori Sater. We will have one more vacancy (Patti Michael is finishing her term) after the next board meeting. The next meeting is April 12, 6PM and it will be a conference call.
- April Programming:

- Take 'n Make - Pre-packaged Fish Puppet kit. Brenda has been super busy so we opted to go with a prepackaged craft for the next couple of months. She and Jessica worked hard selecting affordable but fun crafts.
- Grab n' Garden Seed Kits: We ran out of all of the 270 kits that were put together. Megan has since put another 190 packets to distribute this month from the 2 large boxes of donated seed.
- How to Make a Bath Bomb: Katie came up with a great idea and script for another STEM video on the science of bath bombs. Lisa ended up filming and conducting the script. Check this out on our YouTube channel!
- Exploring NASA: I invited Joe Bruce, NASA ambassador to give a live Zoom presentation of NASA's history. Unfortunately, no one attended! But he was kind enough to let us record his presentation. We will be editing the footage and posting on Youtube.
- Librewery Trivia Thursday, April 15th, 6PM - ZOOM: Melinda, Megan, and Lisa are back to bring you fun questions, interesting tidbits, and (surely) lots of fun.
- 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 - Banana Bread!: Another yummy installment to Matt's amazing gluten-free cooking.
- Breakout Box! Katie and Lisa will be hosting a live virtual breakout box with teens again on Zoom. Last month saw 10 attendees. This month's program will be Superhero Rescue!
- Do Your :bit - A Global micro:bit Challenge! (Goes until June) This is a program to help highlight and promote the micro:bit kits available at the Library.
- HumanitiesWA Talk - Thurs. April 22nd 6:30PM. Higher Power: The History of Evangelicals in American Politics: Bryan arranged this live zoom talk with a WSU history professor.

### **Lakeside from Brooke**

- Lakeside has been open for in-person services for five weeks, 10-5. Things are going well. Patrons are very respectful of our guidelines and have expressed how glad they are that we are open again. We have had no issues with patrons wearing masks so far.
- Matt and I are doing a little project for National Poetry Month--we have paper leaves that people can write a poem on, and then we will hang the leaves on our cool wooden trees in the children's area. So far, no poems, but we just got started.
- We have a special needs student who is volunteering two days a week for a couple hours to gain some real life work experience. She is the daughter of a former library board member. Her favorite task is checking in books.
- Matt continues to work on projects and Brooke is doing more ordering of materials, as we ramp up to open up the public more hours.

### **Northport from Siena**

- People are starting to drift back in- Yay!
- And our grass from last year's EPA clean up looks like it is coming back great! Also a Yay!
- Other than that business as usual!

# COLVILLE PUBLIC LIBRARY

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

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	28.75	
Visitors to the Library	603	This is a total of 463 curbside deliveries and 140 “in & out” visitors.
Laptop & Public PC Usage	33	This is a total of 21 laptop uses and 12 public computer sessions.
Phone Calls Answered	1,251	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	21	This includes 11 patrons who made online cards through <a href="http://thelosc.org">thelosc.org</a> .

## SUMMARY AND UPDATES

### SERVICES/REFERENCE

The Colville Public Library has expanded their curbside hours. As of March 29<sup>th</sup>, curbside services are offered Monday through Friday, 10am to 5pm. “In & out” services are available Tuesday through Friday, 10am-1pm. The library is available 24/7 through [thelosc.org](http://thelosc.org).

March’s curbside services included 44 grab bags, 32 print jobs, IT assistance, vital records research, and outreach deliveries.

### COLLECTION

Libraries of Stevens County is preparing for Summer Adventures with the “Library of Things”. Colville patrons have access to:

- Discover Passes provide a week of free parking at state parks
- Junior Park Ranger Nature Backpacks help patrons explore the natural world around them
- STEM kits teach juvenile patrons about concepts such as dinosaurs, weather, and counting
- micro:bit kits, provided through a grant from the Washington State Library (WSL), teach rudimentary coding concepts

### LIBRARIES OF STEVENS COUNTY PROGRAMS

LOSC original programs are available on our YouTube channel at [bit.ly/loscvideos](http://bit.ly/loscvideos) . Our Take ‘n’ Make programs continue to be wildly successful; March featured a Bridge Building STEM Challenge, a Sticker Rainbow Take ‘n’ Make kit, and a Grab ‘n’ Garden seed kit.

### ADMINISTRATION

Phase 3 COVID-19 Library Guidance was released on March 22. “All public libraries, public library systems, institutional & governmental libraries, and libraries at institutions of higher education are permitted to provide mail, curbside, and limited in-person services to customers. 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 customers within enclosed spaces... Generally, libraries are discouraged from allowing the use of group meeting or study spaces by customers. However, at the discretion of the appointed building-specific COVID-19 supervisor [the Colville Library Manager], libraries may allow customers to utilize these spaces under certain conditions.”

## LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	2,715	This is in addition to 3,621 items that were checked in.
Downloadable ebooks, audio books, and video	6,352	A combination of 2,790 eBooks and 2,615 audiobooks.