

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**May 20, 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** – Joann Caruso, a potential applicant for the open Library Board position, joined the call.

**GREETINGS** – Rick welcomed everyone.

**PUBLIC COMMENT** – none

**AGENDA CHANGES** – none

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of March 18, 2021 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of April 7<sup>th</sup>, April 21<sup>st</sup>, & May 12<sup>th</sup>, 2021 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 3/17-3/31/21 40 Vouchers total \$58,267.99  
Payroll Warrants March & April 2021 – 26 Direct Deposits for a total of \$77,653.61  
Detailed Revenue & Budget Status Reports for March & April 2021.
- (4) The Director’s March & April 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 dates for the fall and a theme/topic. They decided on Monday, September 13<sup>th</sup>, and will choose a time and location later. The September regular meeting (9/16) will be a zoom call and the regular monthly conference call (9/8) will include extra agenda items to lighten the regular meeting agenda. Trustees would like to have someone come in and talk about the role of the Board and Trustees and specific legislative arenas. Amanda agreed those topics are great ideas. There are a lot of trainings and speakers that can speak to that topic.
- (2) **Policy Review: 0015-400.700 – Leave – Shared Leave** – Trustees discussed and edited the policy for the set one hour (trustees have agreed to spend no more than one hour, per meeting on policy review and will pick back up next month).

**NEW BUSINESS**

- (1) **Employee Sick Leave Cash-Out Request** – An employee has requested an early sick leave cash-out prior to leaving the Library District. Trustees discussed the possibility but couldn’t see a way to make it a general policy. Catharine suggested starting a fund, or a line within the budget, to cover sick leave

payouts that will be coming in the next few years to lessen the burden on the budget when longtime staff leave the district.

- (2) **Juneteenth State Holiday** – Washington State signed into law this year to begin in 2022. Trustees will revisit adding this Holiday when planning the 2022 Holiday schedule on the November Conference Call.

**REPORTS**

- (1) **Director’s Report:**
  - a. **Library Happenings (attached)**
  - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report** – Catharine will be attending the Library Foundation 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

6.16.21  
\_\_\_\_\_  
Date

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Conference Call**  
**May 12, 2021**

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

**AGENDA**

- **OPENING** – Catharine welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – Amanda requested we add 2 items to the agenda for discussion and then carry them over to the regular meeting agenda for any vote needed. Juneteenth Holiday and Employee Sick Leave Cash-out Request
- **ACTION ITEMS** - none
- **DISCUSSIONS**
  - **May 20<sup>th</sup> - Regular Board Meeting – Agenda Changes** – add Employee Sick Leave Cash-out Request and Juneteenth Holiday to New Business.
  - **Update on status of LOSC during COVID-19 Pandemic** – Amanda shared that staff were surveyed for vaccination status (if they were willing to share). We followed examples of surveys from other Library Districts after confirming that it was suitable to ask staff. Depending on what status an employee is in, some workplace guidelines and protocols can be edited. She let the staff know that the survey was completely confidential and would only be used for workplace protocols. If staff have been vaccinated it allows for more staff moving between locations, which would ease staffing shortages.
  - **Plan Board Retreat – tentative date Thursday, May 27<sup>th</sup>** – With the current COVID status in Stevens County the Retreat will need to be rescheduled. A new date will be discussed at the regular meeting. Trustees will consider subject matter to be discussed for the Retreat agenda and share at the meeting next week.
  - **Employee Sick Leave Cash-out Request** - One long-term employee has asked if they can cash out their accrued sick leave earlier than retirement. The employee in question has over 1,200 hours of sick leave (can only cash out 480), so will still have a lot of leave left over. And, no accrual going forward (per our new policy) can be cashed out. Trustees agreed they would like for Rick to be part of this discussion and will revisit this topic at the regular meeting. Amanda shared that any action on this would need a policy revision.
  - **Juneteenth Holiday** - this holiday was made a state holiday in the last legislative session. Library districts are political subdivisions of the state and therefore fall under the state list of statutory holidays unless their Board adopts a resolution stating they deviate from the state list. This will be discussed in more detail at the regular meeting.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:30 am

Respectfully submitted:

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

Accepted By:

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

5.20.21

\_\_\_\_\_  
Date

## **Library Director's Report** **May 20, 2021**

### **Information Sharing – Amanda**

- Amanda was part of a four-person national panel put together by Senator Patty Murray to discuss rural broadband: both the problems and solutions. Senator Murray has sponsored a bill on digital equity. Other members of the panel included a person from Microsoft, the executive director of the National Digital Inclusion Alliance, and a junior high school teacher who won a national award for her STEM programs.
- Amanda participated in the 2021 Washington Library Association (WLA) Legislative committee.
- Governor Inslee has signed (we think) the capital budget bill that includes the Library Capital Improvement Program (LCIP) funds for LOSC facility projects.
- Our hotspots continue to be very popular, but unfortunately, the Verizon pucks have all been recalled due to some possible fire issues. We will be getting replacements.

### **Chewelah from Bryan**

- Chewelah has been slowly seeing some new faces over the last few weeks.
- Despite some good conversations with local leaders and community groups at various meetings, etc., our patrons have been pretty slow to turn out overall (and don't get me wrong, some days are busy!). I suspect the limited hours are to blame, and we hope to increase those soon!
- For the most part, folks have been cooperative with the protocols we've been asked by the health district to require, though we've had a couple of upset patrons who are understandably anxious for us to get back to "normal."
- We're curious to see how the new CDC requirements (vaccinated individuals are no longer required to wear a mask) will be implemented by our community this week.
- Outside of the branch, plans for "Summer Adventures" are heating up very fast. We're hoping to provide a balanced program that supports both in-person and digital users, and we've definitely had some folks asking about it.

### **Hunters from Megan**

- This past month has continued to be pretty quiet at Hunters. The seniors are still not playing cards or having meals in the community room AKA library, which is something that various people ask about all the time. I am under the impression from Rural Resources that meals will not be resuming anytime soon, but with all the recent changes to CDC guidance, I'm sure that's all subject to change.
- After the CDC's announcement on masking last week, none of the patrons who came into Hunters on Friday wore a mask (6 or 7 people if I remember correctly). So, I am choosing to continue to mask up at this time just out of an abundance of caution. I will play it by ear and see how things go before I decide to go without a mask at work. I am grateful to be fully vaccinated and will continue to exercise caution as I've enjoyed not being sick at all in the last year :)
- The Hunters fair board has announced that they will continue with planning the fair regardless of the status of gatherings at that time. I am still on the fence about whether to participate or not, I will find out when the deadline is to reserve a booth to get a better idea of what my timeline will be and how much time I have to make a decision.

### **Kettle Falls from Katy**

- KF will be expanding Mondays to curbside only services 12-5PM on Mondays starting in June.
- KF FOL will be opening the book nook starting May 18th. Tuesdays and Thursdays 10-12PM. They have opted not to run a book sale during Town and Country Days because it only brought in \$300 each year. Right now it is too much work. Book Nook is a more lucrative option. A quilt has been donated for sale. All proceeds will go to FOL. They also have donated \$500 for the Summer Adventures this year.
- KF has recently experienced a handful of people camping in our front entrance over the last 3 weeks. The City and I are trying to address the issue.
- ADVISORY BOARD: Our next board meeting will be Monday, June 21st 6PM. It will probably be a conference call. We have welcomed 2 new board members: Lori Sater and Christine Evans. There is still one vacancy!
- Programming in May:
  - Get Artsy Take 'n Make – Spring Collage (Intended for older teens and adults)
  - Take 'n Make Kid's Sundial craft
  - Star Wars Day – Lightsaber craft
  - Storytime shorts (weekly storytime and sing along, Thursdays, 10:30AM)
  - May 10th: Groovy Gardening Video Series – How to use a broadfork.
  - May 17th Gluten Free Guybrarian - Fried Rice
  - May 19th Clifford's Sing-a-longs
  - May 24th, 6PM: BreakoutEDU Box on Zoom!
  - Do your bit. Global micro:bit challenge (goes until June)

### **Lakeside from Brooke**

- Lakeside continues to offer in-person services and curbside Monday-Friday 10-5. We do almost no curbside any longer. Most patrons happily come in to pick up their holds.
- Brooke has been ramping up the ordering of books, now that branches are open for patrons to come in and browse.
- Matt filmed his last Gluten Free Guybrarian spot until fall, and has been working on a series of Lego club videos that we will unroll as part of summer reading. He will be building a different zoo animal each week for ten weeks. At the end of the club, kids can make their own zoo to put their animals in and show their creations on Facebook.
- We have a new barely 3 year old patron who comes to the library every Thursday after ballet class in her pink outfit, to ask for books on a particular theme (so far, farm animals, ocean animals, dogs and next week, if she remembers, Halloween books), she is allowed to have a certain number of books (which she counts several times during the process), and she calls Brooke "hey librarian". Sorry, just too cute not to share!!!!

### **Loon Lake from Kristy & Jessica**

- Kristy
  - Our patrons at Loon Lake have been so patient with us as we are still figuring out this COVID stuff. They have been compliant and kind across the board.
  - People have been thrilled about all of the crafts and free goodies as well.
  - And, our incredible Friends' book sales have taken on the festive and generous feel of a community event. Especially with our recent Tomato Sale. However, with the sale of our Book Station looking to happen soon, there are many sad and concerned citizens around here. While everyone is wishing us all luck, there have been no miracles yet. It is the "talk of the town" from Loon Lake, to Deer Park, to Chewelah. I hear about this everywhere that I go now. We have had a good run!

- Jessica
  - Loon Lake is starting to see our snowbirds and summer-ers come back. Yay! We missed many of them last year.
  - Brenda continues to make great kids crafts every month for Take N Make (this month is a sundial) with info on how to explore the topic through library resources
  - Loon Lake staff are great at working through various scenarios that may affect us; we are able to be prepared for a variety of circumstances and have been mostly fortunate with difficult patrons
  - Friends (FLLL) are rocking it! They have 3-4 sales/month planned for summer. They have been awesome at enforcing guidelines while still maintaining safe distances, private browsing, etc. Holly has put an incredible amount of effort into selling and community building with the sales, the volunteers, and the shoppers - she's really turned it into a wonderful event for the community AND a huge fundraiser for the library.
  - An incredibly generous local family (Hansens) and long-time library users donated hundreds of tomato plants at our May 7 & 8 Book Sale. They were a HUGE hit and FLLL raised almost \$2500 in two days between the tomatoes and the books. Hansens would take no profit said they would like to make this a yearly fundraiser for the library - so wonderful!

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

- We've had lots of digital content the last few months and I think patrons are enjoying programming-on-demand. We - of course! - miss our in person storytimes the most but have been able to see some of those kiddos coming back to utilize the library.
- We are scheduling an equipment audit with ExBabylon to review current equipment (like the FAAS - firewall as a service, which is basically renting the device while ExBabylon maintains and continuously monitors and is responsible for said equipment). This is more than a year overdue, but they had been ultra-busy over there - opening a third office in Sandpoint in addition to Newport and Hayden - and the at-home support has exploded exponentially for them. I hope to be able to have this done by July 1.

# COLVILLE PUBLIC LIBRARY

## SUMMARY MARCH 25, 2021 – APRIL 24, 2021

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	33.75	The Colville Public Library Improvement Club will be returning to regular shelving hours starting June 2021.
Tallied Visitors to the Library	731	This is a total of 445 curbside deliveries and 286 "In & Out" visitors.
Automated Door Count	2,617	Some transactions result in multiple passes through the automated counter.
Laptop & Public PC Usage	49	This is a total of 21 laptop uses and 28 public computer sessions.
Phone Calls Answered	970	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	9	

## SUMMARY AND UPDATES

### SERVICES

The Colville Public Library provides Curbside services Monday through Friday, 10am to 5pm. "In & Out" services are available Tuesday through Friday, 10am-1pm & 2pm-5pm. The library is available 24/7 through [thelosc.org](http://thelosc.org). Library staff continue to respond to community needs with care and creativity, including: 45 curated grab bags, 39 print requests, tax paperwork, general reference, laptops, and Wi-Fi access.

Updated *Library Services COVID-19 Requirements* were released on March 22, 2021. The Colville Library opened our doors for In & Out services on Tuesday, March 30<sup>th</sup>. **Starting Tuesday, May 18<sup>th</sup>, the Colville library doubled in-library service hours to offer In & Out services Tuesday-Friday 10am-1pm and 2-5pm.**

### LIBRARIES OF STEVENS COUNTY PROGRAMS

LOSC programs are available on our YouTube channel at [bit.ly/loscvideos](http://bit.ly/loscvideos). Our YouTube content received 1,122 views this month, with the most popular programs being our *We're Going on a Bear Hunt* sing-along and *How to Make Bath Bombs- Fun & Easy!* STEAM tutorial.

The Colville Library handed out 38 *Grab 'n' Garden* seed kits and 69 *Take 'n' Make* craft kits in April.

### VOLUNTEER NEWS

Library Assistant, Anna Keating, has left the Libraries of Stevens County. The Colville team will miss her enthusiasm and creative energy terribly but we are excited for her future adventures!

We have created In & Out seating stations between YA & Non-fiction. Due to social distancing, we were only able to create two stations but this does create a space for patrons to sit during their time in the library. Volunteers may also use this seating when shelving.

## LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	3,181	This is in addition to 3,947 items that were checked in.
Downloadable ebooks, audio books, and video	5,897	A combination of 3,201 eBooks and 2,678 audiobooks.