

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
June 16, 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. Brandon Hansen, Regional Economic Development Specialist for Tri County Economic Development (TEDD), also joined the call.

GREETINGS – Rick welcomed everyone.

PUBLIC COMMENT – Joann has an interview scheduled with the County Commissioners for possible appointment to the Board. Brandon will be speaking to the Board about CEDS plan outreach in New Business.

AGENDA CHANGES – Rick suggested rearranging the agenda to let Brandon speak first.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of May 20, 2021 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of June 9, 2021 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 5/20-6/2/21 43 Vouchers total \$59,632.67
Payroll Warrants May 2021 – 27 Direct Deposits for a total of \$74,936.70
Detailed Revenue & Budget Status Reports for May 2021.
- (4) The Director’s May 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 – September 13th** – Last month Trustees discussed the topic of Board education for the retreat. Amanda reached out to the State Library and they have someone who can lead a Training via Zoom for sure but possibly in person. Amanda will resend the link to the Trustee Wiki for review and so Trustees can see what things stand out and what they might want more focus on. Intellectual Freedom is an important concept to learn to navigate. Intellectual freedom (censorship) challenges are rare but good to know. Sue volunteered to host the retreat with a morning start time and potluck lunch.
- (2) **Policy Review: 0015-400.700 – Leave – Shared Leave** – Trustees discussed and edited the policy. Rick suggested sending out a quarterly memo to advise staff of the balance in the Shared Leave Pool. After some discussion the Trustees decided adding it to the monthly vacation/sick leave sheet, that staff receive with their paystub, would be the best idea. This will allow staff to stay informed and donate if they’d like to. Janet will report the beginning pool balance for that month, any pool contributions, pool use (if any), and net balance. Trustees agreed before this is shared for the first time an explanation

should come from the Board explaining the policy review. Rick will type something up to share and add a sentence to the policy.

NEW BUSINESS

- (1) **CEDS Plan Outreach** – Brandon Hansen from TEDD shared that he is reaching out to the community, for the Tri-County Economic Development District. He is working on the next round of comprehensive economic development strategies (CEDS). A roadmap for the next four years of TEDDs focus and how they want to approach assisting in community development as an organization. He is working to identify some of the challenges in the area and projects they can take on. CEDS is a yearlong process as they update the current strategic plan and gather feedback. He shared a business survey and stated that he is looking for unique feedback. Brandon asked the Trustees what they are seeing from an economic standpoint and what the Library does to address those things. He believes area libraries are a gathering point, a linchpin of the community and would like the Trustees to share some challenges that businesses are currently facing. What are some unique needs this county has? And what would help economic growth in this county? Brandon shared a survey for the Trustee’s and the current strategic plan. Rick suggested that the Trustee’s review the info and share their feedback at the next meeting. Brandon stated that he can join the meeting in July for feedback and thanked the Board. Contact info: bwhansen@teddonline.com Survey link: <https://survey123.arcgis.com/share/9205827031fb403cb2ad3edf25dec45b>
- (2) **Library Capital Improvement Project (LCIP) Update** – The Libraries of Stevens County have applied for four projects and was notified that we received grant money for all four projects. The Library District is the applicant for projects in Northport, Chewelah, and Loon Lake; the City of Colville is the applicant for the Colville Library. The State chose to fund 15 projects from around the state that were selected by the Department of Commerce during the grant application process. Our projects were ranked 1, 3, 4 & 8 for a total of a little over a million dollars in grant funding. However, the awardees of the grants must provide a 50% match. Friends of the Loon Lake Library have been actively fundraising. There are possibilities of a federal dollars match from USDA. Also a match, in the form of a loan, from TEDD, if needed. Vaagen Timbers has offered some planning and at cost materials to showcase their glulam products as a match. Money should become available July 1st, from the state, and the project should be completed by December 31, 2023. If needed, an extension can be requested to complete the projects by the end of 2025. Rick is concerned about our budget. We submitted over a year ago and building costs have increased substantially. Can we afford to start these projects? The board and Amanda agreed that we need to be careful about how we share this information, and to have a strategy. Sue asked if volunteer hours can be used as part of the match and Amanda said yes, to a certain extent. Becca or Amanda will send the LCIP info to Sue and Joann for review.

REPORTS

- (1) **Director’s Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report** – Rick attended the Colville City Board meeting. They currently have a full Board and Leah is doing a great job!
- (3) **Others:** none

The regular meeting of the Board of Trustees adjourned to Executive Session at 11:31 am ending at 11:56.

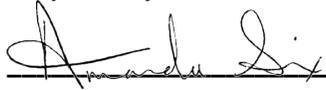
EXECUTIVE SESSION – Personnel Issue – The Board adjourned to Executive Session. No items were voted on during Executive Session.

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 11:56 a.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Rick Moore, Board Chair

7.15.21

Date

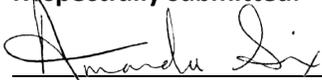
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
June 9, 2021

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

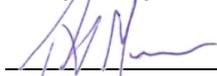
- **OPENING** – Rick welcomed everyone.
- **PUBLIC COMMENT** – Joann Caruso, potential new Board Member, joined the call. She has applied to be on the Library District Board, and has an interview with the County Commissioners later this month.
- **AGENDA CHANGES** – Rick requested we add Library Grievance to the agenda under New Business.
- **ACTION ITEMS** - none
- **DISCUSSIONS**
 - **June 16th - Regular Board Meeting – Agenda Changes** – none
 - **Update on status of LOSC during COVID-19 Pandemic** – Amanda shared that we have extended library hours and patrons now have a thirty-minute computer/browsing window (up from fifteen minutes). The District has hired a temporary employee to help out in Kettle Falls. She was part of the interview pool for the position in Colville, and currently her position will go through the end of August.
 - **Webinar for July Conference Call** – Trustees discussed and decided to hold the July Conference Call without a webinar.
 - **Library Capital Improvement Project (LCIP)** – Catharine asked for an update. Amanda received an email today stating that our project has been approved with very little detail and “more info to come”. Rick asked Becca to add this to our agenda for the regular meeting next week.
- **NEW BUSINESS**
 - **Library Grievance** – There has been a personnel issue that Amanda, Janet, Rick and Catharine have been addressing. The dispute was relayed to our legal counsel who then recommended that she should hire outside, independent investigators to review the complaints. Complaints were reviewed and shared with the staff member. The staff member also filed a complaint with the EEOC. It is now up to the Trustees to resolve the grievance complaint. Becca will send a Doodle Poll so the Trustees can set up a time to meet and discuss this grievance.
- **ADJOURNMENT** – 9:28 am

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Rick Moore, Board Chair

6.16.21

Date

Library Director's Report

June 16, 2021

Information Sharing – Amanda

- The Department of Commerce has notified us that some of our Library Capital Improvement Program (LCIP) projects have been officially approved. We have not, however, yet received award letters with details.

Chewelah from Bryan

- Things are going very well at Chewelah! The community has been very excited about our new open hours, and it's been wonderful to be able to see more returning faces (literally in the case of our vaccinated patrons!).
- We've also been surprised to see a lot of new folks signing up for cards, which has been exciting; it seems that Chewelah has continued to grow during the pandemic.
- Summer reading is upon us, and we've had a handful of folks coming in so far to "sign-up."
- I was able to visit our third graders at Gess this week (usually they come in for a field trip each year), and that was a lot of fun - we spent time learning about Libby and talked about summer reading.
- I was also invited to take part in Gess' (virtual) reading celebration. We have some amazing young readers, and they worked hard this year at school and earned some really fun prizes for their efforts.
- Our summer is off to a great start!
- I would also encourage our board to sign up for summer reading this year if they haven't done so already! Stop by a branch for a paper reading log, or download the Beanstack app to get started!

Colville from Lisa

- Colville already signed up over 200 people for summer reading!
- Kids have enjoyed our in-house scavenger hunts where they search for specific lists of 5 tails out of the many tails we made and hung in the library.
- Patrons are happy the time has been extended to 30 minutes
- We also had a puppy patron enjoy fresh water from our water bowl/stick library outside.

Hunters from Megan

- Hunters has remained fairly slow - but I have met several new folks and made a few new library cards which has been nice.
- The seniors still aren't having meals in the community center and I'm still unsure if that will resume in the near or far future.
- Lots of folks actually really appreciate curbside services and grab bags so I will continue to offer those for as long as they are popular.
- The hotspots are a HUGE hit, I've had four patrons tell me to "put it up the chain of command" that they absolutely love this new service and are very grateful :).

Kettle Falls from Katy

- KF is happy to announce that we are open Mondays for curbside only services 12-5PM. We will definitely be open 10-5PM M-F starting in July once our new coworker, Rosie, is trained. Please stop by the library to meet her!
- KF FOL has been doing slow but steady business at the Book Nook Tuesdays and Thursdays 10-12PM. They have a meeting 6/15 at 1PM. They are planning an alternate fundraiser that is socially distant and follows

current guidelines. During Town and Country Days, the Book Nook was open (instead of having to haul books to Happy Dell Park). They made \$104. A quilt has been donated for sale, I am arranging for it to be put on display in the library to try and get it sold. All proceeds will go to FOL. They also have donated \$500 for the Summer Adventures this year.

- KF has recently experienced some additional vandalism to our charging station. While it still continues to work, some of the nice "wrapping" has been removed and cords destroyed. I have filed a police report and we 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 June:
 - Take 'n Make Kid's Cupcake liner flower craft (KF already ran out!)
 - Storytime shorts (weekly storytime and sing along, Thursdays, 10:30AM)
 - Trails Tales - Hike and read a story in partnership with Colville National Forest. (until Sept. 6th)
 - June 2nd: NASA Ambassador presentation (recording)
 - June 7: The Big Bad Wolf Learns about Wind (LEAP into learning STEM video)
 - June 14th Higher Power: The history of Evangelicals in American Politics (HumanitiesWA talk that was recorded) will be available until Aug. 31st.
 - June 17th - August 31st Once Upon a Thyme Digital Escape Room
 - June 21st - Clifford's Sign-along "I've been working on the railroad!"
 - June 24, Librewery Trivia, 6PM
 - June 28, 6PM: BreakoutEDU Box on Zoom!

Lakeside from Brooke

- Lakeside continues full open hours. We have our regulars back. Our retail space is changing again, as the veterinarian who moved in about 8 months ago is moving into a larger space down the road, and the physical therapy office is taking over the vet space. The importance of this is that Matt and I should have our parking spaces back to ourselves. I swear there were 6 cars associated with the vet!!!! That is about it for excitement here at LS.

Loon Lake from Kristy

- Summer Adventures is off to a great start. We have 51 people participating, in person, in the first week. (Not sure how many are on Beanstack) And, it was a quiet week. People love the carabiners!
- They are loving the June Take-n-make crafts as well. We have had some very happy people saying, "It is like Christmas here!"
- We are curious what the pace will be this year when school is out, and the summer residents arrive..

Northport from Clifford

- Well.....NP has returned to In and Out services Tuesdays, Thursdays, and now Fridays. Along with still doing some Curbside for some patrons.
- Last Friday was the first day of In and Out on Fridays, and there was a steady stream of patrons through the day. Besides subbing for Siena on one of her Tuesdays, it was my first time on my regular schedule, which is again changing back to Mondays (at KF, until 3, then to OC and back to NP), and then I will be doing NP on Tuesdays starting the 22nd instead of Fridays.
- We're excited about some renovation to NP in the near future.....the building is still in good shape, just needs some remodeling and TLC.

- The yard that the EPA replaced with sod is looking very nice in most places and gets quite a bit of usage from patrons using the wifi and sitting at the lovely picnic table in the back. Speaking of wifi....there is almost always someone sitting in a vehicle in the parking lot, using the Wi-Fi, which is a blessing for folks around NP, as we're really the only free Wi-Fi access in town.
- I'll be using some of my vacation time next week. We have been madly working to get the finish work done on our house. We currently have only a few more walls to do with either sheetrock or wood, then more painting and then floors. Then wiring in all the outlets, switches, and lights. Then trim...Good thing I learned how to do all the electrical wiring while working on The Barn in Northport, which is the old Northport Grange building we bought a couple summers ago and have now completely renovated. Which, by the way, is an awesome cool building that is over 100 years old. Besides Donna-Gay's coffee roasting business (COFFEE BOSS), there are 40 some local artists and crafts people displaying their goods there for sale. If you haven't been there....check it out! It's definitely becoming a destination. We have a Facebook page, too. Open M-Sat. 8:30-5, and Sundays 10:30-3.
- Thanks for all you guys do for us and our patrons of Stevens County!

Technology Report from Jessica

- ExBabylon Tech Audit (what is working/what isn't/equipment eval)
- Progressing with the Verizon Hotspot Recall
- Helped launch Summer Reading, including mailer (this week)
- Helped launch Trail Tales
- Website updates: thelosc.org/summer and thelosc.org/trailtales
- Hope to finish all Verizon recall replacements, Telemed laptops, and Kindles by July 1st!

COLVILLE PUBLIC LIBRARY

SUMMARY APRIL 25, 2021 – MAY 24, 2021

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	73	The Colville Public Library Improvement Club will be hosting outside book sales on the second Saturday of each month from 10am-1pm through September.
Tallied Visitors to the Library	781	This is a total of 412 curbside deliveries and 369 "In & Out" visitors. Curbside services included 49 print jobs and 27 grab bags.
Automated Door Count	2,973	Some transactions result in multiple passes through the automated counter.
Laptop & Public PC Usage	55	This is a total of 21 laptop uses and 34 public computer sessions.
Phone Calls Answered	806	This is a combined total of calls for the Colville Public Library and "Roosevelt's Library". Phone calls are down 17% from April 2021.
Number of New Cards Added	26	

SUMMARY AND UPDATES

SERVICES

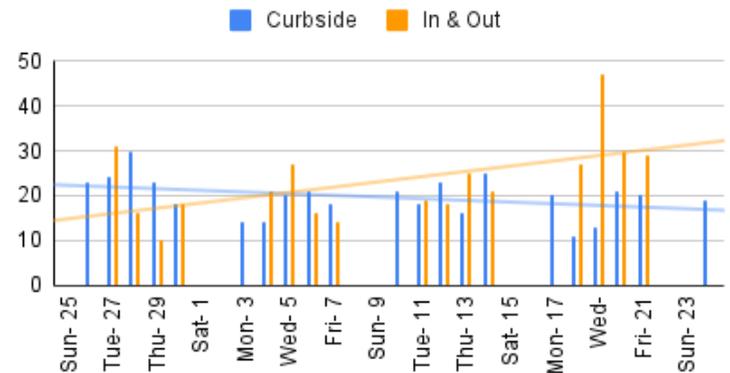
The Colville Public Library provides Curbside services Monday through Friday, 10am to 5pm. "In & Out" services are available Tuesday through Friday, 10am-1pm and 2-5pm. In & Out visits are limited to 30 minutes. The library is available 24/7 through thelosc.org.

LIBRARIES OF STEVENS COUNTY PROGRAMS

LOSC programs are available on our YouTube channel at bit.ly/loscvideos. On May 1st, LOSC offered their first Adult Take 'n' Make craft for ages 13+ and Colville's patrons enjoyed them a great deal! We handed out over 130 Take 'n' Make crafts to patrons of all ages.

LOSC's *Summer Adventures: Tails & Tales* begins on June 1, 2021. Patrons can track their reading and activities until August 31st for an opportunity to win local prizes including ice cream, coffee, and pizza! Local businesses can reach out to the Becca Moore at the LOSC Administrative Office for information on how to participate. June through August there will be original LOSC programming-at-a-distance, such as animal-inspired *Fun Fitness for Kids*, a *Trail Tale* on the Springboard Trail #149 in the Colville National Forest where families can hike and read a story together, and *Storytime Shorts* and *Sing-Alongs with Mr. Clifford* on Thursdays.

Colville Public Library Visitation Statistics



LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	3,052	This is in addition to 3,854 items that were checked in.
Downloadable ebooks, audio books, and video	5,383	A combination of 2,823 eBooks and 2,560 audiobooks.