

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
July 15, 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 – Two Executive Sessions will be held to discuss Personnel and Real Estate. One at the beginning and one at the end of the meeting. Also added 2022 Draft Budget to New Business.

Motion made to adjourn to Executive Session to discuss Personnel.

Motion made: Catharine

Motion seconded: Lisa

All in favor: Unanimous

The regular meeting of the Board of Trustees adjourned to Executive Session at 9:06 am ending at 9:21.

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

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of June 16, 2021 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of July 7, 2021 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 6/9-6/30/21 47 Vouchers total \$55,487.71
Payroll Warrants June 2021 – 27 Direct Deposits for a total of \$76,667.14
Detailed Revenue & Budget Status Reports for June 2021.
- (4) The Director's June 2021 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

Motion made: Lisa

Motion seconded: Sue

All in favor: Unanimous

UNFINISHED BUSINESS

- (1) **Plan Board Retreat – September 13th – Joann's House** - Carolyn Peterson from the State Library has offered to come provide some training and also recommended Kate Laughlin, President of the Association of Rural & Small Libraries as a possibility. Amanda encouraged the Trustees to look through the [Library Trustee Wiki link](#) for topics that they'd especially like to have covered at the training. Some topics she thinks are important to cover are: Intellectual Freedom/Censorship, Open Meeting Law, Role

of Director and Role of Board, Difference between policy and procedure and how Trustee's navigate that, during a levy or lid lift what is the role of the Trustees?

- (2) **Policy Review: 0015-400.700 – Leave – Shared Leave** – Trustees discussed and edited the policy. Becca will re-format and share for final review and a vote.
- (3) **CEDS Plan Outreach** – Tabled until the August 19, 2021 regular board meeting, due to Brandon being unable to attend the meeting.
- (4) **Library Capital Improvement Project (LCIP) Update** – The Library has received official written confirmation that all four projects have been approved for funding by the Department of Commerce. The grants will cover 50% of the total cost of projects in Northport, Colville, Chewelah, and Loon Lake. Amanda is setting up a meeting with Penny Hummel, library facility consultant, to move forward with planning and fundraising

NEW BUSINESS

- (1) **Review addendum re: FFCA Policy 0015-400.200 Sick Leave** – Trustees reviewed the addendum and made edits regarding the use of sick leave for quarantining. They will revisit this addendum in January 2022.

Motion made to accept revisions to Policy 0015-400.200 Sick Leave as described.

Motion made: Catharine

Motion seconded: Lisa

All in favor: Unanimous

- (2) **Policy Review: 0015-500.200 – Complaint/Grievance Resolution** – Tabled until August meeting.
- (3) **Draft Budget 2022** – Trustees will look over the draft budget before the August meeting.

Motion made to adjourn to Executive Session to discuss Real Estate.

Motion made: Catharine

Motion seconded: Lisa

All in favor: Unanimous

The regular meeting of the Board of Trustees adjourned to Executive Session at 12:08 ending at 12:28.

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

REPORTS

- (1) **Director's Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report** – Lisa attended the Kettle Falls Advisory Board Meeting. Katy presented the 2022 Budget and the City of Kettle Falls subsequently approved the budget at their City Council Meeting. Kettle Falls Friends are planning fundraisers (a yard sale and book sale) to coincide with the city yard sale. Sue reported that the last Loon Lake Friends Book Sale made \$1,000 – very exciting! The Loon

Lake Friends will be donating children's books to a Springdale outdoor movie event. They are also ready to start fundraising for the new library.

(3) Others: none

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:38 pm.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Rick Moore, Board Chair

8/19/21

Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
July 7, 2021

The meeting was called to order at 9:01 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 the call as an HR consultant. Joann Caruso, potential new Board Member, joined the call (after the Executive Session, at 9:55 am).

- **AGENDA CHANGES** – Rick requested we add an Executive Session to the beginning of the meeting.

The regular meeting of the Board of Trustees adjourned to Executive Session at 9:05 am ending at 9:55.

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

- **ACTION ITEMS** – none

- **DISCUSSIONS**
 - **July 15th - Regular Board Meeting – Agenda Changes** – No agenda changes but changing the location of the September Library Board Retreat from Sue’s house to Joann’s house as Sue’s house will be under renovation.

 - **Update on status of LOSC during COVID-19 Pandemic** – Amanda shared that branches are returning to normal pre-COVID hours. L&I has released some guidance on mask wearing and the need for employers to have verification of vaccine status for staff not wearing masks.

- **NEW BUSINESS** – none

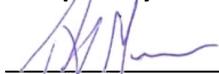
- **ADJOURNMENT** – 10:13 am

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Rick Moore, Board Chair

7.15.21

Date

Library Director's Report **July 15, 2021**

Information Sharing – Amanda

- Amanda continues to work remotely from Vancouver, BC while she attends to a family illness.
- The Library Capital Improvement Program (LCIP) grants have officially been awarded to the Stevens County Rural Library District for the following amounts (these are the net amounts, after a 3% administrative fee has been taken out):
 - Northport - \$48,500
 - Chewelah - \$87,300
 - Loon Lake - \$629,530

Chewelah from Bryan

- Chewelah has been very busy over the past couple of weeks getting ready to move forward with reopening! We opted to take advantage of having to move furniture around to expand our lounge area, and patrons are really enjoying the new space and the return of our furniture - many have come in for relief from the heat!
- And while we worked hard to spread the word over the past few months about our open hours, it's only last week that our community seems to have really gotten the message - our numbers the past few days have almost doubled, and it feels like old times again. :)
- We've also been working diligently to get everyone signed up for "Summer Adventures," though our biggest attraction lately seems to be the live feed of the Kansas City Zoo penguins we've been featuring on the TV in our children's area.
- It has been so wonderful to see even more of our families coming back, and we continue to be astounded at all the new people who have recently moved into our area - we're signing up new cards left and right!

Hunters from Megan

- Hunters has seen a slight uptick since we 'fully' reopened- several new families that I haven't met prior to COVID have started coming in daily to use the library to supplement homeschooling.
- I've managed to sign up several new kiddos for summer reading and get them going on beanstack which they think is pretty cool.
- Still no word on if/when the seniors will meet here in the future for meals, my assumption is that it might not ever resume. In the meantime, it's been much easier for me to set up and take down the library which I'm grateful for.
- Overall, things are going fairly well although I'm still slow compared to pre-covid times. My thoughts are that once word spreads that I'm here and not requiring masks, I will see more folks coming back into their old routines.

Kettle Falls from Katy

- KF FOL has a meeting 7/12 at 2PM. They are planning an alternate fundraiser that is socially distant and follows current guidelines. 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. The FOL is also looking to do a kite flying fundraiser for August 21st 1-3PM weather permitting for up to 50 people at Colville Flats Day use beach area. They are still setting up their agreement with NPS and still need to check in with NETCHD to see if the plan for a socially distanced kite flying event will meet their recommendations. Additionally, KF Chamber was looking at doing a community wide yard

sale. The Friends are also looking at hosting a yard sale in front of the library at the same time if they still are moving forward with this.

- KF has recently experienced some additional difficulties with some people experiencing homelessness. Unfortunately, the individuals who have been sleeping in front of the library have been vandalizing places around town, including recently, the KF library just this week - destroying one of our cameras.
- ADVISORY BOARD: Our next board meeting will be Monday, July 12, 6PM. KF City Council has asked for the budget super early again this year. We will be reviewing the budget.
- Programming in July:
 - Take 'n Make Kids' binocular craft
 - Storytime shorts is alternating with Clifford's sing-alongs each week, Thursdays, 10:30AM through the end of August
 - Trails Tales - Hike and read a story in partnership with Colville National Forest. (until Sept. 6th)
 - Once Upon a Thyme Digital Escape Room: This was created by Lisa! This is an on demand program that anyone can do (until August 31st)
 - Higher Power: The History of Evangelicals in American Politics (This HumanitiesWA talk is good until August 31st)
 - Let's Build a LEGO Zoo Block Party! Join Matt as he creates and builds a Lego Zoo. Build with him or even better create your own. What better way to enjoy the summer, then having an Animal Block Party! Post a photo of your lego zoo on our Libraries of Stevens County Facebook by Monday, September 6th to be entered into a special prize drawing
 - Youtube releases 1st/3rd Tuesdays: Fun Fitness for Kids - Animal Workouts! Anna left us with some amazing videos just for summer reading!
 - Youtube releases 2nd/4th Tuesdays: Animal Neighbors - Learn about Raptors (Falcons and Red Tailed Hawks with our neighbor Kettle River Raptor Center!)
 - Get Artsy - Sun Print Booklet - This has to be delayed another week due short staffing. We will get it out by the end of the month! (it is such an AWESOME kit!)
 - BreakoutEDU on Zoom! July 26 4pm

Loon Lake from Kristy

- Busy Summer days around here! The summer lake people are back, and so glad to be able to be here. New patrons are buying up every square inch of property, and flocking in to get cards; two separate people in the first hour today. (I wonder if our fliers have been contributing..)
- We had our busiest day in the past year on the Tuesday after the 4th. Thank goodness two of us were working!
- It is a good, but tiring, feeling to be this busy again. We wonder if it is a July thing, or a back to normal thing, or an expanding community? Time will tell. If we are serious about expanding the library, this may be the perfect time. Thank you all & stay cool - Kristy, of The City of Loons

COLVILLE PUBLIC LIBRARY

SUMMARY MAY 25, 2021 – JUNE 24, 2021

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	76	The Colville Public Library Improvement Club is hosting outside book sales on the second Saturday of each month from 10am-1pm through September.
Tallied Visitors to the Library	1,286	This is a total of 308 curbside deliveries and 978 “In & Out” visitors. Curbside services included 44 print jobs and 19 grab bags.
Automated Door Count	4,000	Some transactions result in multiple passes through the automated counter.
Laptop & Public PC Usage	120	This is a total of 9 laptop uses and 111 public computer sessions.
Phone Calls Answered	1,101	This statistic is for phone calls to the Colville Public Library only.
Number of New Cards Added	49	

SUMMARY AND UPDATES

SERVICES

As of Monday, June 28th, the Colville Public Library provides Curbside and In & Out services, Monday through Friday 10am-5pm. Curbside continues to be offered via telephone or the *MyLibro* application. The library is available 24/7 through thelosc.org. The public meeting room is open to library-sponsored groups; masks, social distancing, and capacity limits remain in place.

LIBRARIES OF STEVENS COUNTY PROGRAMS

Summer Adventures: Tales & Trails is a wild time from June 1st through August 31st with virtual storytimes, sing-alongs, an escape room, and an *Animal [LEGO] Block Party*; as well as *Trail Tales* in partnership with the Colville National Forest, Pend Oreille Library District, and North Central Washington Libraries. As of June 29th, 445 patrons (303 paper signups, and 42 *Beanstack* users) have signed up for 2021 Summer Adventures through the Colville Public Library. Colville’s patrons can also go on a scavenger hunt in the library to locate 40 unique animal tales. Summer Adventures finishers will be given a limited edition Roosevelt ice cream token, as well as entered into a raffle for food and coffee gift cards to local businesses.

ADMINISTRATION

Library Manager, Leah Hammerquist, received an email on Wednesday, June 9th, that the Department of Commerce had received the signed budget including the Colville Public Library Capital Improvement Project, is working on award letters and supporting documentation, and funds would not be available until July 1, 2021. There has been no additional information provided to LOSC since this email. The Library Manager has submitted a separate briefing on this topic.

Libraries have not received industry-specific requirements beyond June 30, 2021. The Libraries of Stevens County will continue to follow guidelines from North East Tri County Health District, Center for Disease Control, and Labor & Industries. On Friday, June 25th, Governor Inslee permitted local “cooling centers” to adjust or remove capacity limits in advance of the June 30th state-wide re-opening.

LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	4,482	This is in addition to 4,508 items that were checked in.
Downloadable ebooks, audio books, and video	5,729	A combination of 2,940 eBooks and 2,789 audiobooks.