

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
August 19, 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; Joann Caruso, Trustee; Sue Poe, Trustee and Lisa Wolfe; Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant were also present.

VISITORS – Brandon Hansen joined from Tri-County Economic Development joined to talk about CEDS Plan Outreach.

GREETINGS – Rick welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – Rick suggested moving the agenda around to allow Brandon to speak first.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of July 15, 2021 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of August 11, 2021 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 7/8-8/5/21 78 Vouchers total \$107,345.87
Payroll Warrants July 2021 – 27 Direct Deposits for a total of \$76,785.99
Detailed Revenue & Budget Status Reports for July 2021.
- (4) The Director’s July 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** – Trustee’s discussed the upcoming Retreat and have decided to have it at Catharine’s house to have an option of outdoors if needed. The retreat will be from 10-2 with the option of Zoom for presentations from the State Library and Amanda if needed. Catharine will let everyone know what to bring for lunch. The draft agenda will include: Board 101, Levy’s ins and outs and financing the library.
- (2) **Policy Review: 0015-400.700 – Leave – Shared Leave** – Trustees reviewed the final edits and called for a vote.

Motion made to accept 0015-400.700 – Leave – Shared Leave as amended.

Motion made: Lisa

Motion seconded: Sue

All in favor: Unanimous

- (3) **CEDS Plan Outreach** – Brandon spoke to the Trustees about what is currently happening with CEDS in Stevens County. He asked that they share current strengths and weaknesses they see in the economy in

Stevens County. Catharine asked if there is a young professionals group in Stevens County. If there is not she feels that is a need, to engage those young, highly educated professionals that have moved, or are moving, into the community and entice them to stay. Lisa shared she was happy to see that climate change for the area was mentioned. Brandon sees the importance of a sustainability task force to start asking these questions and address these issues. Lisa also mentioned the need for a more robust public transportation system in the area. Rick shared a couple of thoughts: he sees the quality of life, rural area and natural beauty (minus the forest fires) as a big draw and strength to Colville's area. New connectedness to the modern work world is also a real benefit. When lobbying State Representatives in previous years Trustees communicated the needs they see as necessary to keep local children in the area after high school and college, as well as enticing new young people to move into the area. Some of these needs are reliable high speed internet, affordable housing (or even housing in general), creating and keeping a robust, strong education system to allow students to be competitive in the workforce. Rick also sees a general reluctance from the local community to accept or want to change. This really holds this area back economically and demographically. Amanda commented that our biggest role, as the library, is digital literacy. Joann is concerned that the local community doesn't see value in the public schools as well. Russ Vaagen at Vaagen's Timber could be a great resource as someone who is trying to re-think the legacy industries of the area into modern versions that may help provide employment. Brandon thanked the Trustees and Amanda for their feedback.

- (4) Library Capital Improvement Project (LCIP) Update** – Amanda, Penny Hummel, Sharon Leighty and Catharine met with Janice Lewis, President, and Sue Richart, Treasurer of the Foundation. The Foundation, working in partnership with the Friends, and having a 501c3 are the keeper of the funds and will be an important part of tracking donations. Penny and Sharon recommended that the Foundation invest in good donation software. The Foundation is also going to redesign their website to make it easy to donate. They also discussed that messaging is critical. Amanda also added that they are sharing information with Chris Loggers, liaison from Colville City Council to the Colville Library Board. Rick asked about the purchase of the land in Loon Lake and Amanda reported that it is in process.
- (5) Policy Review: 0015-500.200 Complaint/Grievance Resolution** – The Trustees began discussion on the current policy and the need to fix what is not working. Amanda suggested that we bring our HR Consultant, Elise Forman, into the discussion, have her review what we have and prepare a draft. After more discussion, the Trustees decided to share the draft that Lisa had provided along with the current policy with Elise, and have her create a new draft to work with.
- (6) 2022 Draft Budget** – Trustees reviewed the draft budget as presented. Amanda and Janet have added a salary increase, estimated insurance increase and funds to replace current missing staff. Trustees discussed salaries and perks and the best way to support staff. They asked Amanda to put together a salary comparison for “like” Library Districts, including Spokane County Library District and local school districts. Amanda also explained, how the budget amount is calculated and the need to run a Levy Lid Lift. Amanda suggested adding a Levy 101 discussion to the Board Retreat.

NEW BUSINESS

- (1) Review of Staff Survey and Director's Evaluation Timeline** – Trustees reviewed the timeline, survey and evaluation. Sue volunteered to take over compiling the staff survey results. She and Rick will meet to transfer that task information. Becca will send out the survey and evaluations according to the timeline.

REPORTS

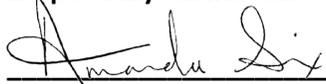
- (1) Director's Report:
 - a. Library Happenings (attached)
 - b. Statistics and Reporting
- (2) Trustee/Liaison Report: none
- (3) Others: none

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 11:53 am.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Rick Moore, Board Chair

9/16/21

Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
August 11, 2021

The meeting was called to order at 9:03 a.m. by Catharine Whitby, Vice-Chair. Present were Catharine Whitby, Vice-Chair; Joann Caruso, Trustee; 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.

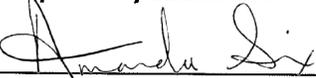
AGENDA

- **OPENING** – Catharine welcomed everyone. This is Joann’s first official meeting as a Trustee! We are so happy to have her.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none

The regular meeting of the Board of Trustees adjourned to Executive Session at 9:05 am ending at 9:30.

- **EXECUTIVE SESSION – Real Estate** – The Board adjourned to Executive Session to discuss Real Estate. No items were voted on during Executive Session.
- **ACTION ITEMS**
 - **Loon Lake Real Estate** – After Executive Session discussion the Trustees called for a vote.
Motion made to go ahead with purchase of Loon Lake 3 property, at 3988 WA-292, Loon Lake, WA 99148, for \$120,000 and closing costs up to \$5,000.
Motion made: Sue
Motion seconded: Joann
All in favor: Unanimous
 - **Contract with consultants for LCIP project and capital campaign management** – Per our policy this does not require a vote but Amanda wants to keep the Trustees informed. The Library will be signing a contract with Penny Hummel, who is subcontracting with Sharon Leighty for consulting regarding the Capital Campaign, Marketing and all aspects of the LCIP projects. It will be for \$20,000 over the next 2 years. Amanda will work on messaging for communicating what these consultants are doing for our District.
- **DISCUSSIONS**
 - **August 19th - Regular Board Meeting – Agenda Changes** – Add review of Staff Survey and Director’s Evaluation timeline to New Business. Trustees will review the info in the packet and discuss.
 - **Update on status of LOSC during COVID-19 Pandemic** – The Library District shared a press release this week to let public know we are open normal hours with the exception of in person programming. With current COVID numbers increasing we are constantly in contact with Tri-County Health District to evaluate any changes that need to be made to our services.
 - Joann brought a concern, from a County Commissioner, to the Trustees regarding the bookdrop in Chewelah being on the wrong side of the road. Amanda stated that this concern has come up before but since we do not own the property, only the building, we have been unable to rectify the issue. She will reach out to the City of Chewelah again about possible solutions.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 10:07 am

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Rick Moore, Board Chair

8/19/21

Date

Library Director's Report
August 19, 2021

Information Sharing – Amanda

- Amanda continues to participate in weekly meetings library directors from across the state to discuss how we go about addresses the ever-change guidelines of addressing COVID.
- Amanda has had several meetings with the LCIP planning and capital campaign managers, the Library Foundation, and staff over the last few weeks as we start to hone our messaging and marketing.

Chewelah from Bryan

- Chewelah's stats have been unbelievable since we've reopened. We've seen a dramatic uptick in users as well as circulation.
- Along those lines, we've seen a huge increase in the number of juvenile materials circulating thanks to our new lounge area that does a much better job of featuring those collections.
- We've also had a huge number of sign-ups for our "Summer Adventures" program, though not as many finishers as I'd like - hopefully that will change as we get closer to the end of the month! :)
- One really exciting community improvement was the installation of our new air quality sensor. Previously, Chewelah and the surrounding valley had no data as to air quality and we found that guessing at it with nearby sensors (Wellpinit, Chewelah Peak, and Colville) was very inaccurate. This was in partnership with the NE Tri-County Health District that has installed dozens of sensors around our region in the last month or so. We're really excited to be a part in providing our community with data to help them stay safe!!

Hunters from Megan

- Things are still slow here at Hunters. The wifi hotspots continue to be a very popular offering, I have several folks who have expressed to me how much they appreciate having that resource available.
- With the recent uptick in COVID, I've been pleasantly surprised at the masking I've observed at the library. Most folks have been coming in masked or asking for one when they come in, which I appreciate.

Kettle Falls from Katy

- Kettle Falls Public Library is now open 10 am -6 pm. We are now allowing bookings of the community room after library hours to the general public.
- Rosie will not be continuing with us past August 31, except as a sub because she will be pursuing higher education opportunities!
- NETCHD has installed air quality monitors at both Chewelah and Kettle Falls Libraries. You can see them in action here: <https://fire.airnow.gov/>
- KF Friends of the Library have opted not to run the kite flying fundraiser, but will be hoping to have a yard sale in September. A donated quilt is up for sale!
- The next KF Advisory board meeting will be Monday, Sept 20th 6PM. It will probably be in person at the library. There is still one vacancy, but someone that attended the last meeting might put in her letter of interest to the mayor.
- Programming in August:
 - Take 'n Make Kid's Beaded Snake craft
 - Get Artsy Take 'n Make – Sun Print Booklet (Intended for older teens and adults)
 - Storytime shorts/Singalongs (weekly storytime and sing along, Thursdays, 10:30AM)
 - Fun Fitness – Tails and Tales Edition!

- Animal Neighbors
- LEGO block party
- Librewery Trivia
- Programming coming up in September:
 - Every other weekly Storytimes with Siena (We are alternating with Sing-Alongs)
 - Every other week Sing-Alongs with Clifford (We are alternating with storytime)
 - Groovy Gardening: Artisan Potatoes At Home
 - Beanstack Challenge: Celebrate your right to read! Banned Books Week!
 - Library Card Sign Up Month: Coloring Contest/Crayon tower challenge
 - Kids Take 'n Make
- Special Note About October Programming: We are reviewing our programming efforts now that it has been one year since pursuing digital options during the pandemic. There will be a slow down in programs delivered because we are taking a break in September (i.e. the delivery slump will be seen in October) while the programming team completes our pivot.

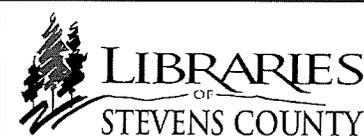
Lakeside from Brooke

- Lakeside continues to experience a pretty strong circulation and is making a number of new cards.
- We rearranged some shelving to make more room for picture books, which is a popular collection at LS.
- We are seeing a lot of our regulars back in the library, but many call to update their card and tell us they use Libby exclusively.
- We have a new substitute LA1 named Toni that has been working with us for the last few weeks. She is a retired library clerk from California, and has been really helpful at LS.

Loon Lake from Kristy

- Our patrons have been as sporadic as the weather. We were getting back up to pre-pandemic patron numbers and activities around the little Loon Lake Library. It was feeling slightly overwhelming, but good as well. Then, this last week happened. Not sure where everyone went! It has been oddly quiet. Weather? August vacations?
- We are encouraging people to finish up their Summer Adventure reading and get their ice cream cones. The feed-back is that the Loon Lake Video and Pizza is serving HUGE ice cream cones to our winners. And, the word is getting out.
- That is about it from the Land of Two Lakes. Enjoy the remainder of Summer ---Kristy

Colville Public Library
 Libraries of Stevens County
 195 South Oak Street
 Colville, WA 99114



COLVILLE PUBLIC LIBRARY

SUMMARY JUNE 25, 2021 – JULY 24, 2021

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	68.25	The Colville Public Library Improvement Club is hosting book sales on the second Saturday of each month from 10am-1pm through September.
Automated Door Count	3,753	
Curbside Deliveries	138	See Automated Door Count for In & Out services.
Laptop & Public PC Usage	184	This is a total of 4 laptop uses and 180 computer sessions. In addition to PC and Wi-Fi access, library hotspots were used to access 2.4 terabytes of data.
Assisted Print Jobs	28	Patrons can print from a library computer, or by emailing their print jobs to print@scrld.org from a device. The first ten pages per patron per day are free.
Phone Calls Answered	347	
Number of New Cards Added	50	

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, in person, or the *MyLibro* application. The meeting room is open to public bookings; the kitchen remains closed.

The Northeast Washington Farmers' Market continues to be located between the library and the courthouse on Mondays & Wednesdays. The atmosphere is festive and market visitors are appreciative for the library's shaded outdoor area.

LIBRARIES OF STEVENS COUNTY PROGRAMS

Summer Adventures: Tales & Tails continues at the Libraries of Stevens County until August 31st. The LOSC YouTube channel received 5,208 views totaling 119 hours of watch time, and 100 Kids' Take 'n' Make Binocular craft kits were distributed to Colville patrons.

LIBRARY CAPITAL IMPROVEMENT PROGRAM

The Library Manager is preparing the Contract Readiness Survey to ensure the project meets all the requirements before contract development begins. The Colville City Council has been appraised of the award letter

COVID-19 UPDATE

The library district continues to follow guidance from the Northeast Tri County Health District (NETCHD). The Libraries of Stevens County request that patrons wear a CDC-approved face covering in the library, masks are encouraged for those who are fully vaccinated.

LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	4,511	This is in addition to 4,665 items that were checked in.
Downloadable ebooks, audio books, and video	5,490	A combination of 2,842 eBooks and 2,648 audiobooks.