

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
September 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; 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 – Josie Darst, potential Board Member 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 August 19, 2021 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of September 8, 2021 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 8/12-9/1/21 78 Vouchers total \$64,673.96
Payroll Warrants August 2021 – 28 Direct Deposits for a total of \$74,074.24
Detailed Revenue & Budget Status Reports for August 2021.
- (4) The Director’s August 2021 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

Motion made: Catharine

Motion seconded: Joann

All in favor: Unanimous

UNFINISHED BUSINESS

- (1) **Library Capital Improvement Project (LCIP) Update** – Hope to get moving on fundraising soon. Trustees would like an update from Penny Hummel and Sharon Leighty at the conference call in October. Amanda has asked Penny to attend and she hopes to be there.
- (2) **Policy Review: 0015-500.200 Complaint/Grievance Resolution** – Elise Forman, our HR Consultant, reviewed our current policy along with the draft from Lisa and suggested some edits for Amanda and the Trustees to review. Elise had hoped to be at the meeting but was unable to attend. Amanda appreciates the keen perspective the Trustees have; even for the procedural part of this policy. Trustees discussed the policy at length. They will do some wordsmithing on common goals and have that ready for next month’s discussion.
- (3) **2022 Draft Budget** – Amanda shared a salary comparison of other similar Library Districts and the Spokane County Library. She would like to advocate for an increase on several if not all positions. A draft proposal of an across-the-board increase of 5% was presented. Instead, trustees suggested prioritizing certain positions (e.g., those that start below the future \$15 per hour minimum wage threshold): Library Assistant I’s, Page and Courier. In addition, the salary review made it clear that the

Business Manager's salary was not comparable to other systems. After those priorities were addressed and if the budget could be balanced, staff were directed to look at other positions (e.g., the library manager position to make the salary more competitive in our region.) Amanda and Janet will balance the budget and get it to the Trustees before the Conference Call. The budget needs to be agreed upon on the Conference Call before the public meeting in October.

NEW BUSINESS

REPORTS

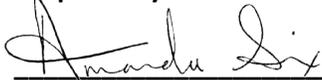
- (1) **Director's Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report:** none
- (3) **Others:** none

ADJOURNMENT

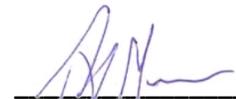
The meeting of the Board of Trustees was adjourned at 11:48 am.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Rick Moore, Board Chair

10/21/21

Date

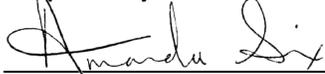
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
September 8, 2021

The meeting was called to order at 9:06 a.m. by Rick Moore, Chair. Present were Rick Moore, Chair; Catharine Whitby, Vice-Chair; Joann Caruso, Trustee; Sue Poe, Trustee; Janet Eide, Business Manager and Becca Moore, Administrative Assistant. Amanda Six, Director and Lisa Wolfe, Trustee were absent from the meeting.

AGENDA

- **OPENING** – Rick welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **September 16th - Regular Board Meeting – Agenda Changes** – None
 - **Update on status of LOSC during COVID-19 Pandemic** – Catharine asked how patrons are responding to Colville temporarily scaling back to curbside only services with such high COVID numbers in Stevens County. Becca shared that Leah reported they have had mostly positive feedback.
 - **Board Retreat – September 13, 10-3 pm** – Catharine shared that weather permitting she is planning to host outdoors.
 - **October Conference Call Webinar?** – Trustees would like to invite consultant Penny Hummel to the October Conference Call to be brought up to speed on LCIP, the timeline and messaging. Sue has a list of names for donations.
 - Sue shared: The building where Loon Lake Friends hold their booksales has been sold. They are currently looking for a new space to house their books and booksales.
 - Joann asked about the banned book challenge and banned books in our libraries.
 - Catharine asked about applicants for current open positions in the District. Becca shared that there have not been many qualified applicants so far.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:24 am

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Rick Moore, Board Chair

9.16.21

Date

Library Director's Report
September 16, 2021

Chewelah from Bryan

- We continue to persevere at Chewelah! My hat's off to the incredible staff here who have been working so diligently despite all the difficulties the pandemic continues to throw at us.
- Over the past couple of weeks, we have seen a higher number of individual patrons unable to pick up materials or use our services because of illness or related quarantines, but we continue to support community members as best we can.
- We have altered our approach at Chewelah (and Colville) and we're now limiting visitors to 30 minutes in the library, though we of course can continue to provide access to services through curbside laptops and pick-up and remotely as needed. Our goal is that we will be able to maintain browsing and in-person services on a limited basis as our community continues to struggle by taking this precaution to keep both our staff and patrons safe.
- Summer Adventures came to a close and we had a solid number of finishers, both at Chewelah and throughout the county. Prizes will be organized and distributed in the coming weeks (all of which will benefit local businesses in our communities).

Colville from Lisa

- Our passive library scavenger hunt was a huge success with over 200 participants throughout the summer.
- 4 staff at CV are working on a "Staff Recommendation" YouTube series
- 2 members of CV staff have started the process to create a fabric art YouTube series
- Lisa was published in Library Journal, both virtually and in print highlighting our Trail Tales partnership <https://www.libraryjournal.com/?detailStory=Trail-Tales-Programs-That-Pop>
- Though our Trail Tales programming was successful it hit some barriers along the way. One trail was in Level 3 evacuation for over a month, which halted the rotation in that area and our NFS partner Starr was called out to fire a couple different times which also caused a delay in rotation.
- Staff at CV have completed the "Blackbelt Librarian" Training

Hunters from Megan

- Things are still pretty quiet at Hunters lately. One new development is that there is a new librarian at Columbia School, so I made time last week to run up there and introduce myself and review the services we offer students and staff. She already had two requests for materials; one from a student and another from a teacher - so we're off to a good start there.
- Overall, patrons have been compliant and cooperative with masking requirements and I'm so grateful for that.
- I've heard that we may have an all staff day in early October which I'm very excited for - it will have been two years since we've gotten together and I think it'll be really fun to see everyone. Looking forward to it!

Lakeside from Brooke

- Lakeside has been making quite a few new library cards lately. There seem to be a number of people moving to the area.
- The Friends of Lakeside Library put together their Kindergarten Experience goody bags and have been told it was a big hit with kids and parents. Their bag included library information, coloring pages, a recommended reading list, stickers, stamps, a new box of crayons and a paperback book about starting school. Pretty cool, right?
- The Friends also helped to assemble the Take N Make craft for September. In less than two hours, two volunteers put together 350 kits! Impressive!!
- Matt continues to work on projects and was finally able to create an image for the Bag O Movies on the library catalog. He did a happy dance after that finally happened!

COLVILLE PUBLIC LIBRARY

SUMMARY JULY 25, 2021 – AUGUST 24, 2021

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	75	The Colville Public Library Improvement Club cancelled their September book sale due to increasing COVID-19 cases.
Automated Door Count	4,893	
Curbside Deliveries	59	See Automated Door Count for In & Out services.
Laptop & Public PC Usage	311	This is a total of 3 laptop uses and 308 computer sessions.
Assisted Print Jobs	21	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	229	
Number of New Cards Added	49	

SUMMARY AND UPDATES

SERVICES

The Colville Public Library provides services Monday through Friday, 10am-5pm. On Monday, August 30th, the Colville Public Library returned to curbside-only due to a variety of factors, including increasing COVID-19 case numbers in the Colville-area. Curbside appointments can be scheduled via telephone, online at bit.ly/losccurbside, the MyLibro application, or via walk-up. In & out services resumed on Monday, September 13th, with a greeter at the door to monitor time (up to 30 minutes), capacity, and mask usage.

We continue to see the effects of COVID-19 in our communities, especially at our largest branches. In light of continuing high case numbers and hospitalizations in our area, we are altering our approaches at the Colville and Chewelah libraries to minimize opportunities for transmission and to maintain access to services that our communities have identified as vital.

LIBRARIES OF STEVENS COUNTY PROGRAMS

Summer Adventures: Tales & Tails continues at the Libraries of Stevens County until August 31st; 179 LOSC patrons have digitally logged 430 books read and 76,381 minutes of reading since June 1, 2021.

During August 2021, the LOSC YouTube channel received 5,942 views totaling 138 hours of watch time; 149 Take 'n' Make craft kits were distributed. LOSC's *Trail Tales* program was featured in Library Journal's *Programs That Pop*. September's programs include a Banned Books reading challenge, and a Library Card Sign Up Month coloring contest for ages 0-11.

MANAGEMENT

The Library Manager continues to work on the Contract Readiness Survey for the Library Capital Improvement Program.

LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	5,364	This is in addition to 5,544 items that were checked in.
Downloadable ebooks, audio books, and video	5,490	A combination of 3,051 eBooks and 5,856 audiobooks.