

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
October 21, 2021
Via Zoom

Public Hearing – 2022 Preliminary Budget, Levy Rate and Revenue by Sources, 9:00 am

At 9:05 am Rick Moore, Chair, opened the Public Hearing. The general operating fund revenue by source handout, proposed 2022 expenditures, and 2021 levy rate were made available to the public. No members of the public attended.

There being no public comment the hearing was closed at 9:06 am

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order, via Zoom, at 9:06 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 – Penny Hummel joined the meeting as our LCIP consultant.

GREETINGS – Rick welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – add an Executive Session regarding Personnel, move Penny to the top of the agenda. Later in the meeting added: discussion about paid time for vaccine boosters? And new job description for Office Manager to the agenda.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of September 16, 2021 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of October 13, 2021 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 9/9-10/13/21 84 Vouchers total \$214,966.50
Payroll Warrants September 2021 – 26 Direct Deposits for a total of \$71,154.00
Detailed Revenue & Budget Status Reports for September 2021.
- (4) The Director’s September 2021 timesheets and accumulated vacation & sick hours were reviewed.

Sue asked how OverDrive works. Amanda explained that the District pays a subscription fee to OverDrive quarterly for service and then purchases titles of eBooks and eAudio for a separate fee per title. Depending on the publisher the District can purchase a title as One Copy/One User or metered for a time limit (12/24 months) or a checkout limit (26/52 times) to give the titles an end of life. The publishers try to make eMaterials similar to a physical books shelf life, which she feels is an outdated way. Joann appreciates the eTitles that our District offers. Catharine asked Joann if she would be willing to write about OverDrive/Libby, as a story about a success in the Library for the story database.

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 Penny Hummel & PUD Land Info** – Penny Hummel joined the meeting to introduce herself and talked about what they have been doing with the LCIP project. She is a Library Consultant in Portland, and specializes in facilities planning, strategic planning, organizational development, marketing and fund raising in a lot of rural communities and smaller libraries. In 2020 when we applied for the grants, she provided input on the applications and developed a plan working with the architect for Loon Lake. Since we were awarded the grants, Amanda asked Penny to come back and help with planning. Penny brought in Sharon Leighty, a fundraising consultant who works with small nonprofits and public libraries with a specialty in working with rural communities. They have collaborated on numerous projects. They are working with the foundation and staff to plan an approach for the LCIP grants. Helping to make the most out of a great opportunity and raise awareness for the libraries in our communities. They are working with staff on different aspects of fundraising, building wish lists and budgets. Setting up a coordinated effort to contact donors and a shared database. The Foundation has agreed to handle the funds and is getting new donor software up and running soon where they can keep track of a donor database. A prospect list has been created and is being refined looking at major donors in the community and county. Rick asked Penny what the schedule will be for the next 4-5 months. Important to get out the annual donation appeal before the end of the year. The Foundations goal is to send them out the first week of December. Catharine expressed thanks for all Penny and Sharon are doing for the Library District. Until the Foundation is up and running Becca will be happy to keep track of any donor names the Trustees have. Amanda reported that she has no new information on the PUD Land and if it is available for the Library District. Jessica and Amanda have contacted the PUD but have not gotten a response.
- (2) **Policy Review: 0015-500.200 Complaint/Grievance Resolution** – Rick feels like we need two policies, one Grievance Policy and an Alternative Dispute Resolution Policy. Trustees discussed and edited the current policy. Amanda will ask Elise (our HR consultant) and/or other Library Directors for examples of language they have used about fairness in the workplace and where is it in their policy. Will continue to edit next month.
- (3) **2022 Draft Budget** – Amanda explained adjustments made to the budget according to recommendations from the Trustees. She explained about positions shifting around and removing the “dream” positions and salary increases for certain positions. Levy numbers from the County have been added as well. Lisa is worried that there is not a large enough gap between the lower positions. Rick suggested that next year looking at salary comparisons look at the pay gaps that were not addressed this year. Catharine explained that salary is a discussion that happens every year, District staff are very important and Trustees want to pay them well there just is not always enough money. She also stated that it has been a long time since we have been able to give staff a raise and if the budget allows it we should. Lisa is still concerned about the bump in salary for the managers. Trustees discussed and Joann asked if Rick felt that was too much of an increase. He responded that the cost of acquiring and keeping a highly trained manager is large and replacing them is not easy so he feels comfortable with it. After more discussion, Joann and Catherine agreed. Catharine also reminded everyone that almost every time the public recognizes the library it is in regards to the wonderful staff we have.

NEW BUSINESS -

Motion made to adjourn to Executive Session

Motion made: Lisa
Motion seconded: Sue

All in favor: Unanimous

The regular meeting of the Board of Trustees adjourned to Executive Session at 12:06 pm ending at 12:30.

- **EXECUTIVE SESSION – Personnel** – The Board adjourned to Executive Session to discuss personnel. No items were voted on during Executive Session.
- (1) **Paid time for Vaccine booster?** – Trustees previously approved two hours of paid time off for getting the vaccine. Now that boosters are available Amanda asked how the Trustees feel about allowing paid time for that as well. They agreed to offer two hours paid time for staff to get the booster.
- (2) **New Job Description for Office Manager** – The position and job description Becca has been holding, as Administrative Assistant II does not encompass all the duties she performs. She has been working outside of her job description for quite a while. Amanda and Becca have developed a job description for an Office Manager. Lisa asked if the Office Manager could be in a different location. Amanda, Janet and Becca said that it would be best to keep that position with the admin offices wherever they might be and would need space to hold supplies, books etc. It is something to think about for the future. Becca will apply for this position, as it will be an internal posting.

Motion made to accept the Consent Agenda.

Motion made: Catharine
Motion seconded: Joann
All in favor: Unanimous

REPORTS

- (1) **Director's Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report:** Sue will disperse the staff survey results to the Trustees. She also volunteered to compile the evaluation responses. Catharine would like to respond to staff that share in the director's report and asked what the other Trustees thought. She appreciates the time they take to share stories. Becca can pass on any info they would like to share. Joann would like to drive around the county and see all the branches and meet staff. Because of COVID and Zoom meetings, she and Sue have not had the opportunity to travel around to each of the branches. Sue asked if it would be ok for she and Joann to do that and Amanda said definitely!
- (3) **Others:** none

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 1:14 pm.

Chair adjourned the meeting.

Respectfully submitted:

Date: 11.18.21



Amanda Six, Secretary, SCRLD



Rick Moore, Board Chair

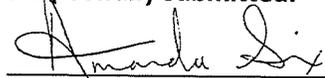
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
October 13, 2021

The meeting was called to order at 9:08 a.m. by Lisa Wolfe. Present were Lisa Wolfe, Trustee; Joann Caruso, Trustee; Sue Poe, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant. Rick Moore, Chair and Catharine Whitby, Vice-Chair were absent from the meeting.

AGENDA

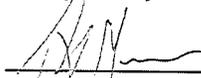
- **OPENING** – Lisa welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – Add Patron Letter to the Board to **Discussions**
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **October 21st - Regular Board Meeting – Agenda Changes** – Add Penny Hummel, LCIP consultant, to agenda.
 - **Update on status of LOSC during COVID-19 Pandemic** – Both Colville and Chewelah are utilizing a 30-minute time limit for patrons per recommendation from the Northeast Tri-County Health District. The library district has not received many applications for our open positions. It seems that businesses in the whole region are having the same dilemma. The Tri-County Development District attributes the lack of people returning to the work force in part on the ongoing pandemic.
 - **Penny Hummel – LCIP Update** – tabled until the regular meeting October 21st.
 - **2022 Draft Budget** – Trustees reviewed the draft budget. Amanda and Janet worked together to balance the budget with previous suggestions from the Trustees regarding the pay scale. Amanda would like to create a new position, Office Manager, as she feels it would suit the responsibilities the current Administrative Assistant position is doing. It would be an internal posting and would be on the salary scale with Community Librarian. The budget shows an increase to Library Managers and Business Managers pay scale to be comparable to other library managers across the state. Entry-level positions were increased to \$15 to align with state and federal minimum wage increases. This in turn led to an increase for Library Assistant I's. Lisa felt the manager's increase might be too drastic and suggested that it be reduced and put towards materials. She also feels like there should be a decent gap between Library Assistant I's, II's and Community Librarian. Trustees discussed the rest of the budget and Amanda will use their suggestions and will work with Janet to present a second salary and wage scale to the board before the regular meeting.
 - **Patron Letter of Concern to the Board** – Trustees received a concerned letter from a patron regarding LGBTQ materials in the library. Trustees and Amanda discussed the letter and will respond to the patron's concerns.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 10:46 am

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Rick Moore, Board Chair

10.21.21

Date

Library Director's Report
October 21, 2021

Information Sharing – Amanda

- I continue to work on the LCIP grants, meeting with our consultants, and working to help the Library Foundation build internal structures (new website, new donor database) so that they can take on the key roles in our capital campaign.
- I am also working with the BAT team and the Spokane Tribe to write a grant for Digital Navigators. The grant money is from the Department of Commerce.
- We have been very busy with interviews and trying to hire new people in order to get us back to a stable level of staffing.

Chewelah from Bryan

- There's not a ton to report at Chewelah. We continue to experience a steady stream of regular users, and many have expressed gratitude that we're able to continue to provide in-person browsing during the pandemic, though many families here continue to be affected by ongoing health issues within our community.
- Our staff here enjoyed putting up a display for Banned Books Week last month, and it was very well-received, generating lots of positive discussion about the history of banned and challenged materials.
- We have also seen a consistent need to provide tech help throughout the past few months, and our community continues to appreciate our assistance in that area.
- 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.

Colville from Lisa

- CV staff have created a YouTube staff recommendation series which will begin airing soon.
- We currently have 11 passive scavenger hunts in the library. Kids may complete one a day to be entered into a raffle for a fun prize.
- **STORY** - A college student and resident of Pend Oreille County came in to locate a book and use our computer. We were able to renew her time in the library and create a non-resident card for her which allowed her to check out an item she needed for school. Unfortunately, her school issued laptop refused to connect to our Wi-Fi so we have been trouble shooting that issue.
- **STORY** - Patron [redacted] just wanted to say that staff have been super helpful over the course of the pandemic-- she doesn't know what she'd do without us.
- **STORY** - Patron called to apologize. She said she was having a bad day but didn't mean to take it out on us, that we are doing a great job and that we didn't deserve how she treated us

Hunters from Megan

- **STORY** - I have one story to share that's fresh in my mind from last week (I hope this is along the lines of what the board wants to hear about?): I had a patron come in last week who was sent a letter from the state to schedule an interview online to continue receiving state benefits (disability, SNAP benefits, etc.). He was required to create an account online and then activate it, in order to schedule the interview with DSHS. I spent about an hour with him walking him through each step and he was able to create the account successfully and get his interview scheduled. Because things have been quiet here at Hunters, I was able to spend that dedicated time with him - in the past, I might have had to help other folks and not be able to dedicate as much time to him.

Kettle Falls from Katy

- FOL: The group had a very successful yard sale and book sale! They successfully fundraised \$877.25
- ADVISORY BOARD: We had our board meeting on Monday, Sept 20th 6PM. Prior to this meeting, Janell Anderson has been appointed. Lori Sater has given official notice that she is moving out of the area and will have to resign from the Advisory Board. We will have another opening starting next year.
- BUILDING: KF had to close on 10/13/21 because there was a burning smell. Melinda and Clifford were awesome and closed the library until the issue was resolved. There is still no clarity as to what caused the burning smell. Systech seems to think the heater is fine, but our public works superintendent thinks the motor is going out in the heating system.
- KF's charging station will have all new wiring installed as soon as the public works team can install it.
- I am happy to announce that we will have a new staff member: Loresa Lotze! She will be working in CV in the mornings and KF in the afternoons as an LA1.
- I will be taking off a lot of time off in November if everything works out. I am getting married!
- Siena has put in her formal letter of resignation. Her official last day will be Nov. 30 2021
- Through October, LOSC provided the following programs:
 - Take 'n Make Tissue Paper Campfire (September)
 - Take 'n Make pumpkins (October)
 - Storytime shorts (weekly storytimes and sing alongs, Thursdays, 10:30AM)
 - Animal Neighbors – Alpacas (September)
 - Animal Neighbors – Icelandic Horse (October)
 - Groovy Gardening: Perpendicular Squash (September)
 - Groovy Gardening: Artisan Potatoes. (October)
 - Celebrate your right to read! Beanstack challenge
 - Library Card sign up month – Coloring contest sponsored by Harvest Foods. We had a winner at each branch! The kids had a great time!
 - Librewery Trivia Thursday, October 28, 6PM
 - Crayon Tower Challenge (until end of October): All ages are invited to build their own tower out of crayons!
- Kettle Falls Summer Adventures Stats:
 - Kettle Falls Library had 150 sign ups (Adults, Teens and Kids)
 - 35 Finishers (27 online and 8 on paper reading logs)
 - 6 Prize drawings for KF kids! They were rewarded with local restaurant gift cards. All prize funds were donated on behalf of all the different Friends of the Libraries groups in Stevens County.
- Coming up in November:
 - Dino-ember: We are celebrating dinos this month with some simple activities. Take 'n Make craft, STEM Take Home 3-D paper dino puzzle, and library dinosaur scavenger hunt will be going on through the month of November.
 - Additionally, we are starting a new video series: Staff Book Recommendations!

Lakeside from Brooke

- Lakeside continues to make a lot of new library cards.
- The Friends of Lakeside Library had an outdoor book sale on Sunday, September 26th and it was very successful.
- Anja from CV has started working at LS 3 days a week. She fits right in and Matt and I are enjoying working with her. She brings a lot of creativity to the branch.
- Brooke (with help from Matt and substitute Toni) created the October Take n Make, three cute little paper pumpkins.
- Matt continues to work on several district-wide projects, and Anja is creating lots of cool digital content for our website and Youtube channel.

- We had a patron ask for some books on the Titanic for her child today. Matt and Anja pulled together a grab bag for her and she sent a video of her son thanking us for the books and telling us what he likes best about the Titanic books. Super cute!

Loon Lake from Kristy

- It has been a quiet couple of weeks at Loon Lake, which is good timing for our level of staffing.
- There is a continued run on Hotspots. People LOVE them, and have very few issues, other than trying to keep them out too long.
- Halloween books are also a hot commodity. People are really excited about Fall this year.
- We are excited to be interviewing this week at Loon Lake. (fingers crossed) This is definitely a shallow pool this time around.
- We have had some happy young winners for our recent contests. These are so much fun!
- And, the monthly take-n-make crafts continue to be a hit.
- Happy October; ---Kristy

Northport from Clifford

- NP has transitioned to a nice fall theme as far as decorating, which Siena has always been very good at. We will be missing her talents when she soon retires. Thankfully, she will be available for subbing, and hopefully continue sharing her good work then.
- We had a couple excited winners at NP for Coloring contest and SRP.
- **STORY** - Not long ago I had a recently widowed patron come in with a new Kindle who wanted to learn how to download books onto it, and she had been quite frustrated trying to figure it out on her own. I printed her out instructions from our handy dandy Google Docs for her particular Kindle and we sat down for a few minutes after she had a chance to look over the instructions, which are really fairly simple. Then I worked the Kindle while I explained what I was doing while she watched and commented, and I loaded a book she chose. I then had her download a couple herself until she was confident that she could do it by herself. She went home a happy patron with a new device and printed instructions that she felt confident that she could make work by herself. Always a good feeling after having helped someone with some new tech.....that is, if I could actually help.....

COLVILLE PUBLIC LIBRARY

SUMMARY AUGUST 25, 2021 - SEPTEMBER 24, 2021

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	55	
Automated Door Count	4,125	
Curbside Deliveries	400	The Colville library was curbside-only August 30 through September 10.
Laptop & Public PC Usage	125	This is a total of 16 laptop uses and 109 computer sessions.
Assisted Print Jobs	63	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	392	
Number of New Cards Added	30	

SUMMARY AND UPDATES

SERVICES

The Colville Public Library provides in & out and curbside services Monday through Friday, 10am-5pm. On Monday, August 30th, the Colville Public Library returned to curbside-only. On Monday, September 13th, the Colville and Chewelah libraries moved to an "in & out" service model that asks patrons to limit their time in the library to under 30 minutes. Curbside services continue to be available.

LIBRARIES OF STEVENS COUNTY PROGRAMS

Summer Adventures: Tales & Tails was a wild success! 410 Colville patrons signed up for Summer Adventures and read for 3,077 hours from June 1 to August 31st; overall, LOSC had 277 Summer Adventures finishers and over 8,536 hours of reading. Prizes included gift cards to local food and coffee establishments as well as locally made yard games.

During September 2021, the LOSC YouTube channel received 5,249 views totaling 121 hours of watch time.

At the Colville library, 69 Take 'n' Make craft kits were distributed and 26 patrons, ages 0-11, participated in LOSC's Library Card Sign Up Month Coloring Contest. 28 LOSC patrons participated in the Banned Books Reading Challenge. October programs include a Crayon Tower Challenge for all ages and a Fall Pumpkin Take 'n' Make.

MANAGEMENT

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

Anja Johnson, Library Assistant II, has transferred to the Lakeside Library and will continue working on LOSC's virtual programming.

The library district will continue to work with the local health district to keep our communities safe and healthy. Face coverings are required for all individuals in all Libraries of Stevens County locations. The Colville library, LOSC's busiest library location, returned to asking patrons to limit their time in the library to help keep the library safe while continuing to provide access to essential information.

LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	4,135	This is in addition to 5,194 items that were checked in.
Downloadable ebooks, audio books, and video	5,334	A combination of 2,817 eBooks and 2,517 audiobooks.