

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Public Hearing & Regular Meeting**  
**November 18, 2021**  
**Via Zoom**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order, via Zoom, at 9:03 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** – none

**GREETINGS** – Rick welcomed everyone.

**PUBLIC COMMENT** – Josie Darst, a community member who has applied to join this Board, joined the call.

**AGENDA CHANGES** – Sue asked to discuss the 2022 Holiday Schedule that was voted on during the November Conference Call.

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of October 21, 2021 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of November 10, 2021 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 10/21-11/03/21 43 Vouchers total \$54,594.61  
Payroll Warrants October 2021 – 27 Direct Deposits for a total of \$71,563.15  
Detailed Revenue & Budget Status Reports for October 2021.
- (4) The Director's October 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) **Library Capital Improvement Project (LCIP) Update** – Staff have been working on the required paperwork for the Department of Commerce; including the archeology survey component. The Library Foundation is working on end of year mailer/brochure. There has been some miscommunication and misunderstanding on what this should include. Amanda is concerned and working through it. The Trustees agree that messaging is very important for our community-wide donation requests. They also stated that once messaging is created and goes out it cannot be changed so it is very important to get it right.
- (2) **Policy Review: 0015-500.200 Complaint/Grievance Resolution** – Trustees continued discussing edits to the policy and working on the proper language for the policy. Amanda will talk to her contact at Whatcom County to clarify questions that have arisen in conversation today and if needed ask the District Lawyers. Amanda will bring EEO Policies from other library districts to review as well. Amanda will have Janet and Becca connect with a listserv of Washington State library human resources staff. Rick would also like the procedures from those libraries.

- (3) **2022 Draft Budget** – Trustees reviewed the draft budget. Rick asked how we came up with the Real & Personal Property number that was added to the 2022 Budget. Becca explained how that number is calculated with the information given to the District from the Stevens County Assessor. Sue asked about the Unrestricted Fund Balance and Amanda explained it. Rick suggested that Becca add a “Discussion of adding 1%, to the budget”, to the August agendas in future years in case the Trustees do not want to add the entire 1%.

#### **NEW BUSINESS**

- (1) **Resolution #04-2021 Increase in Regular Property Tax Levy – 2022** - By state law, the Library District may take up to a 1% increase in property tax revenue over the previous year unless State inflation is below 1%. The law states that the Library may take either 1%, or the rate of inflation, whichever is lowest. This year, the Library District can ask for 1%. This amount reflects a real dollar increase of \$15,406.97 bringing the total actual levy amount for 2022 to \$1,556,103.91. The Trustees reviewed the resolution and called for a vote.

#### **Motion made to accept Resolution #04-2021 Increase in Regular Property Tax Levy – 2022.**

Motion made: Sue

Motion seconded: Lisa

All in favor: Unanimous

- (2) **Levy Certificate** - Amanda explained that this amount is filed with the County Assessor’s office so that the Library can collect levied taxes. Amanda stressed that this amount is intentionally set at a high mark (\$4,500,000) in order to accommodate the unknown amounts of revenue separate from property taxes. The Trustees reviewed the Levy Certificate and Amanda signed.

- (3) **Resolution #05-2021 Salary & Wage Scale for 2022** - The Trustees reviewed the resolution and called for a vote.

#### **Motion made to accept Resolution #05-2021 Salary & Wage Scale for 2022.**

Motion made: Sue

Motion seconded: Joann

All in favor: Unanimous

- (4) **Resolution #06-2021 Set Meeting Dates & Locations for 2022** - The Trustees reviewed the resolution and called for a vote. Joann asked if we are considering going back to in person meetings. Amanda said it would be something to consider in the coming months once community spread isn’t such a concern.

#### **Motion made to accept Resolution #06-2021 Set Meeting Dates & Locations for 2022.**

Motion made: Catharine

Motion seconded: Joann

All in favor: Unanimous

- (5) **Resolution #07-2021 Final Budget 2022** - The Trustees reviewed the resolution and called for a vote.

**Motion made to accept Resolution #07-2021 Final Budget 2022.**

Motion made: Lisa

Motion seconded: Joann

All in favor: Unanimous

- (6) **2022 Holiday Schedule Discussion** – After the Conference Call Sue thought more about taking away the discretionary holiday in 2022 when Juneteenth was added. After some discussion Amanda suggested, and the Trustees agreed, to put this topic on the December Conference Call agenda.

**REPORTS**

- (1) **Director's Report:**  
a. **Library Happenings (attached)**  
b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report**
- (3) **Others:**

**Motion made to adjourn to Executive Session.**

Motion made: Sue

Motion seconded: Lisa

All in favor: Unanimous

The regular meeting of the Board of Trustees adjourned at 11:30 pm for Executive Session ending at 12:03.

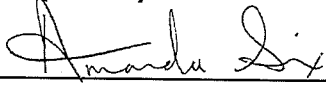
**EXECUTIVE SESSION – Library Director's Evaluation** – The Board adjourned to Executive Session beginning at 11:30 ending at 12:03. The session was held to review and evaluate the performance of a public employee (Library Director) per RCW 42.30.110.g. No items were voted on during the Executive Session.

**ADJOURNMENT**

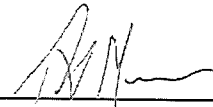
The meeting of the Board of Trustees was adjourned at 12:03 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Rick Moore, Board Chair

12.16.21

Date

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Conference Call**  
**November 10, 2021**

The meeting was called to order at 9:02 a.m. by Catharine Whitby. Present were Catharine Whitby, Vice-Chair; Sue Poe, Trustee; Lisa Wolfe, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant. Rick Moore, Chair and Joann Caruso, Trustee were absent from the meeting.

**AGENDA**

- **OPENING** – Catharine welcomed everyone.
- **PUBLIC COMMENT** – Josie Darst joined the meeting.
- **AGENDA CHANGES** – Add Personnel Policy 0015:400.000 - Holidays to Action Items and an Executive Session regarding Personnel after Discussions.
- **ACTION ITEMS**
  - **Personnel Policy 0015:400.000 Holidays** – Starting in 2022, Washington State will add Juneteenth as a state holiday. Trustees discussed whether they should keep the suggested holidays at 11 days, add Juneteenth and take away the discretionary day or change to 12 paid holidays. Amanda shared that most Libraries in the State were moving to 12 paid holidays; simply adding Juneteenth. After much discussion about adding a paid holiday or exchanging one for the other the Trustees felt they could add a closed day if needed but did not want another paid holiday in the policy. Amanda pointed out that most jurisdictions include a discretionary holiday in order to accommodate days adjacent to a holiday when it's anticipated that many staff will ask for the day off, or other years, the extra holiday has been given to each staff as "floating holiday" to be used whenever the individual chooses to use it (this has allowed people to take a holiday on a day that is not on the prescribed list, e.g. a Russian Orthodox staff person used her floating holiday to take of January 7<sup>th</sup>, Russian Christmas). Amanda also pointed out that closing the library (instead of assigning a holiday) would mean that staff would have to either take vacation or work (on a special project) despite the library being closed.

**Motion made to change Personnel Policy 0015:400.000 Holidays to 12 holidays and include Juneteenth.**

Motion made: Lisa

Motion seconded: Sue

All in favor: Nay – motion was not carried

**Motion made to change Personnel Policy 0015:400.000 Holidays to maintain 11 holidays but remove the discretionary holiday and add Juneteenth.**

Motion made: Lisa

Motion seconded: Sue

All in favor: Unanimous

- **Holiday/PLD Schedule 2022** – Trustees discussed and decided to remove #11 Christmas Eve.

**Motion made to accept Holiday/PLD Schedule 2022 as amended.**

Motion made: Lisa

Motion seconded: Sue

All in favor: Unanimous

- **Conference Call Schedule 2022** – Trustees reviewed the proposed Conference Call for 2022.

**Motion made to accept the Conference Call Schedule for 2022 as presented.**

Motion made: Lisa

Motion seconded: Sue

All in favor: Unanimous

- **Resolution 03-2021 Purchase of Property** – An official document to confirm the approval for the purchase of property in Loon Lake (LL3).

**Motion made to accept Resolution 03-2021 Purchase of Property.**

Motion made: Sue  
Motion seconded: Lisa  
All in favor: Unanimous

○ **DISCUSSIONS**

- **November 18<sup>th</sup> – Regular Board Meeting** – none
- **Update on status of LOSC during COVID-19 Pandemic** – Both Colville and Chewelah are continuing to utilize 30-minute time limits for patrons per recommendation from the Northeast Tri-County Health District.

○ **NEW BUSINESS** – none

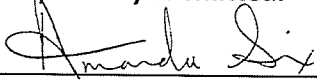
**Motion made to adjourn to Executive Session**

Motion made: Lisa  
Motion seconded: Sue  
All in favor: Unanimous

**The regular meeting of the Board of Trustees adjourned to Executive Session at 10:07 am ending at 10:11 am.**


- **EXECUTIVE SESSION – Personnel** – The Board adjourned to Executive Session to discuss personnel. No items were voted on during Executive Session.
- **ADJOURNMENT** – 10:12 am

**Respectfully submitted:**



**Amanda Six, Secretary, SCRLD**

**Accepted By:**



**Rick Moore, Board Chair**

**11.18.21**

**Date**

**Library Director's Report**  
**November 18, 2021**

**Information Sharing – Amanda**

- I've been pursuing additional grant money to support our digital literacy goals:
  - \$600,000 – from the Washington State Broadband Office for Digital Navigators
  - \$19,000 – ARPA funds allocated via the Washington State Library
  - \$20,000 – from Better Health Together
- In addition, I've met with Providence and Microsoft Airband to pursue a pilot project (first of it's kind in the United States) where Microsoft and a healthcare provider partner with a public library to increase access to, and use of technology.

**Chewelah from Bryan**

- Lots of new excitement to report in Chewelah!
- Mary interviewed and accepted a new position at Loon Lake, and we (and our patrons!) are going to miss her dearly.
- Matt has taken a new position at Chewelah as a Community Librarian, transferring from Lakeside for this new role. We're really excited about the additional support this will provide at our branch as well as the expertise he will provide for cataloging and other system-wide initiatives.
- Additionally, we have hired Brogan Bateman as a part-time Library Assistant. She currently works as a substitute teacher, and we're very excited for the expertise and presence she will bring to our team.
- Otherwise, it's been business as usual. We've had an uptick the last couple of months in technology help requests, and have signed up a lot of patrons with Libby, helping them access a huge catalog of digital items on the go.
- Printing also continues to be a popular request - patrons over the past month have sought legal documents, job applications, shipping labels, and other vital files to be printed to support business and personal needs, and we're so grateful for the new printing email (set up by Jessica during our curbside days) that has made those requests easier to support.

**Colville from Lisa**

- **STORIES**
  - Patron at checkout said she loves this library. Staff is so amazing! Everyone is so nice and sweet. She tells everyone how great we are!
  - Patron brought us homemade cookies.
  - Concerning Take-n-Makes: Pumpkin was awesome, says patron! 7 year old did it with little sister
  - New Google review: \*\*\*\*\* -- Super friendly and professional staff. Always make an effort to make patrons feel welcome
  - "I enjoy putting holds on, Debbie usually helps me" from Patron
  - Snail Mail Letter - \$20 donation: "Thank you. For all your service to the community!!! From:Judah To everybody in the library"
- Watch for our Staff Pick YouTube videos coming out every 2 weeks, starting November 16th
- Dinovember programs are going well. Kids love the scavenger hunt and the bone erasers they get as a prize for completion
- Recently, there have been several new applications for the Colville Library Improvement Club

**Hunters from Megan**

- Melinda subbed for me while I was out on vacation and did a great job. Every time she subs here the patrons comment on how helpful and kind she is. Super grateful for her!

### **Kettle Falls from Katy**

- KF/CV library has a new employee: Loresa Lotze, LA1. We are super excited to have her on board!
- City of Kettle Falls received a bid to get outside lighting for the library building. Specifically, they will be installing brighter lights out front and on the side of 6th and Meyers.
- The library is experiencing some regular vandalism in the men's restroom and the outside bookdrop.
- We are getting a new photocopying machine that will allow patrons to make color photocopies and print directly from their phones!
- I will be on vacation for the next two weeks for my honeymoon.
- FOL: The Friends had their annual meeting and elected the 2022 positions:  
Karen Anderson, President  
Allison Addicks, Vice President  
Nancy Folkestad, Secretary  
Patti Guenther, Treasurer  
Judy McAbee, Trustee  
Jo Nullet, Trustee  
Rod Brauner, Trustee
- Programming: Programming will be passed onto Lisa and Matt, our Community Librarians! I am so happy to see what new and creative things they will schedule when it comes to programming. I will be contributing different program ideas such as the STEM at Home Series!
- NP/OC: Siena is retiring this month! Her last day with LOSC is Nov. 24. Clifford has agreed to cover extra hours up in Northport until we are able to hire another part time person for NP/OC.

### **Loon Lake from Kristy**

- Nothing much new at Loon Lake; except for Mary!! Today is her first day back here. So excited and grateful to have her here. What a smooth transition for us. 😊

### **Northport from Clifford**

- I'll be sad to be losing Siena as she has really done a great job; especially in doing some of the things that I am not so strong at like decorating, displays, etc and she was easy to work with, and communicated well.
- I will enjoy spending more time working here at NP, though!
- I guess I should bring up what a great team we have putting together the Sing Along with Clifford kid's videos. I have little to no time alone while no one is in the library, so Katy has worked my schedule to give me a few hours here and there in order to set up the digital camera and light and then do the actual recording. Most of them, because of time restrictions have been one take cuts and after I have recorded 5 or 6 I send the SD card to Anja. She does her magic editing and adding animation and I think that Matt is also involved, though I have no idea what and how much they edit. Anyway, it's been fun and some of the videos have really taken off! Yesterday Anja alerted me that the most recent one, Twinkle, Twinkle had over 10,000 views! Then by the end of the day it was up to over 14,000. Today it's at around 25,000 views! Crazy!!! Anyway, it's been fun! And I'm finally getting famous! Ha! (update: 11.17.21 120,000 views!!!)
- <https://www.youtube.com/watch?v=fs0zx2wtKnw&list=RDFs0zx2wtKnw&index=2>
- Thanks for all your support Board members!

### **Technology/Education Report from Jessica**

- Working with ExBabylon to solve computer update issues
- Working with ExBabylon to solve VOIP problems at LL
- Working with consultants - multiple projects for capital campaign
- Grants of all sorts
- Training Mary on Loon Lake projects
- Interviews

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



# COLVILLE PUBLIC LIBRARY

## SUMMARY SEPTEMBER 25, 2021 - OCTOBER 24, 2021

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	86.75	The Improvement Club's next book sale will be November 20, 10am-1pm.
Tallied Visitors to the Library	1,302	
Curbside Deliveries	105	
Automated Door Count	3,401	Some transactions result in multiple passes through the automated counter.
Laptop & Public PC Usage	171	This is a total of 1 laptop use and 170 computer sessions.
Assisted Print Jobs	35	Patrons can print from a library computer, or by emailing their print jobs to <a href="mailto:print@scrld.org">print@scrld.org</a> from a device. The first ten pages per patron per day are free.
Phone Calls Answered	258	
Number of New Cards Added	34	

## SUMMARY AND UPDATES

### SERVICES

The Colville Public Library provides in & out and curbside services Monday through Friday, 10am-5pm. To limit the spread of COVID-19 and ensure access to vital library services, the Colville Public Library asks patrons to limit their time in the library to under 30 minutes. Curbside services continue to be available.

### LIBRARIES OF STEVENS COUNTY PROGRAMS

The LOSC YouTube channel ([youtube.com/c/librariesofstevenscounty](https://youtube.com/c/librariesofstevenscounty)) received 3,341 views totaling over 60 hours of watch time. Patrons can enjoy *Sing-Alongs with Clifford*, *Groovy Gardening* tips with Debbi, or learn more about our *Animal Neighbors: Icelandic Horses*.

At the Colville library, 90 *Take 'n' Make* craft kits were distributed. Patrons of all ages were invited to participate in our October *Crayon Tower Challenge*, where each household was challenged to build the tallest tower possible.

### MANAGEMENT

The Library Manager is working with the Mayor to certify the Library Capital Improvement Program's Contract Readiness Survey. After our survey is approved City Council will vote to approve the contract, at which point the project may proceed into the planning phase.

Anja Johnson, Library Assistant II, has transferred to the Lakeside Library and will continue working on LOSC's virtual programming. Ella Kerner has been promoted to Library Assistant II, and Loresa Lotze has joined the Library of Stevens County as a Library Assistant I at the Colville and Kettle Falls libraries.

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.

## LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	4,153	This is in addition to 4,576 items that were checked in.
Downloadable ebooks, audio books, and video	5,115	A combination of 2,637 eBooks and 2,478 audiobooks.