

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**December 16, 2021**  
**Via Zoom**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order, via Zoom, at 9:03 am by Chair Rick Moore. In attendance were Rick Moore, Chair; Catharine Whitby, Vice Chair; Joann Caruso, Trustee and Lisa Wolfe; Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant were also present. Trustee Sue Poe joined the meeting already in session.

**VISITORS** – Josie Darst, newly appointed Trustee as of January 1, 2022, joined the call.

**GREETINGS** – Rick welcomed everyone.

**PUBLIC COMMENT** – Josie Darst asked about adding items to the agenda, how formal or informal is this board and what is the proper procedure? Rick let her know that informally she can bring items up during the meeting or if she wishes for an item to be on the agenda she can send it to Becca. She decided to share now, as a member of the public, how her interview with the County Commissioners went. Commissioner Mark Burrows again mentioned the bookdrop in Chewelah being on the wrong side of the road. Commissioner Wes McCart asked her how she felt about taxes. Josie shared her interpretation of Wes’s comments questioning the Library Boards ability to raise taxes. Amanda explained that there are two pieces to this: first, the Library District can increase our budget by 1% each year without a vote and secondly, the Library Board are not elected officials. But, in order for us to increase our budget beyond the 1% we would need their approval. Amanda said she would reach out to Mark again as we have responded to his complaint previously. Joann asked for clarification on how the 1% increase is paid by taxpayers. Does it come out of the County budget? Amanda explained that it does not. The Library is a standalone entity and is not affiliated with the County or their budget. After discussion, Catharine suggested that the County Assessor be invited to one of our quarterly “webinar” meetings to better explain how this works. Lisa agreed this is a good idea. Joann asked about the protocol of talking to other Board members outside of the meeting about Board matters. Amanda explained that you can talk to one another, or answer questions, just not in a situation where there is a quorum outside a public meeting. No discussion that could lead to a decision should be had outside of an open meeting. Josie has an article she would like to share; she will forward it to Becca to send out or she can stop by the library to have it scanned to Becca. Catharine asked about responding to the Commissioners regarding their asking of the same type of questions to our prospective Trustees. Amanda suggested she could go and give a presentation on what the library is up to currently and give them the opportunity to ask her these questions and make sure they have received our previous responses.

**AGENDA CHANGES** – Rick suggested that other than the Consent Agenda and Trustee Elections everything else on the agenda be tabled until January. Everyone agreed.

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of November 18, 2021 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of December 8, 2021 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 11/10-12/08/21 63 Vouchers total \$75,604.74  
Payroll Warrants November 2021 – 27 Direct Deposits for a total of \$77,243.19
- (4) Detailed Revenue & Budget Status Reports for November 2021.
- (5) The Director’s November 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** – tabled until January.
- (2) **Holiday/PLD Schedule 2022 – revisit** - tabled until January.
- (3) **Policy Review: 0015-500.200 Complaint/Grievance Resolution** – tabled until January.

**NEW BUSINESS**

- (1) **2022 Trustee Board Executive Elections** - The Trustees discussed and called for a vote.

**Motion made to accept Sue Poe as Chair and Catharine Whitby as Vice-Chair for 2022.**

Motion made: Lisa

Motion seconded: Joann

All in favor: Unanimous

- (2) **Library Capital Improvement Projects 2023-2025** - tabled until January.

**REPORTS**

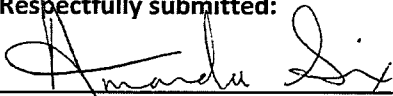
- (1) **Director’s Report:**
  - a. **Library Happenings (attached)**
  - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report**
- (3) **Others:**

**ADJOURNMENT**

The meeting of the Board of Trustees was adjourned at 9:48 a.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Rick Moore, Board Chair

1.20.22

Date

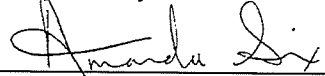
**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Conference Call**  
**December 8, 2021**

The meeting was called to order at 9:04 a.m. by Rick Moore. Present were Catharine Whitby, Vice-Chair; Sue Poe, Trustee; Joann Caruso, Trustee; Amanda Six, Director and Janet Eide, Business Manager and. Lisa Wolfe, Trustee and Becca Moore, Administrative Assistant were absent from the meeting.

**AGENDA**

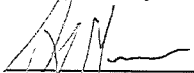
- **OPENING** – Rick welcomed everyone.
- **PUBLIC COMMENT** – Josie Darst joined the meeting. She asked the best way to distribute new information or ideas. Rick said it would be best to send it to Becca and she can disseminate or bring it up during Trustee Reports in the regular meetings.
- **AGENDA CHANGES** – Rick suggested to wait on the Holiday/PLD 2022 discussion until Lisa could be present.
- **ACTION ITEMS**
- **DISCUSSIONS**
  - **December 16<sup>th</sup> – Regular Board Meeting** – none
  - **Update on status of LOSC during COVID-19 Pandemic** – Amanda reported that the District has started a programming planning regroup. We have done a lot of creative distance programming and have come to a point where planning for the distant future is important.
  - **Holiday/PLD Schedule 2022 – revisit** – tabled until regular meeting
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:32 am

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Rick Moore, Board Chair

12.16.21

Date

**Library Director's Report**  
**December 16, 2021**

**Information Sharing – Amanda**

- I've been working with WSU Extension and the Spokane Tribe of Indians to secure some funding from Better Health Together in order to provide Internet access and digital literacy. Together, we may receive up to \$100,000.
- We applied for a Digital Navigator Grant from the Department of Commerce, for a total of \$620,000. We did not receive the grant, but are actively inquiring about how the grants were awarded.
- We have also applied for a portion (approximately \$20,000) from the State Library, via CARES money for digital access support
- Janet has applied for federal funds to help support hotspots via E-rate's reimbursable funds. We are still waiting to hear if we have received those funds.
- I've been invited to part of the State's new Digital Equity Forum. Our first meeting was last Thursday, December 9.

**Chewelah from Bryan**

- We've been pleased to see a solid stream of visitors over the last couple of weeks, and our new team has been meeting the challenges well. We continue to see a lot of folks with tech questions, and we've been helping many with packing slips and mailing labels heading into the holiday season.
- **STORIES**
  - We were especially excited to hear that one of the regular users of our curbside laptop service is beginning a new job thanks to the computer access we've provided them over the past few months.
  - We also have printed a lot of gas vouchers in partnership with Rural Resources over the past week. What a blessing it is when we get to see the fruits of the access we provide!

**Colville from Lisa**

- **STORIES**
  - Patron left happy. We helped her download Libby and check out her first eAudiobook. We practiced downloading and returning them so she felt capable when she left.
  - Homemade cookies from patron :)
  - Google review \*\*\*\*\* -- "Nicest library. Phone charging stations, free wifi, and books too!"
  - Review from a patron: Leah is doing an "outstanding job" and is a "good leader". Library staff are "incredible, 100%" and she is "grateful".
  - Thanks for all the librarians, "I am thankful for you all, have a happy Thanksgiving."
  - A patron was super thankful to get help with his laptop downloading and uploading a document. He thanked us numerous times and said it would have taken him an hour to figure out.
  - The lady at the computer with her partner--THANKED Debbi for enforcing masks!!! She also observed that it can't be easy or fun!!

**Hunters from Megan**

- I've been getting back into the swing of things at Hunters after some time off and the Thanksgiving holiday. The hotspots have continued to be a huge hit at Hunters - I had FIVE hotspots on hold for patrons in a single day last week.
- The food bank has resumed dropping off extra nonperishable food items in the entryway after distribution days, so that patrons can help themselves when they visit the library.

- I do have two broken heaters in the library at the moment, and the parts are on back order with no expected delivery date. Rural Resources has ordered two new heaters to replace them and hopefully they will be installed in the next couple of weeks.
- **STORY**
  - One story that a patron shared with me was very touching - her daughter is enrolled in a master's program in Canada and has been unable to come home to visit due to covid and travel restrictions. The At&T hotspots that we provide this family help them stay connected with their daughter via email and video calls. The patron stressed to me how grateful she's been for the availability of this technology since it's been very difficult to be separated for nearly two years.

#### **Kettle Falls from Katy**

- With a bit of delay, KF library did get its new color copier available for use by the public.
- All HONK staff did an excellent job of filling in for me in the month of November.

#### **Northport/Onion Creek from Katy**

- Siena retired!! Her last day was 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.
- Until someone is hired, OC branch will revert back to holds pick up location AND computer station only.

# COLVILLE PUBLIC LIBRARY

## SUMMARY OCTOBER 25, 2021 – NOVEMBER 24, 2021

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	115.5	The Colville Public Library Improvement Club continues to shelve thousands of returned library materials through daily volunteer shifts.
Tallied Visitors to the Library	1,579	This is more than a 20% increase in in-library visitation over October.
Curbside Deliveries	87	
Automated Door Count	3,722	Some transactions result in multiple passes through the automated counter.
Laptop & Public PC Usage	172	
Wi-Fi Usage	141	In October, 141 "unique users" used 720 GB of data via the library's Wi-Fi.
Assisted Print Jobs	40	
Phone Calls Answered	225	
Number of New Cards Added	20	

## SUMMARY AND UPDATES

### SERVICES

The Colville Public Library offers in & out and curbside services Monday through Friday, 10am-5pm. Starting January 3<sup>rd</sup>, the Colville Library will be open until 6pm Monday-Friday. During November, the Colville Library received a new copier/scanner machine for folks who wish to scan-to-email or make color copies (\$1/side). Software conflicts were affecting the library's ten public PCs for a couple of weeks in November, affecting patron's ability to utilize our computers; these issues have since been resolved.

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. 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 less than 30 minutes.

### LIBRARIES OF STEVENS COUNTY PROGRAMS

Virtual children's programming is going viral! The LOSC YouTube channel ([youtube.com/c/librariesofstevenscounty](https://youtube.com/c/librariesofstevenscounty)) received over 132,000 views totaling over 670 hours of watch time. *LOSC Staff Picks*, starring Colville Library staff, are premiering through December.

At the Colville library, 91 "Time for Pie" Take 'n' Make craft kits were distributed. Patrons of all ages were invited to participate in DiNovember, including an in-library scavenger hunt with a fossilized prize and a 3-D T-Rex STEM Take 'n' Make. The weekly Writers' Group (Mondays, 2-4pm) and Book Club (2<sup>nd</sup> Thursday, 1pm) have resumed in the library's meeting room with regular attendance.

"Get Cozy with Local Authors" at the LOSC from December 1-February 28 during the winter reading challenge on the Beanstack reading app. Patrons who prefer an offline option can stop by any library location for a paper reading log.

## LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	5,215	This is in addition to 6,090 items that were checked in.
Downloadable ebooks, audio books, and video	5,586	A combination of 2,883 eBooks and 2,703 audiobooks.