

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
January 20, 2022
Via Zoom

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order, via Zoom, at 9:02 am by Chair Sue Poe. In attendance were Sue Poe, Chair; Catharine Whitby, Vice Chair; Joann Caruso, Trustee; Josie Darst, Trustee and Lisa Wolfe; Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Office Manager were also present.

VISITORS – none

GREETINGS – Sue welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – none

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of December 16, 2021 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of January 12, 2022 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 12/15/21-1/09/22 53 Vouchers total \$128,985.52
Payroll Warrants December 2021 – 27 Direct Deposits for a total of \$75,551.19
- (4) Detailed Revenue & Budget Status Reports for December 2021.
- (5) The Director's December 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** – Amanda and Jessica had a meeting with Library Consultant Penny Hummel, Sue Richart from the Library Foundation, and Sue Poe as a representative of the LOSC Board and the Friends of Loon Lake library. They used this meeting to regroup, develop goals and make next plans. They set a goal to complete the brochure and fact sheets for each project by the end of January. Sue, Penny & Jessica met again to review the brochure draft. Sue asked about giving the money that the Loon Lake Friends have now for a match to get started. Amanda will look into that. Trustees voiced the need to get an architect involved soon as they are busy and hard to find. Joann asked for some clarification on what the consultant is doing. Amanda explained what has been going on behind the scenes and how they have been getting the Foundation prepared for the fundraising that will come next. Lisa shared some helpful dialogue for anyone wanting to understand the need for a consultant. This is a two million dollar project including several libraries and will be carried out while the libraries and staff are running business as usual. The consultant is helping make this work and assisting volunteers to help make it happen. Amanda sees 2022 as fundraising and planning and 2023 as

beginning construction. Lisa asked about using our Loon Lake property as match to get some funds now to get started. Amanda will look into that as well.

- (2) **Holiday/PLD Schedule 2022 – revisit** – In the original discussion about the 2022 Holiday schedule Sue feels like she misunderstood and wishes she had said she'd like to think about it a little before voting. She regrets taking away the discretionary day. Amanda explained how Holidays vs Personal Leave Days (PLD) work for part time and full time staff. In the past few years it has made more sense to make the PLD day a declared specific day for that year rather than a day chosen by each staff member. Trustees discussed at length. Amanda explained that if the Trustees decide to deviate from what the State of Washington observes they will need to pass a resolution. Lisa's concern is the cost to the community of having the libraries closed another day during the year. After more discussion motions were made.

Motion made to create a resolution to deviate from the State recognized 12 holidays

Motion made: Lisa

Motion seconded: none

All in favor:

Motion made to change the policy to adhere to the State's recommended holiday days.

Motion made: Catharine

Motion seconded: Joann

All in favor: 3

Nays: 1

Lisa would like to discuss when the extra day will be. Amanda explained that the Trustees can choose a day or leave it as a PLD day. Trustees discussed at length and came to the conclusion that leaving the originally suggested December 23rd date as the 12th holiday seems like the best idea this year but will wait for the February conference call to vote. They also discussed the revisions needed for the policy. Both will be added for approval to the February Conference Call agenda.

- (3) **Policy Review: 0015-500.200 Complaint/Grievance Resolution** – Amanda shared the information she has found. Lisa also shared information from her research. The Trustees discussed final edits to the policy.

Motion made to accept Policy 0015-500.200 Complaint/Grievance Resolution as revised.

Motion made: Josie

Motion seconded: Catharine

All in favor: Unanimous

NEW BUSINESS

- (1) **2022 Mileage Reimbursement Rate** – The Trustees reviewed the federal rate for 2022.

Motion made to accept the 2022 IRS Mileage Reimbursement Rate.

Motion made: Catharine

Motion seconded: Joann

All in favor: Unanimous

- (2) **Library Capital Improvement Projects 2023-2025** – Amanda wanted to make everyone aware that this opportunity is coming up again. She isn't sure how many more times this will be around and wants us to

consider it. She is thinking about Hunters as a possibility for the funding. Trustees discussed what this might look like and agreed it is wise to consider.

- (3) **2021 Trustees Year in Review** – Catharine will prepare this year’s review.

REPORTS

- (1) **Director’s Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report** - Rick was the liaison to the City of Colville Advisory Board. Trustees discussed someone replacing him and attending those meetings. The meetings are currently being held via Zoom. Joann agreed to attend. Sue asked how the Trustees are doing on their Board Training and reminded everyone that it has been proposed that everyone finishes by the end of February.
- (3) **Others:** none

The regular meeting of the Board of Trustees adjourned at 12:00 pm for an Executive Session to discuss the Library Director’s Evaluation ending at 12:51 pm.


EXECUTIVE SESSION – Library Director’s Evaluation – The Board adjourned to Executive Session beginning at 12:00 ending at 12:51. 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 12:53 pm.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

2.17.22

Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
January 12, 2022

The meeting was called to order at 9:00 a.m. by Sue Poe. Present were Sue Poe, Chair; Catharine Whitby, Vice-Chair; Joann Caruso, Trustee; Josie Darst, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant. Lisa Wolfe, Trustee was absent from the meeting.

AGENDA

- **OPENING** – Sue welcomed everyone and gave an extra hello to Josie for her first official meeting as a Trustee.
- **PUBLIC COMMENT** – none.
- **AGENDA CHANGES** – Add Board Training to Discussions.
- **ACTION ITEMS** – none.
- **DISCUSSIONS**
 - **January 20th – Regular Board Meeting** – none
 - **Update on status of LOSC during COVID-19 Pandemic** – Amanda reported on her most recent Group of 8 meeting. This is a group of community leaders that meet weekly consisting of Donna Moulton, Executive Director of Rural Resources; Jeff Koffel, Director of Tri-County Economic Development District; Debra Hansen, Director of WSU Extension; Steve Fisk, Colville School District Superintendent; Matt Schanz, head of Northeast Tri-County Health District (NETCHD); Ron Rehn, CEO of Providence, Mt. Carmel and St. Joe’s in Stevens County , Bryan Raines head of WorkSource; Kelley Zema DSHS and Amanda. They chat about current issues in the county. Matt shared that COVID numbers are going up and resources are again getting scarce. Schools have moved to a “test to stay” model. CDC’s newest guidelines have reduced quarantine from 10 days to 5 days (with no symptoms). We follow the NECTCHD guidance and what L&I indicates for the State of Washington. Language and documentation have not been finalized but we are moving from the 10 to 5 days (with no symptoms) for quarantine and looking for clarification on definitions of “close contact” and how that applies for work groups. There have also been updates on masks and the type of masks. NETCHD advises us to keep our 30-minute time limits in Chewelah and Colville in place.
 - **Board Training** – Carolyn Petersen, from the Washington State Library, shared some training late last year that the Board of Trustees should all take. This is something new we were previously unaware of needing to do on an annual basis. Becca sent the link to the Trustees this week and Sue and Catharine had a few questions. Sue said it is unclear exactly what needs to be done. Catharine reported that our Trustees level of knowledge especially from a rural board is very high compared to other Boards in the state. She does not want us to panic about this training. We are a well-trained board. Carolyn would be happy to answer any questions we might have. Lesson 1 links to documents and handbooks. Amanda said she thinks you are supposed to go in and read them but not exhaustively. She recently had to take this same training for a committee she joined. Amanda said Lesson 3 is especially relevant to the Trustees. Catharine asked if everyone is able to comply with completing the training by the end of February. Becca said that is a flexible date.
 - Joann mentioned that she talked to her brother, who is the Chewelah City Administrator, about the Chewelah bookdrop and the Stevens County Commissioners concerns. The City of Chewelah discussed that it would be too expensive to move. Joann asked that he put it in writing to share with the Commissioners. Amanda thinks that has already happened and will find it to share with the Trustees.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:32 am

Respectfully submitted:

Amanda Six
Amanda Six, Secretary, SCRLD

Accepted By:
Sue Poe
Sue Poe, Board Chair

1.20.22
Date

Library Director's Report
January 20, 2022

Information Sharing – Amanda

- I continue to represent LOSC and rural, eastern Washington Libraries, on the Public Libraries of Washington Legislative Committee. We meet every Wednesday at noon, while the legislature is in session.
- I also continue to work on securing funding for our hotspots and digital navigator goals to improve digital literacy. We recently were awarded \$20,000 from Better Health Together (BHT) to continue with these efforts. BHT also has additional money (\$50,000) that they'd like to award to our library system to help with digital literacy trainings specifically.
- I am also working with Microsoft Airband/Providence on some similar projects related to funding for digital literacy.

Chewelah from Bryan

- A new year has brought a lot of new faces into our library! Despite snow and ice storms, we've been impressed to see so many people braving the cold to use our branch, and our numbers are definitely reflecting a solid start to a new year.
- While there's not a lot to report, we're excited to see what this year brings, and look forward to filling out the final pieces of an impressive team here in Chewelah.

Colville from Lisa

- Kids have been really enjoying our dot-to-dots and our snowflake program this month in Colville.
- **STORIES**
 - A patron described the library as a place of solace that she comes to regularly during these times
 - "Thank you so much. I love you guys" -- After Debbi helped a patron find a new good read. She had been getting sick of watching DVDs =)
 - A patron called to report that after picking up tests at the library a family member tested positive and isolated from family members. She wanted to let us know how the service impacted her family
 - "We at the Health District cannot thank the staff of Stevens County Library District enough for all that you have done and been through these past two years. You have diligently worked to protect staff and patrons, and dealt with all the difficulties that go along with COVID. You all have been partners with us in the truest sense of the word." - quote from email to Leah about LOSC during the pandemic
 - After helping a local artist organize their digital portfolio over a few days, they brought in a container of art to show and share with library staff.
 - Patron thanks us and says we are more helpful than Worksource
 - Patron was relieved. She had to type up the obituary for her husband. She was given a time renewal & extra time on the computer. She was very shaky as she was finishing up, so I corrected her grammar/spelling & helped her print. She was very thankful
 - Patron thanked Lisa for knowing her name when she comes into the library. Even under the mask and winter gear.
 - Debbi spent some time helping a patron set up their new phone. He was so grateful! Evidently, Walmart won't help with this anymore
 - Patron thanked us for helping with finding court forms. "You guys always know where to look"
 - Showed a patron how to download and use Libby. She was so thankful and said this will make her life much easier!
 - Family w/4 little boys brought in a valentine's day card for staff about Love Dragons and told us how much they appreciate us. They made some snowflake cutouts for our windows and took home our dot-to-dots, STEM and T-n-Ms

Hunters from Megan

- The weather has made getting to the library a difficult task for many Hunters patrons, as most folks live off county roads with long driveways.
- I had a couple folks call in asking about the weather forecast, and to check online at various Avista outage maps to see when power might be restored during outages in the Enterprise/Two Rivers area.
- One patron brought his kindle Paperwhite into the library (a Christmas gift from his daughter) and I was able to help him set it up and get started using Libby.
- Another patron was interested in starting a particular series of books, so we were able to get him set up with a list and the first three books in the series. He was pretty excited to get started!

Kettle Falls from Katy

- It has been pretty quiet at the Kettle Falls Public Library over the holidays so staff took up a couple different projects. Thus far we have reviewed and restocked our STEM kits, Micro:Bit kits and Jr. Ranger Backpacks.
- The next Advisory Board meeting will be Monday, January 24, 2022, 6PM. The new Mayor, Jesse Garrett, is reviewing all council committee appointments and we might get a new liaison to the library advisory board.
- Friends of the Kettle Falls Public Library: President Karen Anderson has resigned from the board citing the position was not a good fit for her, but she still wants to participate in this "worthy organization." The FOL board will reconvene and appoint an acting president soon.
- KF Library has seen an influx of people seeking assistance with court ordered DUI classes. Many of the people coming in seeking assistance struggle with technology. KF staff has worked very hard to help get these folks in a place where they can take the class, but it has become staff intensive. We are working with the Stevens County District Court Probation Office to better serve the backlog of defendants who are coming to the library for help.
- I was accepted into Media Literacy in an Early Childhood Professional Development Program, of which only 30 seats of 500+ applicants were available.

Lakeside from Brooke

- Lakeside spent December trying to share the holiday spirit, as we checked out books and other materials to families in our branch. We were the recipients of some surprise goodies and coffee cards, along with lots of holiday wishes. The weather was a little tricky, but we did not miss a day or even an hour of service.
- Anja made a fun video showing how to craft giant snowflakes out of 8 paper lunch bags. Her samples were hung in the library and got dozens of compliments!
- Anja and I put together a fun Take N Make craft for December, a snowman paper chain.
- While it was mostly business as usual, there were a few special situations that stick out for me, highlighting the importance of even our most basic services. **STORIES:**
 - One of my longtime patrons lost her husband before the holidays. She shared with me in person and it was wonderful to be able to offer a shoulder. I sent her a sympathy card after that, and she later told me it meant the world to her. It was just a card, but really so much more. That is what the library means to many of our patrons.
 - Another time recently, a patron had surgery and could not do anything but watch television. We set up a regular pickup of DVDs, trying to find some new series for the patron to watch. Several of our suggestions were a big hit!
 - A high school student who comes to the library after school most days, was here one afternoon. Unbeknownst to me, the student was picked up by her father. The mother called saying the horrible weather was delaying her arrival picking up the student. I told her not to worry one bit, I would stay here until she arrived. Then, I realized the student was not here. I went to both restaurants near us to look for the student. When I didn't find her, I called the Mom and she said her husband had just called to say he picked the daughter up. It is now a running joke that I somehow manage to lose teenagers who hang out at the library!

- We recently had a new patron who is an elementary teacher. She was delighted when Toni was able to find a number of books for her class. She had never had service like that before.
- One of our families called to say the parents and two small children all had COVID, and wondered how she could get books. Anja and Toni put together a wonderful grab bag of books, along with Take N Makes, and delivered them no contact curbside for the family. Great job!
- Finally, remember the huge Corkscrew Canyon Fire this summer, down here? One of our patrons lost everything in that fire. She has a home now, but not much besides a few things. She did get a TV and DVD player from a friend. She has been coming in regularly to check out DVDs to keep her entertained and positive. She is thankfully watching a series that has 10 seasons and lots of humor! We are putting our heads together to come up with another series to start her on when she is finished with the current one.
- Just some simple but feel good things that have happened at Lakeside recently.

Loon Lake from Kristy

- Despite the weather, we have not had a post-holiday slump. Every time there is a dire weather report, people rush in to restock. There has been a lot of dire weather lately!
- People are thankful for the Covid tests. They have been disappearing quickly. Word has gotten out, because we have had quite a cross-section of people calling to ask for them.
- Not a lot of computer usage, but the hotspots are going in and out like hot cakes. They and the dvds continue to be our biggest draw right now.
- We had a team building exercise this week to remake our parking lot from an icy death trap to a sandy ice field; with 5 co-workers and two bags of sand. It went quickly with all of us working on it, and nobody has fallen down or crashed into the building. Success!
- And our thermostat has not gone down once this winter, despite the extreme cold. ...Safe and warm at Loon Lake.

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



COLVILLE PUBLIC LIBRARY

SUMMARY NOVEMBER 25, 2021 – DECEMBER 24, 2021

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	49.75	
Tallied Visitors to the Library	1,234	This was in addition to 56 curbside deliveries.
Automated Door Count	2,950	Some transactions result in multiple passes through the automated counter.
Laptop & Public PC Usage	132	
Wi-Fi Users	100	In November, patrons used 679.92 GB of data via the library's Wi-Fi; LOSC's ten most active hotspots used 2.77 TB of data.
Phone Calls Answered	346	
Number of New Cards Added	36	

SUMMARY AND UPDATES

SERVICES

The Colville Public Library offers in & out and curbside services Monday through Friday, 10am until 6pm. Library Wi-Fi, bookdrops, and thelosc.org remain open 24/7. In addition to hotspots and telemedicine kits, LOSC's "Library of Things" now includes radio-to-Bluetooth transmitters and pre-loaded Kindles for checkout. Library users are thankful for Park & Recreation keeping our walkways clear.

The library district will continue to work with the local health district to keep our communities safe and healthy. The LOSC partnered with the Northeast Tri County Health District to provide free COVID-19 rapid tests to the public, this service was very popular and supplies were quickly exhausted. Colville patrons are appreciative for the quality re-usable masks provided by the City of Colville.

PROGRAMS

At the Colville Library, 80 *Holiday Snowman Countdown* Take 'n' Make craft kits were distributed. On December 16 & 17th, ten patrons made vegetable block prints at Colville's craft station; our littlest patrons explored shapes, color, and the process of naming with their families. The weekly Writers' Group (Mondays, 2-4pm) and Book Club (2nd Thursday, 1pm) have resumed in the library's meeting room with 18 attendees this month. Outreach to Parkview Senior Living and Buena Vista healthcare served 11 users. The Colville Public Library also attended *Family Reading Night* at Hofstetter School to tell 30 Kindergarten-2nd grade families about library services. Get *Cozy with Local Authors* at LOSC from December 1-February 28 for the winter reading challenge.

The LOSC has split their YouTube presence into two channels: *Libraries of Stevens County KIDS!* and the *Libraries of Stevens County*. Combined, the LOSC YouTube channels received 1,769 views totaling over 34 hours of watch time.

LIBRARY CAPITAL IMPROVEMENT PROGRAM PROJECT GRANT

The library manager continues to work with the LOSC, City of Colville, and the Washington State Department of Commerce on the necessary steps to sign a contract for the *Colville Public Library Capital Improvement Project*, awarded to the city in July 2021.

LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	4,011	This is in addition to 4,453 items that were checked in.
Downloadable ebooks, audio books, and video	5,522	A combination of 2,966 eBooks and 2,556 audiobooks.