

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
February 17, 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 Vice-Chair Catharine Whitby. In attendance were 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. Sue Poe, Chair joined the meeting at 10:00 am.

VISITORS – none

GREETINGS – Catharine welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – none

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of January 20, 2022 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of February 9, 2022 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 12/29/21-2/09/22 57 Vouchers total \$65,017.55
Payroll Warrants January 2022 – 25 Direct Deposits for a total of \$76,707.10
- (4) Detailed Revenue & Budget Status Reports for 13th Month 2021 & January 2022.
- (5) The Director's January 2022 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

Motion made: Joann

Motion seconded: Lisa

All in favor: Unanimous

UNFINISHED BUSINESS

- (1) **Library Capital Improvement Project (LCIP) Update** – LCIP project sheets and brochure are almost complete. Amanda gave a presentation to Colville Rotary and was met with positive feedback including Mary Selecky who feels enthusiastic about fundraising for the project. Amanda reported that we are almost to the point of collecting Request for Proposals (RFPs). It will be unusual in that we will need RFPs for planning and another set of RFPs for contracting the actual work.
Amanda met with Leah, Colville Library Manager, to discuss how things are going with the City of Colville. Since the City of Colville owns the building, they are the applicant for the grant making the process more complicated. The City will officially oversee the grant and will go to contract with the Department of Commerce. The public works manager who normally oversees facility projects, is not able to oversee the library renovations. The City of Colville does not have a city manager and the city does not want Leah to officially oversee the project because she is not a city employee. This is making it very difficult to get the project going. Amanda and Leah have set up a meeting with Chris Loggers, liaison from City Council, who is interested in getting the project moving forward. At the City Library Board Meeting, March 2, 4:30 pm, the Board will work on a planning strategy to present information to

the City Council and Mayor to get them moving on the project. Lisa said she can be there as a liaison. Amanda stated that Rick Moore might be invited to attend and show support as a member of the community. Amanda and Leah will keep Lisa in the loop after the meeting with Chris. Catharine shared some information she received from Carolyn Petersen about other library building/renovation projects in the area. She feels like that would be a good idea for staff that are involved in these projects to visit some of these locations if possible. It would be helpful to gather information. Lisa encouraged any Trustees that are near these projects to stop by and give feedback from a user view as well. Take pictures and share. Amanda will contact the Spokane Library Director Andrew and ask where to start and who to talk to, she will cc Catharine in the email.

- (2) **2021 Trustees Year in Review** – Catharine will complete this month and get it out for review.

NEW BUSINESS

- (1) **Advocacy to State Legislature** – The Trustees would like to do more advocacy to elected officials this year; both individually and as a group. Catharine asked what is the best way to handle this? Amanda is part of the Washington State Library Association Legislative Committee. They are a group of 10, from across the state that meet every Wednesday at noon. They work with Abby Moore, a legislative liaison for public libraries, to track every single bill that comes across and could impact libraries to help get the bill passed or make it go away. One thing Amanda said she can do is let Trustees know when it would be helpful for them to engage. She can send a list of the two or three bills they could show support for. One for the Dolly Parton Imagination Library is on the docket currently and support for LCIP would be helpful. Another goal would be to build a streamlined process so that during the active sessions, usually January through March, Amanda can let Becca know what important topics the Trustees might reach out about. Perhaps Amanda can give Becca a weekly update after her meetings with that group. Catharine feels it is important to become known to our legislatures as people who are involved in our libraries, increase visibility. If a relationship is developed Trustees can be a resource to legislators as well. Lisa suggested it would be more useful for Trustees to know what is timely right now and make contacts that way. She also suggested that Trustees make a habit of at least once a year scheduling a meeting with local legislators when they are out of session, and back in eastern Washington. Digital Equity and rural broadband are both topics and something to keep an eye on. We have a tangible project with LCIP to get them to come meet us. Becca will make this a regular agenda item.
- (2) **Review Addendum to Policy 0015-400.200 Leave – Sick Leave** – Amanda recommends extending this addendum through July 2022. Lisa suggested that we make it part of the regular policy. Right now our guidelines come from the Tri-County Health District – change language to say that? Amanda will ask other Libraries about their language. Becca will add this policy to the March agenda to review/edit the whole policy.

Motion made to review and edit addendum 7.15.21 to Policy 0015-400.200 Leave – Sick Leave.

Motion made: Lisa

Motion seconded: Josie

All in favor: Unanimous

REPORTS

- (1) **Director's Report:**
- a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**

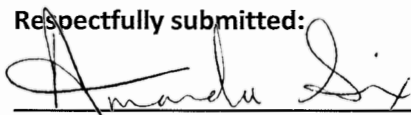
- (2) **Trustee/Liaison Report** – Reminder about the Board Training for the State to complete by the end of the month.
- (3) **Others:** none

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 10:42 am.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

3.17.22

Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
February 9, 2022

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

AGENDA

- **OPENING** – Sue welcomed everyone.
- **PUBLIC COMMENT** – none.
- **AGENDA CHANGES** – none.
- **ACTION ITEMS** –
 - **Approve Revisions to 0015-400.000 Holidays** – Trustees reviewed the wording and called for a vote.

Motion made to accept revisions to Policy 0015-400.00 Holidays.

Motion made: Catharine

Motion seconded: Josie

All in favor: Unanimous

- **Designate and approve 2022 Holidays** – Trustees reviewed their conversation about the date for the floating holiday for 2022 and called for a vote.

Motion made to designate the floating holiday for 2022 as December 23rd.

Motion made: Catharine

Motion seconded: Josie

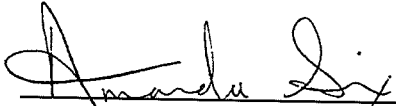
All in favor: Unanimous

○ **DISCUSSIONS**

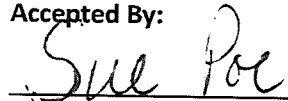
- **February 17th – Regular Board Meeting – Agenda Changes** - none
- **Update on status of LOSC during COVID-19 Pandemic** – Amanda reported on an upcoming press conference from Governor Inslee's office (later today). There is discussion of possible changes to the mask mandate and she wants to be prepared for any that may be significant. It is exciting news with a bit of trepidation because of vaccination levels in our communities. The management team will be discussing it during the meeting Friday and Amanda will share more at the regular meeting.
- **10-minute Board training – (topic: History of the Libraries of Stevens County)** – Amanda shared a PowerPoint presentation giving a brief history of libraries in Stevens County. The Trustees enjoyed the presentation and thought it was very informative. They are looking forward to these monthly mini trainings.
- Sue gave an update on the Loon Lake Friends and their fundraising to help with the match for the LCIP grant. On Giving Tuesday, they created a Facebook fundraiser and made \$2000, plus they will receive a match from Facebook. They raffled some basketball tickets and made \$1000. Their first book sale of February made \$1000. They are up to \$82,000 and would like to get to \$100,000 to use for part of the match for the new Loon Lake Library.
- Lisa asked that the April webinar be an information session from John Olson, Stevens County Assessor, regarding taxes and the tax rate for the Library. Amanda thinks that is a good idea and will make her mini training next month about taxes to prep Trustees for what John will share.

- NEW BUSINESS – none
- ADJOURNMENT – 9:43 am

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By:


Sue Poe, Board Chair

2.17.22

Date

Library Director's Report
February 17, 2022

Information Sharing – Amanda

- I have been working with Colville Rotary and the Colville School District to help secure ongoing funding for the Dolly Parton Imagination Library project that serves all children 0-5 in Stevens County. There are currently 829 children enrolled in the program in Stevens County, and it costs \$25 per child, per year. Each enrolled child receives one free book, per month until they turn 5.
- I continue to work to secure funding for digital equity projects, including hotspots and digital navigators

Colville from Lisa

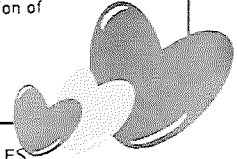
- **STORIES**
 - Coming around - Avid library user family pre-covid has previously given us grief about masking and time limits. They came in today, everyone was masked. We had some great conversations, they are thankful for us. I feel like we made some progress!
 - COVID tests - Wonderful! Thank you! Awesome! *relief
 - Tech - Patron needed help moving all his photos from his crashing laptop to a thumb drive. We were successful and he really appreciated the time to show him and help him make it happen
 - Tech - Patron needed help finding a guardianship webinar. She ran out of time on our inside PC's. She was extremely frustrated. We were able to check a laptop out to her and find the webinar again. She finished and we were able to print her certificate
 - Public PCs - Patron finished a resume in the 30 minute time limit and thanked us for the computer use.
 - Marketing - Book Club has been getting new members through marketing!
 - Program - A patron who is a quilter was very excited about our snowflake templates!
 - Program/Catalog - Patron said she is using the Cozy Mysteries stream in LS2 PAC to get books because it's so easy!
 - Hotspot - Super thankful patron because we took the time to show her how to connect her phone to one of our hotspots. She could not believe the technological capabilities these days.
 - Libby - Patron called and we were able to talk her through the downloading of Libby, how to search for books & how to check her account. We then did it for her 2 daughters as well, who had signed up for their cards during their reading event at school Ella went to
 - Staff/Remote services - Debbi connected with someone she talked on the phone with many times during Roosevelt's Library. It was like two friends coming together again. They both said it made their experience (work and library) more enjoyable
 - Research - Helped a patron research editions of a book they were interested in to determine publication years. Patron was very thankful and called back to say that the information helped him greatly.
 - General - The Library is "safe, welcoming and peaceful."

Hunters from Megan

- The past several weeks have felt a bit busier at Hunters. Folks are still eager for hotspots, and I've been helping with lots of printing and scanning requests.
- **STORY:** Recently, I was able to drop off a few books for a student at Columbia School and had a positive experience with her teacher - she told me that this particular child was a reluctant reader but recently started a series which the library has in its entirety. The teacher shared that the student was so excited to place them on hold and that this was the first time she had seen this student enthusiastic about reading.

Chewelah from Bryan

- 1990



Kettle Falls from Katy

- KF is starting to see an influx of afterschool kids. We had 1045 people in Jan. 2022, which is about 200 more people than in December. It has been really nice to have a fairly consistent amount of patrons. We are seeing a fair number of patrons coming in for computer access and technology help because we don't have a time limit.
- The historic photo collection of Kettle Falls Library and Colville Forest Service will be added in April to the Northwest Digital Heritage Project <<https://www.northwestdigitalheritage.org/>>, a subset of the Digital Public Library of America.
- Alison Addicks is acting president for the Friends of the Library. The February meeting was cancelled due to the high number of cases of COVID-19 at the end of January.

Lakeside from Brooke

- Lakeside has been busier this last month, with more people coming in to use the computer, sign up for library cards and look for books!
- We have some new young families who are visiting on a weekly basis. They all ask when we will have storytime again. I wish I had an answer. That being said, maybe I should start practicing, as I am more than a bit rusty with two years since the last storytime I presented.
- People continue to inquire about Libby, many getting a card just to access our downloadable collection.
- **STORIES:**
 - An older woman came in recently to make some copies of personal documents related to her husband's passing. She was very choked up, so Anja and I just tried to be as helpful and positive as possible and show her the support she clearly needed. We did not know her, but she thanked us profusely when she left for being so caring and helpful. That was a feel good moment, for sure.
 - Just the other day, 4 year old twin girls who used to come to the library weekly with their nanny prior to Covid, came to visit. I recognized them and called them by name. They were absolutely shocked that I knew them, and when I told them they used to come in when they were only two, they thought that was just a hoot! They informed me they were much bigger girls than two now! They had such a fun time, they returned the very next day for another visit!
 - Just yesterday, a young woman came in and needed to print, sign and scan some documents for her new apartment rental. She did not have access to a number of key things she needed to do this, but Toni and I came up with some creative workarounds, and she was able to do what she needed. She was clearly worried that she was going to have to pay for our time and effort, so when we told her there was no charge and we were happy to help her get into that new apartment, she was SO happy.

Loon Lake from Jessica

- **STORY:** I have worked here for almost nine years. During my time here, one young patron we will call Bee has been a constant library visitor. Bee lived down the street from the library and comes from a rough, poverty-stricken situation. Her mom has been doing her best to raise Bee, as Bee's father passed away from a rare cancer in my first year of working at the library. Her mom has worked odd jobs, cleaned homes, and has done her best to keep Bee out of trouble. Throughout the years, Kristy has always encouraged Bee to explore her interests and Bee has spent many, many days, weeks, years in our library watching YouTube, playing new online games, and learning social media. Kristy has made this library a safe place for her - to talk with adults, to explore Virtual Reality headsets, to be seen as a person and not passed over.
Since COVID, we have seen a lot less of Bee - a few DVDs here, a wolf book there. Her and her mom moved further away and at one point, Bee confided she was living in a shed. We have worried for her many times. At one visit, she confided she only had Fs in her school report card her freshman year - heartbreaking. The visits have all but stopped - leaving us wondering if she was still in school. But then...
Bee's mom visited this week. She told us that Bee is now on the production team at her school as a sophomore. She is earning money part-time filming the school sports for the school's YouTube channel, so she isn't able to stop by as often. She is learning computer design at school and is applying to go to the Skills Center in Spokane next fall- a sort

of "running start" for the specialized trades. They have a two-year computer certificate program. Bee is loving the production class - learning all the new technology concepts and developments and learning what it takes to produce a quality broadcast on YouTube.

Would this have happened without the library? Would she have had access to the internet? To computers? To experience virtual reality and watch a 3D printer for the first time and learn how to code, all thanks to the Washington State Library grants? What would have happened if she was not digitally literate - unable to experience technology as consistently as she wished? What would have happened if Kristy treated her as a troublesome kid instead - especially after she broke our beloved concrete table? What if Kristy had not been the warm smile and avid question-asker to keep Bee coming back to visit? What if Kristy had not found new wolf books and the latest Descendants movie to recommend to and continually connect with Bee? **Would this have happened without Kristy, the librarian?**

Kudos to Kristy for keeping this small, rural library friendly, and engaging to all ages for almost 23 years. She is the gold vein in the Loon Lake Library.

Northport from Clifford and Katy

- **STORIES**

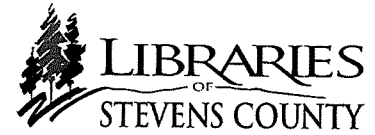
- Recently an ALL STAFF (or maybe HONK) email went out alerting us that Rural Resources would be accepting phone calls from folks wanting to apply for the Energy Assistance Plan, and that we would could be getting an influx of patrons needing to apply, some of whom may not have the best computer skills and may need our help. I got 2 calls from patrons telling me they would be coming in to apply and would need help. Lots of it, as neither was computer literate. It was important to register as soon after RR opened up the portal as possible, so when the patrons arrived I had 2 public computers already logged in to the RR site and ready for their info to be input. It went very smoothly for one, as he already had an email address, and it didn't take long to set up an email account for the one who didn't yet have one. So the good communications made it so I was aware and ready. (Just like the recent email alerting us about a possible influx of patrons needing help with their MADD online classes). And the library patrons were thrilled that they were able to get registered so easily and quickly.
- Here's another....There is a NP patron who still lives on his remote 200 acres about 10 miles out of NP and he is in his early 90's. He is somewhat disabled, having to use a cane, but is still all there mentally and is very active. He often calls and asks me to find a certain book he's looking for, or to find a certain article or scientific paper and then for me to print it out for him and set it aside for when he does make it out to civilization. When he arrives he calls me from his vehicle to tell me that he is here, and I grab his materials and bring them out to him, as he has a hard time with stairs and is very careful about Covid.
- My Supervisor Katy and I talked about the Building Grant for NP and asked if I could solicit a good quote from a local library user and here is what Karen Plum, a long time teacher at NP grade school wrote for us: "A library is the heart of a community. The Northport Library is a vital hub, providing information and entertainment in our special but isolated community. Please support the expansion of our heart."
- Small town LibraryGuy job is awesome. Such a great way to be helpful in our community!
- Many Thanks Board Members for your work!
- LOSC is advertising for a part-time 20 hour a week LA2 at NP.
- Due to requested changes by the new owner, Onion Creek Store is now a library materials pick up location, materials return, and public wi-fi access point. Due to significantly decreased access to library services, the public computers, printer, and honor book collection have been removed so that the owner can recover the space for other planned uses. Library workers no longer staff the location except for the routing of library materials.

Technology Report from Jessica

- ExBabylon is making weekly visits (Fridays) to keep tech issues at bay and update technologies as needed. It is working well.
- LCIP Brochure is making progress. We are hoping to wrap it up and reveal it to all soon.

- We have a lot of grants happening/applied for/receiving - yay! We are now maintaining a list with a status for each to keep our beloved Janet in the loop on all things financial.
- Anja and Jessica are tag teaming social media and it is working well! Anja is a wealth of knowledge and talent.
- Mary is rocking the hotspots! She is currently managing the day-to-day aspects of our hotspot circulations. Very thankful for her help!
- Windows 11 is coming... free to us! Yay! Mary is currently experimenting and creating a list of how this can be implemented as smoothly for staff as possible. Stay tuned for more in the future.

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



COLVILLE PUBLIC LIBRARY

SUMMARY DECEMBER 25, 2021 – JANUARY 24, 2022

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	115	The Colville Public Library Improvement Club will host book sales on Saturdays: April 23, July 23, and October 22, 2022.
Tallied Visitors to the Library	1,349	This was in addition to 71 curbside deliveries.
Automated Door Count	3,258	Some transactions result in multiple passes through the automated counter.
Laptop & Public PC Usage	132	129 library desktop computer users and three laptop users.
Wi-Fi Users	568	In December, 568 “unique users” used 746.13 GB of data via the library’s Wi-Fi.
Phone Calls Answered	219	
Number of New Cards Added	32	

SUMMARY AND UPDATES

SERVICES

The Colville Public Library offers in & out and curbside services Monday through Friday, 10am until 6pm. Library staff continue to assist patrons with IT support and literacy training, readers’ advisory, research, early literacy activities, craft and Science-Technology-Engineering-Math (STEM) kits, and remote services.

PROGRAMS

From January 3-31st, 110 Colville patrons participated in our *Paper Snowflake* craft station, snowflake templates are available as a take-home activity or could be completed during in & out services. Sixty *Straw Rockets* kits were handed out to Colville’s patron’s grades 4-8 as part of LOSC’s *STEM@Home Take ‘n’ Make* program. Two hundred and sixty *Friendly Library Monster Take ‘n’ Make* craft kits were distributed across Stevens County to LOSC’s littlest patrons.

LOSC’s two YouTube channels received 2,197 views totaling 49 hours of watch time. *Storytime with Roosevelt* premiered on January 6.

The weekly Writers’ Group, Book Club, and outreach to Parkview Senior Living and Buena Vista Healthcare continues. The Colville Library has also provided 48 books to the Stevens County Jail. *Get Cozy with Local Authors* winter reading challenge continues. Participants must read four books from the “cozy mystery” genre or books written by local authors to complete the challenge.

LIBRARY CAPITAL IMPROVEMENT PROGRAM (LCIP) GRANT

The Washington State Department of Commerce (DOC) has informed the City of Colville that the planning phase of the Colville Public Library Capital Improvement Project must be complete *before* the Department of Archeology and Historic Preservation (DAHP) can review the project. This means that the city cannot go to contract with the DOC or receive reimbursement (backdated up to 07/01/2018) until *after* DAHP review is complete. The mayor is working with the City Attorney to review the project’s scope of work and the LCIP guidelines.

LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	4,423	This is in addition to 4,850 items that were checked in.
Downloadable ebooks, audio books, and video	6,206	A combination of 3,381 eBooks and 2,825 audiobooks.