

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**March 17, 2022**  
**Via Zoom**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order, via Zoom, at 9:05 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. Janet Eide, Business Manager and Becca Moore, Office Manager were also present. District Director Amanda Six was absent from the meeting. Jessica Varang, Library Manager joined the meeting for a few minutes to give an LCIP update.

**VISITORS** – none

**GREETINGS** – Sue welcomed everyone.

**PUBLIC COMMENT** – none

**AGENDA CHANGES** – add patron comment card to reports

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of February 17, 2022 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of March 9, 2022 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 2/16/22-3/8/22 - 48 Vouchers total \$65,017.55  
Payroll Warrants February 2022 – 27 Direct Deposits for a total of \$64,225.71
- (4) Detailed Revenue & Budget Status Reports for February 2022.
- (5) The Director's February 2022 timesheets and accumulated vacation & sick hours were reviewed.

Joann asked about supplies purchases. Janet looked through AP to explain. The Budget Status Report shows totals from the previous month while the AP Scan shows purchases from this month which can be confusing. Janet looked back to find that expense. It was a charge for repairing bookdrops last month.

**Motion made to accept the Consent Agenda.**

Motion made: Lisa

Motion seconded: Joann

All in favor: Unanimous

**UNFINISHED BUSINESS**

- (1) **Library Capital Improvement Project (LCIP) Update** – Jessica shared that the booklet is ready to be printed. LCIP project sheets and brochure are complete and almost ready to be printed. Trustees discussed visiting some of the locations that Carolyn Peterson shared to get ideas for our projects. Establish a contact at those locations for managers to touch base with later. Catharine would like to be proactive and set up some dates to go and visit these locations: Yakima, Wenatchee, Spokane. Catharine will put two proposals together and share with the Trustees so they can plan. Josie and Sue said they would be happy to help.
- (2) **2021 Trustees Year in Review** – Catharine will complete this month and get it out for review.

- (3) **Advocacy to State Legislature** – Sue asked what she should do to help support these or other bills. Lisa shared that Sue should contact Jacqueline Macomber and Joel Kretz with her support and urge them to do whatever they can to get the bills passed. Further review showed that these have passed already but this will be good information for future legislation.
  - a. HB 1723 – Rural Broadband
  - b. HB 1329 – Concerning public meeting accessibility and participation
  - c. LCIP Funding – 2023-2025 – tabled until April
- (4) **Policy Review: 0015-400.200 Leave – Sick Leave** – Tabled until April.

**NEW BUSINESS**

- (1) **Policy Review: 0015-500.000 Performance Evaluation** – Tabled until April.

**REPORTS**

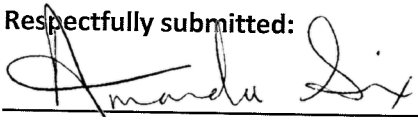
- (1) **Director’s Report:**
  - a. **Library Happenings (attached)**
  - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report** – Reminder about the Board Training for the State to complete by the end of the month. Trustees discussed a patron letter that was submitted regarding DRM (Digital Rights Management) and the possibility of counties (if not the whole state) joining together to offer and expanded digital catalog. Lisa offered to share information on a newsletter put out by WLA (Washington Library Association) that has a lot of good information in regards to this and other important challenges in libraries around the state. Catharine suggested that the Trustees July webinar be about digital rights management and electronic information. Becca will share some information about Digital Rights Management with the Trustees. Lisa asked if Amanda will be responding to the patron or if she should begin crafting a letter from the Trustees? Catharine feels like we should respond as a board even if Amanda is also responding. Lisa will use an email to get a draft started. It is important to the Trustees to be responsive to patrons. Lisa attended the Colville Advisory Board meeting March 2<sup>nd</sup> regarding funding for the Colville Library LCIP project. A new engineer has been brought on and met with Leah and the Mayor and soothed fears of getting the project moving forward. They will present to the City Council on March 22<sup>nd</sup> to request funds be released. Lisa may attend and will talk to Rick Moore about attending as well. Becca will share the brochure and fact sheets regarding LCIP with the Trustees after checking with Amanda.
- (3) **Others:** none

**ADJOURNMENT**

The meeting of the Board of Trustees was adjourned at 10:28 am.

Chair adjourned the meeting.

Respectfully submitted:

  
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 Amanda Six, Secretary, SCRLD

  
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 Sue Poe, Board Chair

4.21.22  
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 Date

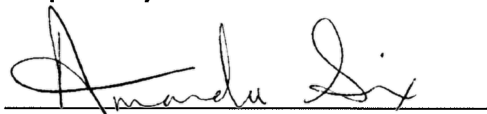
**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Conference Call**  
**March 9, 2022**

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

**AGENDA**

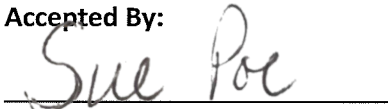
- **OPENING** – Sue welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
  - **March 17<sup>th</sup> – Regular Board Meeting – Agenda Changes - none**
  - **Update on status of LOSC during COVID-19 Pandemic** – Amanda shared an update: the State of Washington will be lifting the mask mandate on March 12, so beginning Monday, March 14<sup>th</sup> masks will be optional for staff and patrons. Still waiting to hear from L&I if there are any restrictions to staff in certain workplaces. Will be delaying in person programming until at least April. The thirty-minute time limits in Chewelah and Colville will be lifted as well.
  - **Training Folder in Google** – Trustees discussed the new Google Drive folder and how best to use it.
  - **10-minute Board training – (topic: Levies & Taxes)** – Amanda shared a PowerPoint presentation about levies and taxes in regards to funding for the Library.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 10:08 am

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe, Board Chair

3.17.22

Date