

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
August 16, 2022
Northport Library

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:04 am by Chair Sue Poe. In attendance were Sue Poe, Chair (via Zoom); Catharine Whitby, Vice Chair (via Zoom); and Josie Darst, Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Office Manager were also present. Lisa Wolfe, Trustee and Joann Caruso, Trustee were absent from the meeting.

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 July 21, 2022 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of August 10, 2022 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 7/21/22-8/10/22 - 50 Vouchers total \$99,494.10
Payroll Warrants July 2022 – 28 Direct Deposits for a total of \$83,782.34
- (4) Detailed Revenue & Budget Status Reports for July 2022.
- (5) The Director's July 2022 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

Motion made: Catharine

Motion seconded: Josie

All in favor: Unanimous

UNFINISHED BUSINESS

- (1) **Library Capital Improvement Project (LCIP) Update –**
 - a. 2021-2023 – Loon Lake, Colville, Chewelah, and Northport – the Library District's lawyer is reviewing the RFP. Amanda has had several conversations with him and they are working on a professional agreement to include. Amanda talked to Jeff Jurgensen who used to be on the Library Board and works in construction management. He was involved with City of Spokane library building project and had some feedback that Amanda shared with the lawyer. The City of Colville is still ironing out logistics for moving forward with how the LCIP construction project will be organized. The Colville Library Advisory Board will be on September 7 at 4pm. Sue and Joann (or possibly Josie, if Joann prefers) are invited to this meeting. Amanda is also working on a contact from the County for CDBG funds, and how best to share the news about the grant with the public.
 - b. 2023-2025 - Hunters – no new news
- (2) **Advocacy to State Legislature** – Abby Moore lobbyist and liaison for the WLA will speak at the September Conference Call. Amanda asked the Trustees if they would like for her to set up some

meetings with state representatives. Catharine suggested sending an email to them. Senator Short is on the digital equity forum – rural broadband. Sue is happy to meet in person or send a letter. Invite them to our September meeting via zoom and thank them. Also give them the meeting schedule for the rest of the year if they'd like to pop in. Just let them know we are grateful for their support. Amanda will draft an email.

- (3) **Policy Review: 0015-500.000 Disciplinary Action** – Our goal is to strip out discipline from evaluation. Look at the King County Discipline Policy that Becca shared. Amanda will ask her listserv about examples as well as contact our HR consultant Elise. We will discuss more next month.

NEW BUSINESS

- (1) **Review Staff Survey for Director's Evaluation** – Becca will add “reminder email to staff” to the timeline and send that out before the survey ends. Trustees reviewed the evaluation timeline and evaluation itself. Becca will screen shot the survey while it is open this year for current questions. Sue will look at questions from last year and share with the Trustees. Discuss further on the Conference Call who will compile the responses. Sue will edit the first question to strike “staff, and/or the District as a whole”.
- (2) **2023 Draft Budget** - Trustees reviewed the draft budget so far. Amanda explained that there will be a second spreadsheet for the grants CDBG, LCIP etc. The budget will look unusual in 2023 due to the different revenue sources coming in for the various facility projects. Janet made separate spreadsheets for each construction project and can share those monthly with the budget status. Amanda talked about Enduris insurance going up drastically and how some other libraries are looking elsewhere for insurance. Amanda will send Janet a contact for another insurance quote for Library buildings.
- (3) **New Policy Draft(s) (ethics and/or code of conduct and/or dress & grooming)** – Trustees reviewed some sample policies and discussed the need for any of these as new policies or procedures. If we are going to create something new Amanda feels like the management team and the staff should be included in the discussion. Catharine suggests making them more of a procedure. Important to create an employee procedural manual that is available to staff. Amanda will share at the management team meeting. Important to get staff input on procedures. Amanda will share, talk to Elyse and the lawyer or another human resources specialist. Add to agenda: Policy and Procedural drafts on the unfinished business part.

REPORTS

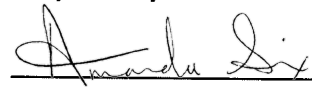
- (1) **Director's Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report** – Trustees discussed the September 20th Board Retreat plan. Amanda has contacted Primary Source and let them know we want to explore ways to reimagine our management structure. What are the challenges we are currently experiencing and what is working well? Get the management team involved as well. Performing a SWOT analysis would be good. Lid Lift, and our partnership with Colville can be alternative discussions if Primary Source is not available.
- (3) **Others:** none

ADJOURNMENT

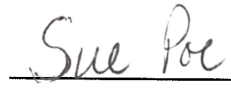
The meeting of the Board of Trustees was adjourned at 12:05 pm.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

9.15.22

Date

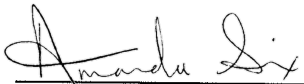
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
August 10, 2022

The meeting was called to order at 9:02 a.m. by Sue Poe. Present were Sue Poe, Chair; Catharine Whitby, Vice-Chair; Joann Caruso, Trustee; Lisa Wolfe, Trustee; Josie Darst, 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**
 - **August 16th – Regular Board Meeting – Agenda Changes** – will talk about the Board Retreat in Trustee Reports at the meeting
 - **October 20th and November 17th Possible Board Meeting Date Changes** – decided to keep October and November meetings on the original dates
 - **10-minutes Board Training – Annexation Process and Timeline** – Amanda shared information about the process of annexation. Trustees requested an informational sheet, unique to each city, laying out the pros and cons of annexation.
 - **GREAT NEWS!!** Received word yesterday that the County have been awarded the \$1,000,000 CDBG Grant, on our behalf, for new Loon Lake Library. Also heard last week that the Libraries of Stevens County Foundation has been approved for \$300,000 appropriation from Senator Murray, for the Colville Library. These funds can be used as our LCIP match. Amanda will be sending the RFP to the attorney for review and has reached out to several people for suggestions of where to post the RFP. She will adjust the dates to give one month for applications.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:58 a.m.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe, Board Chair

8.16.22

Date

Library Director's Report August 2022

Information Sharing – Amanda

- Better Health Together works with an agency that helps people who've been in jail transition back into their communities. They've noticed an obvious gap in rural areas. They reached out to our library system for a possible pilot project to help rural people get access to information, follow-up support, and technology assistance when they return from jail.
- I'm also applying for a \$500,000 grant from the Washington State Broadband Office to secure funding for Digital Navigators who would support all the work we already do. We are working on a partnership with the Spokane Tribe for this grant.
- Nine staff members (from Loon Lake, Colville, Hunters, Northport, and Chewelah branches) took a four-hour CPR, choking, and First-Aid Training on Monday, August 8th from the Stevens County Sheriff's Ambulance staff. An additional training will occur in the south part of the county for staff who were unable to attend the August training.

Chewelah from Bryan

- Our team has continued to flourish into August, and we've especially enjoyed all of the programming this summer has brought.
- Last week we hosted the Kettle Falls Robotics Team, and the youth leading the session were top notch presenters. The kids they worked with really enjoyed driving the robots around and learning how they worked.
- Summer Reading has also continued to see a ton of success with Matt at the helm - his attendance each week is consistently averaging just under 20 which is unheard of at our location.
- We also had a couple of community guests since our last report: We hosted a ballot drop box on election day, which is always a solid partnership for our branch, and Brandon from the Tri-County Economic Development District (TEDD) met with local business owners and community members as part of a pilot partnership to see if we can serve as a worthwhile meeting space for the important resources TEDD provides to our region, which went very well.
- Our adventures in service these past few weeks included: helping a patron organize and print important evidence for a court appearance, multiple sessions supporting access to eBooks and audiobooks through Libby, providing cool space for multiple businesses to meet with clients on-the-fly, finding a musical performance on YouTube for an adult trying to track down information referenced in a family member's journal, a patron sharing pictures of birds they saw after using our bird watching "Take and Try" kit, helping print and scan forms for multiple patrons seeking assistance through Rural Resources, and many, many other wonderful interactions with our community members.
- Sarah also mentioned that she really gets joy out of the thanks we get from patrons over simple things like printing something off that they weren't able to do on their own - we experience these encounters constantly, and it's always wonderful to take just one thing off of a patron's plate to make their day better.

Colville from Lisa

Our Smiles:

- tech help - Debbi was helping a patron print who was so nervous. They kept expressing this and how thankful they were for her help. We were super busy and Debbi took the time to give some great emotional support for this patron's information-behavior needs.
- Programming - I let a patron know we had custom buttons outside for our birthday and he said, "sick"
- programming/outreach - A patron talked about how libraries who are active are a common factor in communities that experience economic revitalization. They asked about the Colville Library and LOSC's engagement in our community, we talked about partnerships with NPS, CNF, other districts, LCIP (funds for the community), etc.
- programming - A family walked through the library and the kids couldn't believe the old library had been so small!
- Programming - Mother and others loved our LOSC rainbow and sasquatch buttons because they were "inclusive"
- tech help - Another ArriveCan success
- collection - We have a younger patron learning to use the catalog. Our most recent time together we found DogMan books and he shouted with joy when I found the title he wanted on the reshelving cart.
- Staff - A patron asked if Ella was in. When I queried further they said "she seems like she'd be a nice person to help on the computer" which I thought was a nice compliment =)
- Summer Adventures - "You have that for adults? So fun!" Adult patron happily took a shirt and tracker sheet
- STEM @ Home - Patron said her son really enjoyed our Barn Owl Barf. "These STEM kits are the best thing ever!"
- Printing - Patron needed many many court forms and came in a second day for more--she thought she would accomplish her goal thanks to our help finding court forms online.
- STEM @ Home - "Oh my Gosh Lisa" Patron thanked me for sending Barn owl barf home with her grandkids. They found a skull and a jaw bone with teeth. The girls enjoyed it more than the boys!
- Arrive Canada - Another happy couple on their way to Canada after we walked them through Arrive Canada!
- Being helpful - I was told "we are so nice" multiple times today as we helped patrons with an array of needs. One man said "and modest too" LOL
- Summer Adventures - Older lady came in for her Roosevelt token. Thank you thank you, we appreciate the program, the shirts, everything you do
- Tech help Tuesday - Between Lisa and I we helped a gentleman update the tablet he hadn't used in years and access his email. He was very happy!
- Summer Adventures - Debbi forced a couple t shirts on two adults who come in almost daily. The woman nearly always has the t shirt on when they visit--we share a secret smile each time I see her

Hunters from Megan

- Hunters had great attendance for all three Ranger programs this summer. BIG thank you to Lisa, Matt, and Brekyn for putting together such amazing programming.
- The Roosevelt's workbench crafts have also been a big hit, as have the take & makes and stem kits. These passive programs are very popular and the flexibility allows folks who otherwise wouldn't be

able to make it into the library at designated times to enjoy these programs at home when they're able.

- I was very fortunate to be afforded the opportunity to participate in extra casting for the upcoming film "Dreamin' Wild" when they shot post production scenes at the Hunters Tavern a couple weeks ago. Amanda reached out to me and told me I could close the library early if I wanted to check it out, and I did just that! I think just about the whole town was there and lots of folks were excited that I was able to participate and represent the library. Thank you to Amanda for making it possible for me to take advantage of the opportunity - it was the most fun I've had in a while.
- I was able to attend the CPR/First Aid training in Colville and am grateful that Katy & the management team were able to get that coordinated. I think it's a great idea that we are all trained in basic CPR and First Aid since we see so many folks every day, and lots of us are very far away from emergency resources.

Northport from Clifford

- NP continues to be an important access point for Canadians and Americans who get turned around at the border because they don't have their ArriveCan info up to snuff. They tell them at the border to go back to the NP library and use the internet and if they need help to ask the librarian. I even got to help a patron navigate ArriveCan while working at KF last week. Almost every day I work here at NP I get at least one person needing to work on their ArriveCan app.... The library and the wifi have been a life saver for many!!! Absolutely HUGE for the community and area.
- Having STARLINK now has been great! So far, there have been no glitches whatsoever. Whereas with Century Link one would never know how long it would stay connected, sometimes losing wifi connection 5-6 times in a workday here. I have many times, on a day off, gotten a phone call from a library patron telling me that the internet/wifi was down and could I PLEASE come down and fix it? Which I have done many times. So....hopefully having Starlink now will alleviate me from that occasional duty, and peeps will have real 24/7 access.
- We're excited with the hiring of a new (male!) employee to join the HONK ranks! I've known Wright for decades and he has a good reputation around town as an all-around good guy. I'm pretty certain that he will work out.
- This time of year we also get many hikers of the PNW Trail, which goes through NP. The 24 hr. access to the internet here is a godsend to many.
- So far, the one old wall unit A/C has been doing the job of keeping the place cool. I also have a fan at the bottom of the basement stairs blowing cool air from there up, and a few fans blowing air around. When I arrive, it's often around 80*, (even leaving the basement fan on), and then the A/C will bring it down to the low to mid 70's.
- Thanks to the Board for the many hours of volunteerism!

COLVILLE PUBLIC LIBRARY

JUNE 25, 2022 – JULY 24, 2022

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	177.85	This is \$2,577 of saved wages if we were to pay library pages minimum wage.
Automated Door Count	5,691	
Laptop & Public PC Usage	388	Tech Help Tuesday provides one-on-one technology instruction every week.
Wi-Fi Users	650	In June, 857.53 GB of data was used via the library's public Wi-Fi.
Phone Calls Answered	215	
Number of New Cards Added	63	

SUMMARY AND UPDATES

From helping folks find their next favorite book or movie; providing digital literacy training; engaging STEAM concepts via programming; or assistance locating the paperwork users need for voting, a small business, and more; the Libraries of Stevens County is here to help!

PROGRAMS

July programs also included the Library's 90th Birthday, *Ranger Adventures: Wildlife Detective* presentation, Virtual Reality experiences, *Roosevelt's Workbench*, Writer's Club, Book Group, outreach, and a *STEM@Home* barn owl pellet kit.

MANAGEMENT

Library district staff are regularly encountering trash on the floor, running out of supplies, and maintenance issues. Xtreme Clean cleans three days per week (M,W,F, 6pm-midnight), this is a 40% reduction in frequency since February 2022.

The Colville, Kettle Falls, and Northport Libraries have two library assistant positions open in northern Stevens County.

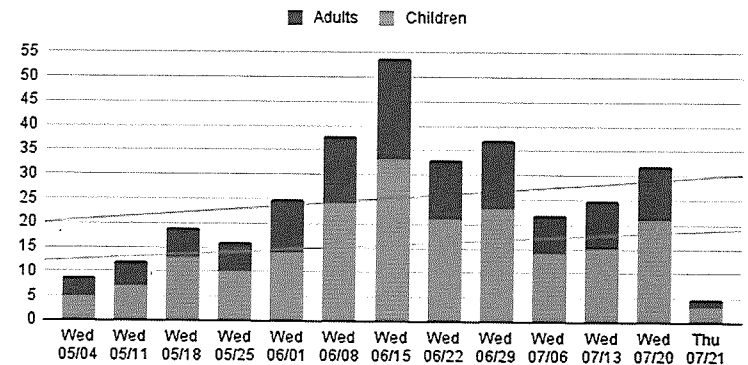
FUNDING ACQUIRED

The LOSC recently partnered with the Stevens County Historical Society and received a grant for a Virtual Reality 360 project where local historical sites will be made available as virtual experiences using technology and staff training received as part of the grant. The LOSC also received \$1,500 in funding from the Providence Community Benefit Fund for *Summer Adventures: Read Beyond the Beaten Path*.

Progress continues on the Colville Public Library Capital Improvement Project's planning phase; this project will result in at least \$528,000 in capital improvements for the historic library building first constructed in 1932.

Colville Library Storytime Attendance

Storytime teaches early literacy concepts to children and their families.



LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	6,065	This is in addition to 5,746 items that were checked in.
Downloadable ebooks, audio books, and video	5,972	A combination of 2,935 eBooks and 3,037 audiobooks.