

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
September 15, 2022
Lakeside Library

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:16 am by Chair Sue Poe. In attendance were Sue Poe, Chair; Catharine Whitby, Vice Chair; Josie Darst, Trustee; Joann Caruso, Trustee; and Lisa Wolfe, Trustee (via Zoom). Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Office Manager (via Zoom) were also present. Leah Hammerquist joined the meeting, via Zoom, at approximately 11:50 am.

VISITORS – none

GREETINGS – Sue welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – Under New Business add “Review Library Bill of Rights Policy” and “All Staff Day.” Under Unfinished Business add “COVID Booster Leave.”

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of August 16, 2022 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of September 7, 2022 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 8/17/22-8/31/22 - 32 Vouchers total \$57,461.05
Payroll Warrants August 2022 – 29 Direct Deposits for a total of \$87,132.95
- (4) Detailed Revenue & Budget Status Reports for August 2022.
- (5) The Director’s August 2022 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 –**
 - a. 2021-2023 – Loon Lake, Colville, Chewelah, and Northport – The RFP for a construction manager is out and we have heard from at least one group that is applying. The City of Colville approved \$64,000 for an architect for the Colville Library Project. Holly Shamberger was nominated and awarded Volunteer of the Year through KXLY and STCU for her work on the Loon Lake project. \$1000 was donated, in Holly’s name, to the Friends of the Loon Lake Library.
 - b. 2023-2025 - Hunters – Nothing new to report.
- (2) **Advocacy to State Legislature** – Amanda sent an email to local legislators inviting them to attend a Board meeting in person, or via zoom, to say hello, update them on current projects and thank them for their work. Amanda will find out about the 2023 Legislative Day for Libraries. It would be a great opportunity for the Trustees.

- (3) **2023 Draft Budget** – Trustees discussed the draft budget. Lisa suggested increasing the professional services line of the budget. Amanda explained that some of those expenses are “one offs” and not yearly expenses. Janet will gather more information and share trends for costs this year. Another part of the discussion was the possibility of paying for the employee portion of Washington Family & Medical Leave. Trustees also discussed the current perk package. Becca will share that with the new Trustees.
- (4) **COVID Booster Paid Leave** – Trustees discussed if they should continue to allow up to two hours of paid leave for staff to get their COVID booster without using sick leave. After discussion they agreed to continue this allowance, as long as the COVID situation continues to be classified as a pandemic.
- (5) **Policy Review: 0015-500.000 Disciplinary Action** – Tabled until October.
- (6) **Policy and Procedural Drafts** – Tabled until October. Amanda will send out a memo in the October Board Packet summarizing both the Disciplinary Action Policy and the policy and procedural drafts that are being discussed.

NEW BUSINESS

- (1) **Colville Library Contract** – Trustees reviewed the updated Interlocal Agreement between the City of Colville and the Library District. Amanda would like a thumbs up from the Trustees so she and Leah can move forward with the process.
- (2) **Policy Review: 0002 Library Bill of Rights** – This policy has been updated by the American Library Association and that update needs to be reflected in our policy. #7 regarding protecting patron privacy has been added. Trustees will review the edits on the October Conference Call.
- (3) **All Staff Day – November 14th** – Trustees discussed closing libraries for All Staff Day and Amanda encouraged them to attend.

Motion made to close all Libraries for All Staff Day, Monday, November 19, 2022.

Motion made: Catharine

Motion seconded: Joann

All in favor: Unanimous

REPORTS

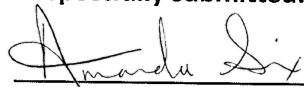
- (1) **Director’s Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report** – October 26th Board Retreat at Sue’s house in Loon Lake. Catharine offered to put together some notes on Management Structure to review before the Board Retreat.
- (3) **Training:** the trustees and Amanda invited Abby Moore, the lobbyist for the Public Libraries of Washington (PLW) to give a presentation to the board regarding the role and process for trustees to advocate for libraries to the State Legislature.
- (4) **Others:** none

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:50 pm.

Chair adjourned the meeting.

Respectfully submitted:


Amanda Six, Secretary, SCRLD


Sue Poe, Board Chair

10.20.22
Date

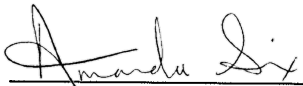
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
September 7, 2022

The meeting was called to order at 9:06 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** – added Board Retreat
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **September 15th – Regular Board Meeting – Agenda Changes** – Moving the 30-minute Board Training with Abby Moore from the Conference Call to before the regular meeting on September 15, starting at 9:30 am.
 - **Library Director Evaluation – who will compile results** – Lisa volunteered to compile the results this year.
 - **30-minute Board Training – Abby Moore** – Abby was unable to make this meeting, but will give her presentation before the regular meeting next week. This time works better than next month's conference call because Sue and Joann will not be available for that call.
 - **Board Retreat** – Amanda has talked with Kate Laughlin from Primary Source about first steps in reimagining our management structure. It is a multi-level process. After some discussion, the Trustees would like Kate's help working through the discussion of strengths, weaknesses, and issues that have come up in order to consider a good plan for moving forward. Amanda said Kate's schedule may dictate a different date and time. Trustees are ok with a change, if needed. Catharine volunteered to help contact Kate. Amanda will introduce Catharine to Kate, via email.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:45 a.m.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe, Board Chair

9.15.22

Date

Library Director's Report September 2022

Information Sharing – Amanda

- I have submitted a new Digital Navigation Grant to the Department of Commerce, State Broadband Office, for the amount of nearly \$500,000. If we are awarded the grant it would help us fund: some hotspots, new equipment, and the hiring of people to help us with a wide array of digital navigation duties. Among these duties would be some GIS mapping, and take a “census” of barriers to internet that people face (e.g., no ISP, no cell coverage, never used a computer, cost) The deadline for learning if we are awarded this grant keeps getting pushed out, but for now it's on September 19.
- We have also advertised for the Construction Manager RFP and hope to start receiving application in the coming weeks.
- I continue to represent rural public libraries on the Digital Equity Forum and will be attending another meeting on September 15th to help prepare recommendations to the State Legislature.
- Other projects that I am currently working on include: connecting with our state representative, updating policies, preparing for a staff All-Staff Day, preparing for a Board retreat, manager annual evaluations, policy revisions, and LCIP grant paperwork.

Chewelah from Bryan

- Chewelah has successfully transitioned into a new school year, but we've remained surprisingly busy even as our community has busied itself with all of the back-to-school responsibilities. Storytime continues to be solid, and we're readying ourselves for some new programs going into the fall that will include protecting people from scams, local authors, and more.
- One new regular display (we've done a LOT of displays over the past few months) that has been fun for us is our Staff Picks, which has generated some great readers advisory conversations with our patrons while also helping them get to know our reading tastes and interests. Between the 5 of us, we cover just about every genre and interest from dystopian/post-apocalyptic sci fi to inspirational romance. :)
- Our adventures in service these past weeks included (but were definitely not limited to): connecting a patron with vital retirement benefits over the course of multiple visits, transitioning large batches of photos to and from the cloud, connecting dozens of new users to eBooks and eAudiobooks on their devices, helping a patron with no internet listen to an important podcast (something he didn't realize was an option!), providing a laptop with a camera for homeschool support, purchasing materials to support homeschool curriculum requests from multiple families, and passing out dozens of COVID-19 tests. And of course all of the usual stuff that happens multiple times a day - processing materials, signing folks up for cards, giving out summer reading prizes, connecting people with great local resources and lots of printing, printing, printing!

Colville from Lisa

Our Smiles:

- A gal came in to tell Lisa how much she appreciated Lisa's purchase request of ebooks to complete the Janet Oke series. She said they showed up to check out the next day (thanks to Becca!!) and her mom was really enjoying them (needs large font)

- Patron came in to thank me for scanning the last few pages of a book she requested through ILL and emailing them to her while she was stuck home sick with COVID. She said she really appreciated it and thanked both us for ILL-ing the book for her, and for scanning the ending to her when she could not pick it up
- Patron with a Great Pyrenees puppy loved our Stick Library but most important the water for his pup.
- Patron that runs the Providence booth at the NEWA Market came in to tell us that a little girl had brought her storytime craft over to them to show it off.
- Someone left us a Roosevelt color page with a hand written story about a bear
- A patron was very thankful that Sarah was able to help them on the public computer
- "The Mobius center was outstanding, thank you for recommending the pass"
- A patron came in saying her friend told her we check out hot spots. We had one available for checkout and I walked her through how to use it. She said that Century Link has been down for days and has made no efforts to repair service. She said we saved the day!!!
- A patron asking about returning their Summer Adventures log, "I just like to support the library and summer reading programs remind me of my childhood. Love the color, design, and quality of this year's shirts."
- Debbi helped patron scanning various things to email after we assured him that we offer the most privacy in the city. He paused and looked her right in the eye and said "I appreciate you"

Kettle Falls Public Library from Katy

- New Staff: Please be sure to stop by and welcome our newest staff members, Christine Evans, who is our LA1 at KF! and please stop by on M/W to meet Wright our new LA2 for NP/KF!
- This has been a busy month with back to school and end of summer adventures. We have a tentative count of 75 Summer Adventures finishers, the final numbers are still being compiled.
- Donna and George have started their "Every Child is an Artist" after school art club on Tuesdays. We had 18 kids attend.
- Storytime has been slow. The change from Wednesday to Tuesday is taking a little while for our community to know
- The curbside access from Meyers street onto the library side walk is tentatively on the schedule with city crew. This will allow the library to have ADA parking right in front of the building instead of relying on curbside access on the corners and Mason Hall access.

Friends of the Kettle Falls Public Library:

- On Sept. 10th, the FOL had a book sale and yard sale. They made \$1000.
- Next general meeting is Tuesday, Nov. 8th, 1-3PM

KF Advisory Board

- The final meeting of the year will be Monday, Sept. 19th @ 6pm. Amanda will be making a presentation to the board about annexation. One of the board members had to resign because LOSC hired them! We have 2 openings on our board.

Hunters from Megan

- Hunters has seen several busy days over the last month. The day before the Hunters fair in August was bustling, lots of folks stopped by the library on their way to and from the fair building. The hotspots have continued to be a hit, with several new patrons getting signed up with cards specifically to check out hot spots.

- We recently secured a new space in the library, which I have designated as a computer room. I set up the two public computers in the new space and have been soliciting feedback from patrons to see what they think. So far I've had great feedback from folks, most people have mentioned how they appreciate having a more quiet space to think and focus while they work on the computer.
- The Hunters library saw great turnout for all Summer Reading Adventures programs this year. Even with a low completion rate for the actual summer reading program, I gave out more trackers this year and saw more folks show up for programming than any other year I can remember.

Northport from Clifford

- Big day in NP yesterday with the annual Labor Day parade and beef bbq at the park. Live music, beer garden, etc. Lots of people that grew up here or once lived in the area come back for this one, so the Town is usually hopping. For Northport.....
- I've been tasked with training Wright for NP and OC and all the jobs involved and the little tricks, etc. Wright has been enjoyable, amiable, a quick and solid learner, and a recognized figure in the community. Like me, he is a hands on type learner so once we established that, I've had him basically do everything with my guidance behind him. He quickly felt comfortable running the desk, so that freed me up to do some odd jobs that needed to be done here, like remove and replace the outdoor spigot that had just worn out and would not shut off anymore. After checking with Katy, I left Wright at the desk and went to the NP Hardware store (after taking pics of the spigot and the way it was plumbed in) and got a new one. I managed to remove and replace without breaking anything, so now we once again have a working outdoor spigot. All went well inside as well.
- Last Friday I had 4 different people needing help with ArriveCan. One couple who did not have smart phones.....they did remember their username and passwords for their email, which is often a problem, so it all went relatively smooth.
- The 24 hr wifi continues to be a blessing for the local community, as do the hot spots.
- Many Thanks! to The Board

COLVILLE PUBLIC LIBRARY

JULY 25, 2022 – AUGUST 24, 2022

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	99.5	The Improvement Club's next Used Book Sale is October 22, 10am-1pm.
Automated Door Count	6,485	This is a 14% increase since July and 62% increase since April 2022.
Laptop & Public PC Usage	468	
Wi-Fi Users	689	In July, 756.55 GB of data was used via the library's public Wi-Fi provided through the high-speed, high-capacity K-20 Education Network.
Phone Calls Answered	236	
Number of New Cards Added	65	

SUMMARY AND UPDATES

The Colville Library continues to see increases in visitation, circulation, and services provided.

PROGRAMS

Roosevelt's Workbench average 40 engagements each week inspiring curiosity about "The Final Frontier" (Outer Space). Partnerships with the National Park Service and "Canine Crusaders" Kettle Falls Robotics Club provided educational programming to patrons of all ages. Special summer programs such as *Trail Tales* and virtual reality are ending; Storytimes, *Tech Help Tuesdays*, volunteer-led groups, and outreach continue.

MANAGEMENT

Library management attended the Pacific Northwest Library Association Conference in Missoula, MT. Nine LOSC staff received CPR & First Aid training on August 8, 2022.

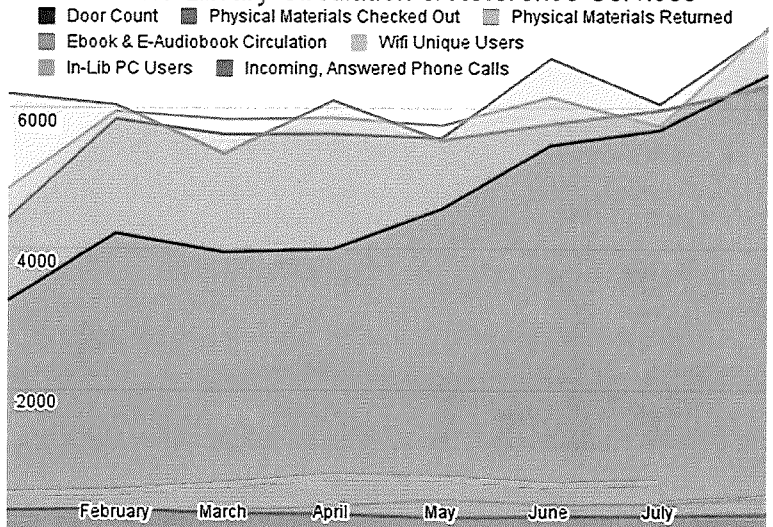
Library administration met with Colville Library stakeholders on September 30th and is working to update the interlocal service agreement between the City of Colville and LOSC to be included in the 2023 budget.

FUNDING ACQUIRED

The LOSC Foundation is working to secure the remaining match for the Library Capital Improvement Program (LCIP) grant as well as covering the cost of inflation. These funds are for the Colville Public Library Capital Improvement Project (CPLCIP).

LIBRARY MATERIALS CHECKED OUT

2022 Colville Library Circulation & Reference Services



MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	7,129	This is in addition to 7,159 items that were checked in.
Downloadable ebooks, audio books, and video	6,318	A combination of 3,017 eBooks and 3,301 audiobooks.