

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**November 17, 2022**  
**Chewelah Library**

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

**VISITORS** – Rick Moore, former Trustee, joined the meeting.

**GREETINGS** – Sue welcomed everyone.

**PUBLIC COMMENT** – none

**AGENDA CHANGES** – Add Job Description change/edit under New Business.

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of October 20, 2022 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of November 10, 2022 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 10/12/22-11/3/22 - 67 Vouchers total \$64,821.21  
Payroll Warrants October 2022 – 32 Direct Deposits for a total of \$86,982.62
- (4) Detailed Revenue & Budget Status Reports for October 2022.
- (5) The Director's October 2022 timesheets and accumulated vacation & sick hours were reviewed.

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

Motion made: Catharine

Motion seconded: Lisa

All in favor: Unanimous

**UNFINISHED BUSINESS**

- (1) **Library Capital Improvement Project (LCIP) Update** –
  - a. 2021-2023 – Loon Lake, Colville, Chewelah, and Northport – Interviewed a Construction Manager last week. Estimated to cost anywhere from \$150,000-\$300,000. Should expect 15%-20% of total budget to pay for a Construction Manager. Amanda would like to offer a contract to Jeff Jurgensen with OAC. The Board will need to approve the final contract.
  - b. 2023-2025 - Hunters – Have not heard anything new from last month. Hope to hear after the new year. Asked for \$620,000 and there could be less than a 50% match required if the Department of Commerce changes the grant guidelines.
- (2) **Digital Navigation Grant** – We could have started spending October 1<sup>st</sup> but just got the contract, signed it and got it back to the Department of Commerce. However, costs can be paid with grant money retroactively. Amanda is meeting with Debra later today to discuss next steps; they have made contact with a potential lead person.
- (3) **Advocacy to State Legislature** – Nothing new on this. Amanda contacted all 3 state legislators again and has not heard back. They have been invited to Zoom or attend either of monthly board meetings; conference call or in person. Amanda would like to share information about our assorted grants and

projects and thank our legislators for their work to make this possible. Becca will send an email to WLA about 2023 Library Legislative Day.

- (4) **2023 Draft Budget** – Trustees discussed the updated draft budget along with the new information about salary thresholds for exempt employees in 2023 and beyond. Salary and related benefits are the largest part of our budget. Currently our salary scale for managers (currently an exempt position) does not meet that minimum threshold throughout the whole scale; steps 1-4 are below the threshold. Trustees decided it is best to have managers monitor and keep a good record of their overtime/flex hours for 2023 and prepare to move from exempt to non-exempt in 2024 due to the large increase in salary thresholds over the next few years. They agreed to bump up the one manager under the threshold for 2023 in order to have all managers in an exempt status. Will discuss moving Business Manager position from exempt to non-exempt later in the agenda.
- (5) **Policy Review: 0015-500.000 Disciplinary Action** – Table until December. Amanda will review and send to our lawyer.
- (6) **Policy and Procedural Drafts** – Table until December.

#### **NEW BUSINESS**

- (1) **Resolution #01-2022 Increase in Regular Property Tax Levy – 2023** - By state law, the Library District may take up to a 1% increase in property tax revenue over the previous year unless State inflation is below 1%. The law states that the Library may take either 1%, or the rate of inflation, whichever is lowest. This year, the Library District can ask for 1%. This amount reflects a real dollar increase of \$15,811.76 bringing the total actual levy amount for 2023 to \$1,581,176.17. The Trustees reviewed the resolution and called for a vote.

#### **Motion made to accept Resolution #01-2022 Increase in Regular Property Tax Levy – 2023.**

Motion made: Lisa

Motion seconded: Catharine

All in favor: Unanimous

- (2) **Levy Certificate** – Amanda explained that this amount is filed with the County Assessor's office so that the Library can collect levied taxes. Amanda stressed that this amount is intentionally set at a high mark (\$4,500,000) in order to accommodate the unknown amounts of revenue separate from property taxes. The Trustees reviewed the Levy Certificate and Amanda signed.

- (3) **Resolution #02-2022 Salary & Wage Scale for 2023** – Trustees discussed and called for a vote.

#### **Motion made to accept Resolution #02-2022 Salary & Wage Scale for 2023 as amended.**

Motion made: Catharine

Motion seconded: Josie

All in favor: Unanimous

- (4) **Resolution #03-2022 Set Meeting Dates & Locations** – The Trustees reviewed the resolution and called for a vote.

#### **Motion made to accept Resolution #03-2022 Set Meeting Dates & Locations for 2023.**

Motion made: Josie

Motion seconded: Joann

All in favor: Unanimous

- (5) **Resolution #04-2022 Final Budget 2023** – The Trustees reviewed the resolution and called for a vote.

**Motion made to accept Resolution #04-2022 Final Budget 2023 with amended exhibit A.**

Motion made: Lisa

Motion seconded: Joann

All in favor: Unanimous

- (6) **Colville Interlocal Agreement** – Amanda met yesterday with the group of City of Colville officials, as well as the city and library district lawyers. A couple of changes were made but nothing substantive. Hope to have something to present to the Board in December.
- (7) **Recommend Awarding Construction Manager Contract** – Tabled awarding contract until December. Trustees discussed interview with construction manager applicant and moving forward with getting a contract started with OAC and Jeff Jorgensen.
- (8) **Job Description – Business Manager** – Trustees continued the discussion of minimum salary threshold in Washington to be considered an exempt employee. The Business Managers salary scale does not currently meet those guidelines and will be moved from exempt to non-exempt. Note: will continue this position as salaried and with management perks.

**Motion made to change the Business Managers position from exempt to non-exempt.**

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** – This is Catharine's last in person meeting. We are all so thankful for her 10 years as a Trustee. We will need a new Library Foundation liaison in January.
- (3) **Others:** none

The regular meeting of the Board of Trustees adjourned at 1:00 pm for Executive Session ending at 2:00 pm.

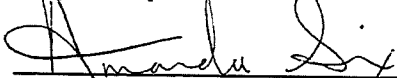
**EXECUTIVE SESSION – Library Director's Evaluation** – The Board adjourned to Executive Session beginning at 1:00 ending at 2:00. The session was held to review and evaluate the performance of a public employee (Library Director) per RCW 42.30.110.g. No items were voted on during the Executive Session.

#### ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 2:00 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

12.15.2022

Date

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

The meeting was called to order at 9:03 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**
  - **Holiday/PLD Schedule 2023** – Trustees reviewed and discussed the Holiday Memo as well as the results of surveying the staff.

**Motion made to accept the 2023 suggested holidays to include December 26 as the floating holiday.**

Motion made: Josie

Motion seconded: Catharine

All in favor: Unanimous

- **Conference Call Schedule 2023** – Trustees reviewed and discussed the proposed Conference Call schedule for 2023. The Trustees decided to move the December conference call and regular meeting up one week.

**Motion made to accept 2023 Conference Call schedule as amended.**

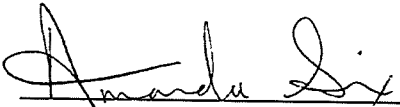
Motion made: Catharine

Motion seconded: Joann

All in favor: Unanimous

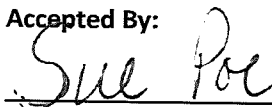
- **DISCUSSIONS**
  - **October 20<sup>th</sup> – Regular Board Meeting – Agenda Changes** – add Colville Interlocal Agreement to New Business
  
- **NEW BUSINESS** – none
  
- **ADJOURNMENT** – 9:29 a.m.

**Respectfully submitted:**



Amanda Six, Secretary, SCRLD

**Accepted By:**



Sue Poe, Board Chair

11.17.2022

Date

**DigitLibrary Director's Report**  
**November 2022**

**Information Sharing – Amanda**

- Digital Navigation Grant – we've been moving forward with conversations with regional partnerships with this grant, but are still waiting for a final contract from the Department of Commerce.
- The District Board met with a consultant to start a process of exploring ways to improve the management structure of the library district.
- All Staff Day was November 14 and we covered a range of topics, including: patron and staff privacy, LOSC mission and values, and future facility projects. District Board members Sue Poe, Josie Darst, and Lisa Wolfe also attended.

**Hunters from Megan**

- Things at Hunters have been chugging along. I dropped by Evergreen School at their last board meeting with some information about our resource delivery program and made sure the board members had a chance to ask questions. Since then, I've gotten a few requests for items to be delivered up at the school. I've made similar progress at Columbia School as well.
- Alex & Matt have installed two remote lockers in my service area - one in Hunters at one in Gifford, both attached to the book drops. I've been fiddling with them, trying to learn how they work - Clifford has been a huge help in getting me off the ground and working out the kinks. We're just waiting on a few finishing touches within our circ system so folks can start placing holds to pick up at the lockers.
- The senior apartments manager has asked me to organize a craft day for the area kiddos so they can make holiday decorations for the community room. I'm now looking at the calendar and taking inventory of my craft supplies so we can get that planned. Pre-Covid, the seniors would have a big decorating day where they put up a tree and lights and it was all very festive. I'm hoping the kids will enjoy making decorations and putting them up. If all goes well, maybe we'll turn it into an annual tradition.
- Thanks to the board for their support and guidance, always! We really appreciate everything you do.

**Kettle Falls from Katy**

- KF Library hosted 3 in person programs and 1 remote program in October. We saw 36 kids and 8 adults at our pumpkin carving, Rogue Dog detection saw 9 people and the Woodland Brass Ensemble saw 11 people. The Ensemble would like to come back during warmer weather and do an outdoor concert if possible.
- Our take home crafts, adult/teen kits and STEM @ home kits still continue to be pretty popular at KF branch location.
- Last month we gave out over 60 canvases. Ironically, we only had 9 submissions for the Tiny Art show in the month of November. Some might have been an overflow from neighboring library.
- Attendance for storytime is now ranging 18-21 kids and 4-6 adults thanks to our partnership with ELC

- The ADA curbside parking invoice came back - and it was significantly under budget due to the donation of labor by Mr. Fosbeck and his crew! The parking sign and paint job will be coming next spring.
- Floener Electric was able to install brighter lights around the library. Unfortunately, 6th street lighting was not included on the bid as originally expected, so I had them take some leftover light fixtures from the courtyard and put them on the north side of the building to get some lighting that the public cannot tamper. I will be requesting another lighting install this year if it is within our budget.
- The FOL met this past Tues. Nov. 8, and they announce that a former patron put the Friends of the Kettle Falls Public Library in her trust and will be receiving some funds sometime this year or next.
- FOL is moving forward with planning with the beautification of the library courtyard. There's still some general discussion about how the area will be maintained, etc. in a sustainable way.
- Election of officers and board members took place:  
 President: Alison Addicks  
 Vice President: Meghan Schroeder  
 Secretary: Nancy Folkestad  
 Treasurer: Patti Guenther  
 Board members:  
 Jo Nullet  
 Judi McAbee  
 Becky Apple
- Advisory Board: Next meeting will be held on Monday, January 23, 2023 6pm. We still have 2 board positions available. It has been difficult to recruit enough people to be fully staffed at a meeting.

### **Lakeside from Brooke**

- Lakeside continues to enjoy good attendance at storytime. The average is about 16 kiddos and then their grownups.
- Lakeside patrons made a good showing in the Beanstack challenge that recently ended. We have a number of families that are REALLY into it!
- Lakeside continues to plan and create the Take N Make kits, having December and January all planned out and getting ready to assemble shortly.
- We had 35 entries in our Tiny Art Gallery event. Our patrons just loved the idea and really enjoyed bringing their kiddos in to see their art on display.
- We are planning a macrame program for January, so Anja has been practicing making the projects. Our Friends group purchased the supplies, so all supplies will be provided, totally free to participants!
- We had our Fire Station storytime at the end of October, with 40 children in attendance. It was great fun and the fire station staff were absolutely awesome with the kids!!!!

# COLVILLE PUBLIC LIBRARY

SEPTEMBER 25, 2022 – OCTOBER 24, 2022

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	146.75	This is over \$2,000 in saved wages if we were to pay pages minimum wage.
Automated Door Count	4,775	The door count was impacted by the automated counter not working for a day as well as folks passing through the counter on a Saturday.
Laptop & Public PC Usage	368	
Wi-Fi Users	953	In September, 720.6 GB of data was used via the library's public Wi-Fi.
Phone Calls Answered	221	
Number of New Cards Added	59	

## SUMMARY AND UPDATES

### PROGRAMS & OUTREACH

The Colville Library offered 80 No-Knead Bread *Take-n-Try* kit for adults of all ages, and 120 “Tri-Color Tree” *Take-n-Make* craft kit for younger patrons. Wednesday *Storytime*, in partnership with the NEW Farmers Market, have come to an end; Preschool *Storytime* on Thursdays at 10:30am will continue throughout the year. Over 115 pieces of Post-It Art were created at our *Discoverable Station* over the last month. We also hosted a variety of fall-themed in-library activities including a guessing game that required folks to utilize the STEM concept ‘volume’ and a scavenger hunt using the numbers ‘1’ through ‘10’.

The Libraries of Stevens County also encouraged exploration of the arts this month with a *Tiny Art Show*. In October, patrons picked up canvases and had the opportunity to come to open paint days for art supplies. Colville’s open paint days saw 16 patrons. Forty-nine pieces of Tiny Art were returned in and are on display; come see the talent of our community throughout November!

Special visits on Thursdays to Parkview Senior Living and Buena Vista in September and October paid off, with more residents signing up to receive materials via outreach deliveries.

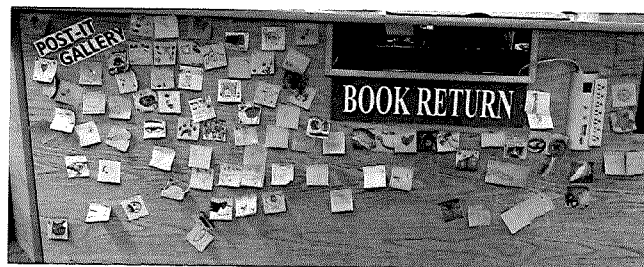


Figure 1. Colville's "Post-It Gallery" on the circulation desk.

### MANAGEMENT

The public meeting room is still unavailable for rentals after hours and on weekends due to a malfunctioning lock on the Astor Street Door which has been impacting users since July. Library staff have done a great job of ensuring this issue does not impact library security, as well as explaining why services are limited to users as they inquire about renting the space

Loresa Lotze has resigned from the Libraries of Stevens County to continue pursuing her education. The Colville Library is working to hire one, part-time Library Assistant 1 (LA1).

## LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	5,606	This is in addition to 5,631 items that were checked in.
Downloadable ebooks, audio books, and video	5,714	A combination of 2,538 eBooks and 3,176 audiobooks.