

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
December 15, 2022
Colville Library

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

VISITORS – none

GREETINGS – Sue welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – Catharine will share a couple of suggestions under Trustee Reports.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of November 17, 2022 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of December 7, 2022 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 11/9/22-11/30/22 - 47 Vouchers total \$58,337.60
Payroll Warrants November 2022 – 28 Direct Deposits for a total of \$89,022.48
- (4) Detailed Revenue & Budget Status Reports for November 2022.
- (5) The Director's November 2022 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

Motion made: Lisa

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 – Library staff met with Damon from OAC to talk about scope and fees. Next step will be to sign a contract. Damon stated that he hopes to complete Northport and Chewelah projects in 2023. Amanda met with the Architect from ZBA Stephanie Davis and City Planner Dave Harper for the Colville project and they walked through the project. Amanda will be connecting Stephanie and Damon.
 - b. 2023-2025 - Hunters – Have not heard anything new from last month.
- (2) **Digital Navigation Grant** – Debra Hansen has a potential coordinator. Kickoff meeting is next Tuesday, December 20, through the Broadband Office at the Department of Commerce. They are running behind schedule (due to understaffing in their department) but we still have the June 20, 2023 deadline to spend all of the nearly \$500,000 grant funds.
- (3) **Advocacy to State Legislature** – February 9th is Library Legislative Day will talk about that in New Business.
- (4) **Policy Review: 0015-500.000 Disciplinary Action** – Table until January. Amanda will review what Elise sent and send to our lawyer for feedback.

- (5) **Policy and Procedural Drafts** – Table until January.
- (6) **Recommend Awarding Construction Manager Contract** – Table until January.
- (7) **Colville Interlocal Agreement** – Amanda was hoping to have this approved last week but that has not happened. The City and Library are in communication and negotiation and are getting closer to an agreement.

NEW BUSINESS

- (1) **2022 Trustee Board Executive Elections** – Trustees discussed and called for a vote.

Motion made to accept Sue Poe as Chair and Lisa Wolfe as Vice-Chair for 2023.

Motion made: Lisa

Motion seconded: Joann

All in favor: Unanimous

- (2) **Library Legislative Day, February 9th** – Amanda will draft a handout before the January Conference Call. The January Conference Call Training can be a deep dive on the handout. All four Trustees are interested in attending Legislative Day. Possibly rent a van? Or drive Amanda’s car? Becca will make hotel reservations for 2 nights (3 rooms) and reserve a van just in case. Amanda will work to set up appointments with legislators during the visit to Olympia.

REPORTS

- (1) **Director’s Report:** Trustees suggested that Amanda and other managers go through the needs for a Colville manager or a “new” manager with a fine-tooth comb. What do you need for this position? Maybe CV needs a manager and other branches have a manager overseeing them but being run by a community librarian or library assistant II while the manager has another specific district wide duty. Work on how we transition to what we want. Trustees feel strongly about needing a staff person to oversee facilities. Catharine said it is important to make a wish list. Amanda suggested using a SWAT analysis.
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report** – Catharine shared that the board needs a new liaison for the Library Foundation. They have quarterly meetings where Trustees report on what is going on in the district and bring information back to this board on what is happening at the Foundation. Sue and Lisa are both willing to do it. Catharine also suggested it might be beneficial for Trustees to have a connection to other trustees from rural libraries in the state. They could share info with other rural boards in the state – policy, evals etc – take on a Leadership role. Amanda shared there is a group called Washington Library Friends Foundations Trustees and Advocates. Trustees could share their one-page sheet of yearly accomplishments with another rural board to start the conversation. Lisa shared that the broadband maps are out. You can check your address and confirm if the info is true. This is Important! Lisa will forward the article and link. Trustees discussed the 2022 Year in Review page. Lisa and Josie will work on it together.
- (3) **Others:** none

The regular meeting of the Board of Trustees adjourned at 12:22 pm for Executive Session ending at 1:22 pm.

EXECUTIVE SESSION – Library Director’s Evaluation – The Board adjourned to Executive Session beginning at 12:22 ending at 1:22. 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

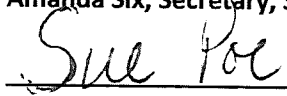
The meeting of the Board of Trustees was adjourned at 1:22 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

1.19.23

Date

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

The meeting was called to order at 9:01 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

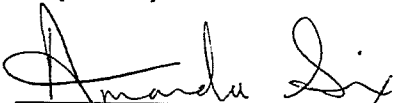
- **ACTION ITEMS**

- **DISCUSSIONS**
 - **December 15th – Regular Board Meeting – Agenda Changes** – add Library Legislative Day
 - **10-minute Board Training - Washington State Library's page for Trustee Support.** – Amanda reviewed and reminded the Trustees about this wonderful tool for Trustee Support and information.

- **NEW BUSINESS** – none

- **ADJOURNMENT** – 9:24 a.m.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe, Board Chair

12.15.22

Date

**Library Director's Report
December 2022**

Information Sharing – Amanda

- We are all very sad to see Leah Hammerquist leave us. We wish her well and hope that she finds the dream job she deserves!
- We are close to finalizing a contract with OAC to move forward to finalize our Construction Manager position. We have already met to discuss next steps and to clarify roles.
- I've been working with Stevens County WSU Extension to get our Digital Navigation project underway. The Department of Commerce has had several delays (due to a lack of staffing), but the "kick off" meeting is now set for next Tuesday, December 20, for all recipients of the grant, statewide.
- I continue to work on the statewide Digital Equity Forum and advocate for libraries as a key player in our state.

Chewelah from Bryan

- Chewelah has seen a distinct drop in attendance overall since winter weather hit over a month ago, but we're still having some good engagement, especially with programming. Two specific events in the past month turned out solid crowds:
 - On 11/10, we hosted researchers from the University of Washington who were presenting data on the Predator/Prey Project to gauge the impact of wolves in the Chewelah region. Despite some concerns about this topic, we had a great turnout of curious and dissenting voices who had a great discussion even if they didn't all agree. :)
 - On 11/28, we hosted our first annual Read Local event to support Chewelah authors. Authors were invited to sell and talk about their books and then take part in an educational panel on writing and publishing. We had a lot of folks from the community show up to ask questions and it was a huge success!
- Chewelah is also in the process of hiring a new LA1 and we hope to wrap up that work before the end of this month. Otherwise, things have been going great at Chewelah!

Colville from Lisa

- Curbside delivery - Thank you so much, sleeping child in the car didn't have to be woken up in the cold. Naptime saved!
- Programs - My nephew specifically asked if we could go to the library and do a scavenger hunt when he visits Colville. He did Colville's tail scavenger hunt in Summer of 2020 and really liked it. I was pleased to let him know we are currently offering a DiNovember-inspired hunt (courtesy of Mary in LL, and Ella).
- Programs - Curlew Librarian asked for the Paper Pterodactyl so she can use it in her library! Shared!
- Patrons/Community - I was assisting a patron with updating their card but they had to look up their phone number on their phone. I was trying to walk them through ways to find the number when a regular patron came up and offered to help. The first patron was open to their help, and the 2nd patron knew immediately how to access the phone's number so the patron could give me the info.
- Purchase request - New patron came in to pick-up their hold we purchased at her request. She said "I am SOO Excited!" Thank you so much for getting this for me. I appreciate you!
- Happy customer - "This is the book I wanted!"
- Hotspots - A patron came in asking how they could check out hotspots continuously and I explained that A. they are on hold for others so that can't happen and B. the hotspots aren't really meant for that--we hope that patrons will try them and purchase their own if they like them. In less than a week the patron returned the hotspot checked out to them and requested that the hold they had for one be deleted--they happily reported that they had purchased their own! Hurray!!! Success!!!

- New patrons - 2 new patrons came in and were talking about how they loved the smell of your library (which is one of the things I remembered from my own library as a child).

Hunters from Megan

- We had a holiday decorating party at the library the day before Thanksgiving. I had three kids and one adult participate in making paper chains, paper snowflakes, popsicle stick Christmas trees, and paper ornaments to hang up around the library. It was a lot of fun and a good chance for folks to socialize.
- The recent weather has made for a couple of slower days at Hunters recently, even with the closures for snow and holidays. So many of our patrons in the area live way out and have been snowed in. As a result, I've been renewing hotspots and answering reference questions over the phone and email more than usual in the last few weeks.
- Unfortunately, the Hunters phone number has been disconnected in a very complicated set of circumstances. Essentially, we were migrating from the CenturyLink landline to the VOIP line (like the rest of our branches) because my internet is finally fast enough to support it. My existing number wasn't ported over fully and so, we lost our old 722 prefix number. I have spent a lot of time on the phone with Exbablylon in the last several weeks trying to get my head around this.
- I want to recognize Jessica, who has spent literally hours on this trying every which way to get this fixed. She has worked so hard with an already full plate to get a hold of the right people at CenturyLink, and scheduling meetings with Exbablylon to try and rectify this. Not only that, but before we ever attempted to make this switch with the phones, she did all the required prep work ahead of time, including routing all the paperwork to the right places and alerting everyone involved to the change about to take place. This is not the first time Jessica has dropped everything to prioritize and assist in getting a major problem addressed, and she deserves big kudos for always being flexible, understanding, and prompt. I know I'm not alone when I say that this district would not function as efficiently as it does without Jessica's dedication and hard work.
- Happy holidays! -- Megan.

Kettle Falls from Katy

- Programming:
 - NaNoWriMo was a lot of fun! Christine hosted 5 write-ins and we had 9 people attend in total
 - Please join us for last Trivia of the year! It will be Thursday, Dec. 15 at 6pm
 - Every Child is an Artist after school art program has been super popular and has been seeing over 30 kids the last couple of weeks.
 - Storytime has been busy with the local preschool. We have been ranging 17-24 kids.
 - HONK has been taking a break for some of the programming in December and will be starting a set of programs in January and February.
- The FOL will be meeting with the mayor and public works head to discuss plans for the courtyard in the new year!
- Advisory Board: Next Meeting for the Kettle Falls Advisory Board is Monday, Jan. 23rd, 6PM

Lakeside from Brooke

- Lakeside has been busy creating and producing December Take N Makes, and getting a jump on the January kit as well. Our new hire, Amanda Smith is very artistic AND meticulous, so she has been given the title of Queen of the Take N Makes. Nellie also does a lot to help out with those. We continue to make new cards and have lots of people interested in using Libby. Brooke is working to keep the materials budget afloat until next year, pushing back purchasing as much as possible until the new year. The weather has been a challenge, but our snow removal company has been doing a good job with the parking lot and also shoveling in front of the library often. Anja is preparing to teach a macrame glass in January for teens. Our attendance

at programs, aside from Storytime, is always pretty low, but we are going to give this cool idea a try, and use it as a pilot project.

Loon Lake from Kristy and Jessica

- It must be the holiday season. Loon Lake is feeling the love! So far we have received 2 dozen donuts (in one afternoon), two boxes of chocolates, a tiny book-reading gnome, and a Thank You note that was so sweet it made me cry. We still have our Towne Grouch, who comes in every day. Otherwise, even our cranky patrons have been saying "Please" and "Thank you" more. Whatever it is, we'll take it!
- Storytime has been growing by leaps and bounds again. Mary is inundated with adorable two year olds, and very grateful parents. Between parents and kids, we barely have room. Mary is doing a great job and the kids love her stories, songs, and take-home crafts.
- We are making an effort to communicate the possibly transient nature of our wi-fi hotspots. People are beginning to look for other options. They are worried, but understanding of our position.
- We've postponed our month-long 3D printer visit until Spring.
- Snow has really been hard on us this last month - we are out of space to put it. We've had some inconsistency with our plow person as well. We have good relationships with our neighbors (mostly because of Kristy) and they have been a huge help every year - from extra parking to snowblowing when it is just too heavy.
- Heavy computer usage and tech help lately - which is good and hard in our small space!
- Once again, thank you all for all that you do for all of us!
- Happiest Holidays from Loon Lake! 🌸

Northport Report – Wright

- This November Northport had several customers ordering huge stacks of material for themselves and their children.
- We were delighted to hear that one young man tested as the best reader in their class.
- The tiny art show was on display; it was nice to see the work of young local talent and present a happy winner with a cool coloring book.
- The take 'n makes and stem kits were popular and all disappeared.
- The wireless hotspots have been in high demand, and patrons really appreciate them while they are here.
- We had some interesting tech help questions, from changing military retirement benefits, hard-to-find obituaries, proctoring, to reducing phone spam.
- We gained some new patrons who were thrilled to find a library in their small town connected to a county-wide service, and people also came in to visit and keep warm from the winter chill.

Technology Report – Jessica

- MailChimp has gotten great interactions. We have lost some subscribers (that we had added from our database) - hovering around 5200 at the moment. This cost is going up about 20% next year (newsletter).
- I would love to update the community regarding what has happened with LCIP over the past year, especially those who have donated to us for this project.
- Social Media continues to be a good communication tool for us. Megan and Anja are great at responding quickly and accurately to patron messages.
- Hotspots continue to be incredibly in-demand. We continue to inform patrons of resources where they can get their own device at a lower monthly cost through the Affordable Connectivity Program and we have begun warning that this program could end with the funding ending in the next six months.
- Library Lockers are close to launch! Northport and Hunters are 90% ready to go with their remote locker locations. We are waiting for management buy-in for the procedures, but have been delayed a few times. Hoping for a soft launch in the new year, full launch in the spring.

COLVILLE PUBLIC LIBRARY

OCTOBER 25, 2022 – NOVEMBER 24, 2022

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	74.1	
Automated Door Count	4,613	The library was closed three weekdays over this reporting period for federal holidays and a district-wide All Staff Training Day for LOSC.
Laptop & Public PC Usage	386	
Wi-Fi Users	952	In October, 822.37 GB of data was used via the library's public Wi-Fi.
Phone Calls Answered	212	This totaled over 9 hours of service for incoming phone calls.
Number of New Cards Added	26	

SUMMARY AND UPDATES

PROGRAMS

It is DiNovember at the Colville Library! Programs included a Discoverable paper pterodactyl and diplodocus, as well as an in-library scavenger hunt where readers have to answer a riddle by finding 23 T-Rexes throughout the library. The LOSC's 3-D printer was set up for patron observation and to print fossils and other dino-themed items.

Wednesday afternoon programs have returned with a rotating schedule of Rock Painting, BreakOut Box, Virtual Reality (ages 13+), and special programs. Storytimes averages ten patrons per program, plus the library had a special visit from 43 patrons from Bright Beginnings Preschool. LOSC's first Tiny Art Show had 49 entries at the Colville Library, artwork is on display through the end of the month. One hundred and twenty "Nuts About Fall" *Take-n-Make* craft kits and 80 *STEM@Home: "Simple Machines"* kits were distributed.

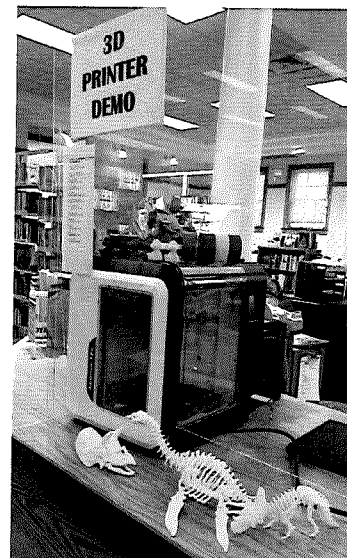
MANAGEMENT

Library Manager, Leah Hammerquist, has resigned from the Libraries of Stevens County effective Wednesday, December 7, 2022. Lisa Vos will serve as Acting Manager at this time.

Work on the updated interlocal agreement between the Libraries of Stevens County and the City of Colville continue. Amanda Six will continue to work on negotiating this contract with the city.

FACILITY

The library's Astor Street door has been fixed; the repair has a less secure lockset style which precludes checking out keys to members of the public. The meeting room is available for public rental during library open hours Monday through Friday.



LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	5,636	This is in addition to 5,715 items that were checked in.
Downloadable ebooks, audio books, and video	5,663	A combination of 2,658 eBooks and 3,005 audiobooks.