

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
January 19, 2023
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; Lisa Wolfe, Vice Chair; Josie Darst, Trustee (via Zoom) and Joann Caruso, Trustee. Amanda Six, District Director; Janet Eide, Business Manager; Bryan Tidwell, Chewelah Library Manager and Becca Moore, Office Manager were also present.

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 December 15, 2022 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of January 11, 2023 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 12/22/22-1/4/23 - 41 Vouchers total \$64,420.29
Payroll Warrants December 2022 – 29 Direct Deposits for a total of \$84,735.80
- (4) Detailed Revenue & Budget Status Reports for December 2022.
- (5) The Director’s December 2022 timesheets and accumulated vacation & sick hours were reviewed.

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** – Amanda shared the Library Facility Project Snapshot sheet she created. She will update this monthly. Trustees really like the sheet and offered some feedback.
 - a. 2021-2023 – Loon Lake, Colville, Chewelah, and Northport – hoping to get going once we sign the contract with OAC.
 - b. 2023-2025 - Hunters – Have not heard anything new this month.
- (2) **Digital Navigation Grant** – Working on a contract with Cody Ackerman as the project manager. He is ready to get started.
- (3) **Advocacy to State Legislature** – Most Trustees have registered for Library Legislative Day in Olympia. Meetings have been set up with Representatives Jacquelin Maycumber and Joel Kretz and Senator Shelly Short.
- (4) **Policy Review: 0015-500.000 Disciplinary Action** – Tabled until February. Amanda will review what Elise sent and send to our lawyer for feedback.
- (5) **Policy and Procedural Drafts** – Tabled until February.

- (6) **Recommend Awarding Construction Manager Contract** – Trustees received the final contract from OAC. Trustees will review the contract and vote by email by 4:00 pm today.

Motion made to accept a vote by email by 4:00 today to authorize Amanda to sign the OAC Contract.

Motion made: Lisa

Motion seconded: Josie

All in favor: Unanimous

****Unanimous vote by all four Trustees, via email, to authorize Amanda to sign the Construction Manager Contract with OAC.****

- (7) **Colville Interlocal Agreement** – The City and Library are in communication and negotiation and are getting closer to an agreement. Hope the final contract will go before the City Council at the beginning of February.

NEW BUSINESS

- (1) **2023 Mileage Reimbursement Rate** – The 2023 mileage rate is up from \$.585 to \$.655/per mile. Trustees discussed and called for a vote.

Motion made to accept the 2023 IRS Mileage Reimbursement Rate of \$.655/per mile.

Motion made: Lisa

Motion seconded: Joann

All in favor: Unanimous

- (2) **2022 Trustees Year in Review** – Lisa and Josie are working on it and will report back in February.

Trustees discussed that after contracts are signed it would be good to perform a SWOT analysis to figure out what to do with the Colville manager piece. Trustees want to see this happen. Lisa suggested keeping virtual staff in mind as well as the importance of a facilities manager. Amanda stated that a retreat with managers would be a good idea.

REPORTS

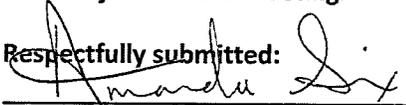
- (1) **Director's Report:**
a. **Library Happenings (attached)**
b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report** – Sue would like to see the Loon Lake Friends group receive some training on the issue of book banning. Lisa reported that Amanda will be speaking to the Kettle Falls Board next week about annexation. Lisa and Sue will be attending the Foundation meeting next week.
- (3) **Others:** none

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


2.16.23

Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
January 11, 2023

The meeting was called to order at 9:04 a.m. by Lisa Wolfe. Present were Lisa Wolfe, Vice-Chair; Joann Caruso, Trustee; Josie Darst, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Office Manager. Sue Poe, Chair was absent from the meeting.

AGENDA

- **OPENING** – Lisa welcomed everyone.

- **PUBLIC COMMENT** – none

- **AGENDA CHANGES** – none

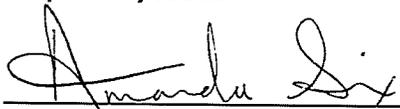
- **ACTION ITEMS** – none
 - **Recommend Awarding Construction Manager Contract**– The contract has been reviewed by our lawyer. We submitted suggested edits back to OAC and are awaiting the final contract. Trustees will need to vote for approval. Once the contract is received Becca will share with the Trustees and schedule an emergency meeting to vote. (The contract was not available before the end of this meeting.)

- **DISCUSSIONS**
 - **January 19th – Regular Board Meeting – Agenda Changes** – none
 - **10-minute Board Training – Legislative Handout** – Amanda shared a draft of the Legislative handout and the Trustees reviewed and suggested edits. Amanda will clean up the draft and use their suggestions for other additions then share it before the meeting next week. She'd also like Debra Hansen to take a look.
 - Becca shared information about registering for Library Legislative Day, February 9th. Becca has also made hotel reservations for the group.

- **NEW BUSINESS** – none

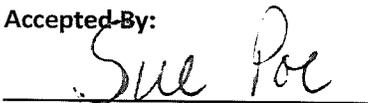
- **ADJOURNMENT** – 9:45 a.m.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe, Board Chair

1.19.23

Date

Library Director's Report January 2023

Information Sharing – Amanda

- The State Legislative session for 2023 is off and running and our first two Public Libraries of Washington, legislative committee, have already been hard at work.
- The Library Board, with Amanda, are planning to attend Library Legislative Day in Olympia on February, 9th. We have made in-person appointments with all three of our legislators.
- Amanda has been working on the LCIP grants with the Department of Commerce, to move us forward.
- Amanda and Becca have been working with the State Broadband Office to sort out how to move forward with the Digital Navigator grant. We are working to complete a contract for project management.

Chewelah from Bryan

- Chewelah has been a very busy place the last couple of weeks, which is incredibly unusual this time of year, but the team here has been doing a tremendous job of responding to the many needs of our community.
- Of special interest this month is our recent hire of a new library assistant. Please say "Hi" to Gaeric if you get a chance! Gaeric is from Deer Park and has a solid background in customer service. We're so pleased to have him join our team!
- Matt has been working diligently to provide additional programming in our community - his first Brick Builders program (Lego) happened this month, and it was a great success. I continue to be impressed with Matt's intentional approach to program planning, and I know our young patrons are always receiving a top-notch program with fun at the forefront and great educational methods behind the scenes.
- We also have a 3D printer we're showing off this month to teach our community about the technology, so please stop by and have a peek!
- Our "adventures in service" this month have included: a number of family visitations, countless print requests, a teen almost bursting with joy to find that her card was in good standing and she could check out whatever she wanted, quite a few COVID tests and masks given out, flier designing and helping someone sell some furniture on Facebook at our weekly Tech Help, a huge number of checkouts from our "staff picks" display, some great community donations to the food drive we're supporting, tons of Libby questions, not to mention all of the loving and kind holiday wishes/cards/etc. we received from a community that dotes on us. :) It's been a busy and wonderful few weeks here in Chewelah!

Colville from Lisa

- Homeschool parent used our print service, and took home the Take N Try and Take N Makes. She said "I love the library!"
- Patron brought a gift for Lisa and told her "YOU is the best!"
- Patron with grandchild came in and the child took a deep breath! "Mmmm, I love the smell of the library"
- Lisa ran a paper quilling program and sat with a family. It turned into a reader's advisory. She received 2 hugs from the children being told thank you for new books to read
- I had a "regular" patron come in and let me know that she witnessed an interaction with an unfriendly patron and myself last week. She said I handled it very well and wanted me to know she was proud
- Patron came in and told us how thankful she was. She says this is where she gets her socialization. You only meet good people at the library!
- Patron came in to thank us for sending her materials to the locker box at OC when she was unable to come to town. She said it kept her going!
- Patron brought each of in gifts (coffee card and lotion) to show how much she appreciates us

- We helped a man print pages of the electrical code he needed because he couldn't figure it out at home. He said "You are my best friend" when he quickly got what he needed
- Patron came in and gave us a basket of candy in gratitude for computer help she received).

Hunters from Megan

- Hunters has seen quite a few new patrons lately. New folks moving into the area, coupled with folks who are enthusiastic about the hotspots, has increased the foot traffic day to day and the library has seemed busier than it has in a while. Lately I've had 2-3 high schoolers come in each Wednesday and Friday after school to work on a special project - they're writing a story together! They tell me that they feel like they can overcome their writer's block when at the library as opposed to at home, so they make themselves comfortable and spend about an hour chatting and writing. It's been nice to get to know them and have some young energy in the building.
- Thanks to the board for their continued support that makes the library the best job in the county!

Kettle Falls from Katy

- Advisory Board: Next meeting will be held on Monday, January 23, 2023 6pm. Amanda Six, LOSC Library Director will be presenting.
- Friends of the Kettle Falls Public Library: Vice president, treasurer, and secretary met with the Mayor and Public Works about vision board about future plans for the courtyard. Concept and initial designs were presented. VP is working on budget, funding sources, etc.
- STEM@Home: Simple Machines. KF staff compiled 275 kits and distributed district wide. Gave out 30 kits in KF in less than a week!
- We hosted worksource 1/13, but no patrons showed.
- Thursday, Feb. 2nd, we will be hosting a music night for kids 5-10 with Mo's Music and House of Music. Kids will get to hear a wide range of violin music, and if time allows, try some violins out!
- Next Librewery Trivia is Thursday, Feb. 16, 6pm. Please join us!
- Every Child is an Artist after school art program saw 119 kids in November and 36 kids in December. Today we saw over 20 kids and 5 adults (Final count will be reported end of week!)
- The melting snow/ice completely crushed the northside fence covering the AC units. Luckily, no unit was damaged.
- The library received some additional funds in the 2023 FY to put in updated security cameras. If there are funds left over, we will be recovering some of the interior chairs with medical grade fabrics. Our current furniture is starting to show wear/tear after 8 years of hard use.

Lakeside from Brooke

- We created another adorable Take N Make for February. Actually, Amanda created, designed and executed it, with help from her amazing co-worker Anja.
- The dynamic duo also got their macramé class organized, scheduled and it filled all its spaces in less than a day. We have 12 people on a waiting list for the class, and are trying to figure out how to offer a second class.
- We have been weeding our collection in anticipation of new materials beginning to arrive in 2023.

Loon Lake from Kristy and Jessica

- Being a resort community, it has always been much busier in the summer, with things quieting down considerably in the autumn and winter. We knew the basic seasonal flow. This year has felt consistently busier from spring through the end of the year. The numbers bear this out. There were seasonal fluctuations, but only to a tiny degree. Since Covid there has been such an influx of year-round people moving here that it has really changed things for us. It seems to be a new era here in Olde Loon Lake.

- Continue to see a large demand for hotspots and continued new borrowers, primarily for hotspots.
- We finished running the Loon Lake patron statistics for last year. It was very interesting. 2022 felt different around here. But, following 2020 and 2021, it would be different!
- Curious to see what 2023 ends up being. At least we (sort of) know what to expect.
- Happy New Year!

Northport Report – Wright

- Greetings from the Northport Library.
- This month we have had a higher patron turnout, which has been nice to see.
- I am excited to be re-kindling the partnership with the Onion Creek school, including close to twenty new student library cards and future storytimes with two classes of children from kindergarten to fifth grade.
- Clifford has been performing stories and songs with the Northport school.
- There have been new families in town visiting the library and getting cards as well.
- Today was our Ozobot program, and I was happy to get a few kids to show up and explore programming with them.
- Best wishes!

Technology Report – Jessica

- We have launched library lockers! We have five sites up and running, a sixth planned for February, and four more for late spring/early summer. This is very exciting to provide even more access in a safe and easy way. Big thanks to Megan, Clifford, and Wright for perfecting the process and Katy for her help in getting things up and running! More info: thelosc.org/librarylockers
- We've added new titles to our library kindles for checkout. Be sure to check one of these out, Board friends! :) I'd love your feedback.
- Friends had a great turnout of 65+ families for their Santa and Book event in December. We had FUN and it is always such a blessing back onto the volunteers to see those cute faces and handing out goodies and books to kids. Big thanks to Wade Carpenter for being the perfect Santa!
- Friends did not have a sale in January but continue to be busy. They will be providing pickles, popcorn, and a FREE book copy of Charlotte's Web to all Loon Lake Elementary kids at movie night on Jan 27 (not open to the community - just the Elementary). We are hoping to partner with Springdale Elementary as well for a similar/same movie night. Holly also acquired four new bookshelves with library shelving for free - SCORE! :) Book sales resume Feb 3 & 4!

Colville Public Library
Libraries of Stevens County
195 South Oak Street
Colville, WA 99114



COLVILLE PUBLIC LIBRARY

NOVEMBER 25, 2022 – DECEMBER 24, 2022

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	67.55	No dates for future book sales available at this time
Automated Door Count	4,613	This is in addition to curbside and outreach at Parkview and Buena Vista
Laptop & Public PC Usage	302	Patrons used our Public Computers over 145 hours
Wi-Fi Users	868	602 GB of data was used during the month of November
Phone Calls Answered	176	
Number of New Cards Added	28	

SUMMARY AND UPDATES

SERVICES

The Colville Public Library offers in & out and curbside services Monday through Friday, 10am until 6pm. Library Wi-Fi, bookdrops, and theosc.org remain open 24/7. Library staff continue to assist patrons with IT support and literacy training, readers' advisory, research, early literacy activities, in-library and take-home craft kits, Science-Technology-Engineering-Math (STEM) kits, and remote services.

PROGRAMS

- December programs included a "Send Kindness" card making station where patrons could make a seasonal card to be shared with residents and staff at local nursing homes. 46 patrons of all ages participated.
- Outreach to Parkview and Buena Vista continues to be popular, 2 new patrons signed up for outreach this month.
- 35 patrons enjoyed our Cozy PJ Storytime
- Storytime averages for December: 6
- Special visit by Panorama Alternative school: 8 students, 2 new library cards.
- Wednesday programming has continued with a rotation of rock painting, breakout box, VR party and one special program every month

MANAGEMENT

Colville Public Library's Interim Manager, Lisa Vos, has been responsible for the day-to-day management of the library. Amanda Six, Libraries of Stevens County Director, has taken charge of CPL's LCIP project and the inter-local agreement between the city and the library district. The goal is to have the inter-local agreement in effect by early 2023.

LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	4,874	This is in addition to 5,095 items that were checked in.
Downloadable ebooks, audio books, and video	5,428	A combination of 2,519 eBooks and 2,909 audiobooks.