

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**February 16, 2023**  
**Loon Lake Library**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:03 am by Chair Sue Poe. In attendance were Sue Poe, Chair; Lisa Wolfe, Vice Chair (via Zoom) and Josie Darst, Trustee. Amanda Six, District Director (via Zoom); Janet Eide, Business Manager and Becca Moore, Office Manager were also present. Trustee Joann Caruso was absent from the meeting.

**VISITORS** – Jennifer Miller, prospective Board member, from Onion Creek joined the meeting until 11:00 am.

**GREETINGS** – Sue welcomed everyone.

**PUBLIC COMMENT** – Jennifer shared her background and why she would like to join the Board.

**AGENDA CHANGES** – none

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of January 19, 2023 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of February 9, 2023 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 1/11/23-2/8/23 - 69 Vouchers total \$90,004.18  
Payroll Warrants January 2023 – 29 Direct Deposits for a total of \$86,683.83
- (4) Detailed Revenue & Budget Status Reports for 2022 13<sup>th</sup> Month and January 2023.
- (5) The Director’s January 2023 timesheets and accumulated vacation & sick hours were reviewed.

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

Motion made: Josie

Motion seconded: Lisa

All in favor: Unanimous

**UNFINISHED BUSINESS**

- (1) **Library Capital Improvement Project (LCIP) Update** – Amanda shared the Library Facility Project Snapshot for this month. Cathy Brockman, our LCIP Manager at the Department of Commerce, says we are about ready to start the contract readiness surveys.
  - a. 2021-2023 – Loon Lake, Colville, Chewelah, and Northport – meeting with OAC later today and hope to have some information about starting the Capital Campaign.
  - b. 2023-2025 - Hunters – Made Governor’s List.
- (2) **Digital Navigation Grant** – Amanda plans to create a snapshot for this grant as well. Cody Ackerman has hit the ground running. Cody is connecting with local schools and other organizations. Applications for Digital Navigators are coming in. Whitman County Library, who also received a Digital Navigator Grant, is going to share the videos they are developing for technology training.
- (3) **Advocacy to State Legislature** – Trustees and Amanda attended Library Legislative Day in Olympia, on February 9th. They met with Senator Short, Representatives Joel Kretz and Jacquelin Maycumber. The group shared information about what is happening in our Libraries. Amanda talked about a couple of bills that are being discussed currently one bringing the 1% cap increase to 3%, along with a companion bill where any property \$250,000 or less would get a rebate on state property taxes.

- (4) **Policy Review: 0015-500.000 Disciplinary Action** – Tabled until March. Amanda needs to check with Elise and the lawyer and resuscitate this.
- (5) **Policy and Procedural Drafts** – Tabled until March.
- (6) **Colville Interlocal Agreement** – The City Council voted to accept the Agreement. Trustees discussed and called for a vote. Sue will be available to sign when needed.

**Motion made to accept the Colville Interlocal Agreement.**

Motion made: Lisa

Motion seconded: Josie

All in favor: Unanimous

- (7) **2022 Trustees Year in Review** – table until March

**NEW BUSINESS**

- (1) **Resolution 01-2023 Amendment to 2022 Budget** – Trustees discussed and called for a vote.

**Motion made to accept Resolution 01-2023 Amendment to 2022 Budget.**

Motion made: Josie

Motion seconded: Lisa

All in favor: Unanimous

- (2) **All Staff Day – April 21<sup>st</sup>** – Trustees discussed closing libraries for All Staff Day and Amanda encouraged them to attend.

**Motion made to close all Libraries for All Staff Day, Friday, April 21<sup>st</sup>.**

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** – Josie shared some information and pictures from her visit to several libraries on the West side of the State - La Conner Swinomish Library, LaConner Library, Mount Vernon City Library and Camano (Sno-Isle) Library. Sue shared that she and Lisa have been discussing their Friends groups. Sue has been listening to an Attorney talk about rules Friends groups should have. She found a group that was previously ALTAFF and is now United for Libraries. They have a lot of resources for Friends Groups and Trustees. Lisa has also been looking into this with regards to the Kettle Falls Friends Group. She has learned that It is a good idea for Friends Groups to be incorporated. Amanda spoke a bit about getting MOU's with each Friends Group in the near future. Our last auditor recommended it.

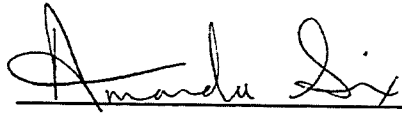
- (3) **Others:** none

**ADJOURNMENT**

The meeting of the Board of Trustees was adjourned at 12:36 p.m.

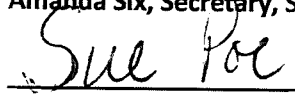
Chair adjourned the meeting.

Respectfully submitted:



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Amanda Six, Secretary, SCRLD



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Sue Poe, Board Chair

3.16.23

Date

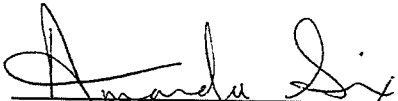
**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Conference Call**  
**February 9, 2023**

The meeting was called to order at 11:59 a.m. by Sue Poe. Present were Sue Poe, Chair; Lisa Wolfe, Vice-Chair; Joann Caruso, Trustee; Josie Darst, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Office Manager.

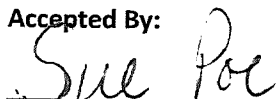
**AGENDA**

- **OPENING** – Sue welcomed everyone from Olympia.
- **PUBLIC COMMENT** – Eva McKeraghan joined the meeting with her mom Amanda and requested we keep the meeting short. 😊
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
  - **February 16<sup>th</sup> – Regular Board Meeting – Agenda Changes** – none
  - Amanda shared that the Interlocal Agreement is going to be shared with Colville City Council the 14<sup>th</sup> and hope to bring it back to the at the regular meeting on the 16<sup>th</sup>.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 12:05 p.m.

Respectfully submitted:

  
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Amanda Six, Secretary, SCRLD

Accepted By:

  
\_\_\_\_\_  
Sue Poe, Board Chair

2.16.23

\_\_\_\_\_  
Date

**Library Director's Report**  
**February 2023**

**Information Sharing – Amanda**

- I attended the Washington Library Legislative Day, February 9, 2023, with all four of our current trustees: Sue Poe, Lisa Wolfe, Josie Darst, and Joann Caruso. We met with Senator Short, Representative Maycumber, and Representative Kretz. We also attended a morning training and orientation session.
- I continue to represent rural libraries on the State Broadband Office's Digital Equity Forum, the Digital Equity Planning Sessions, and the Digital Navigator grant cohort.
- I attended the bi-annual statewide Public Library Directors' meeting February 2-3. Topics covered included: helping staff after negative patron interactions, intellectual freedom, and digital equity.
- I attended the Colville City Council meeting on February 14<sup>th</sup> to provide information about the revised Interlocal Agreement between the library district and the City of Colville. Others in attendance included: Bill Pifer, Colville Advisory Board Chair, Lisa Wolfe, Library District Trustee, and Improvement Club members Liz Shaw and Jacque Rainer.

**Chewelah from Bryan**

- The Chewelah Library, as Amanda shared with you all, has been seeing a tremendous number of patrons these past few weeks, and it's been a lot of fun. We received a lot of solid feedback on hosting our 3D printer (and gave out successful prints as prizes), our storytime numbers have been increasing again, and our tech help numbers have been phenomenal.
- Our "adventures in service" this month have included:
  - dozens of hotspot tech help questions - From help with passwords and connections to just anxious patrons calling in or stopping by to see if their hotspot has come in yet, it's been an absolutely circus! :)
  - providing a place to be warm and safe - As usual, we hosted multiple visitations with parents and grandparents, a safe space to sit and read on a cold day, and countless questions about regional social services
  - printing - We're very excited that we'll be installing our new color printer/copier next week - we spend a good part of every day helping patrons move documents from their devices to us so we can help them print them out. I helped a very kind woman print concert tickets at last week's tech help. :)
  - readers' advisory - our new employee Gaeric added his staff picks to our shelf, and we've been pleased to see so much interest over the past few months and conversation generated through our diverse interests and tastes as a staff team
  - food collection - Chewelah's food bank is in dire need of food (they recently lost access to a pivotal source), and library patrons have been donating regularly. We were told that our donation last week was the largest of any business in our community food drive.
  - locker expansion - Matt and I met with the manager of the Addy store, and we're preparing to install lockers at that location soon
  - taxes - Tax forms are flying out the door, and we're regularly printing forms and providing access to ones we've ordered from the IRS for distribution. It's a lot of work, but we're the only place in the community who provides them.

**Colville from Lisa**

- Patron came in looking for a book she read 20 years ago. She knew the plot, but not the title. We were able to locate it and put in a request for an ILL. She was very excited.
- Patron thought it was "awesome" that we provide 10 pages of B&W printing per day. She was very thankful and thought it was an important service.

- Patrons needed to set up an online Social Security account. Devin helped very patiently and went out of his way to help them. When they got as far as they could, he found the information they needed to contact Social Security directly. They were very thankful.
- Patron has learned how to copy images from websites and YouTube onto documents. He specifically thanked a staff person who showed him a "trick" and now he can do this task without help. It was Debbi!
- Devin spent about an hour helping recover a patron's Apple ID. She was so thankful for his help and now calls him by name when she comes in
- A patron brought in her out-of-town parents to see the library and introduce them to us. We are such a big part of their lives.
- Devin helped an older gal navigate Microsoft Word. She was very thankful for his help and said we are very patient and kind).

### **Hunters from Megan**

- Hunters had a great turnout for OzoBots programming in January - 12 kids and 7 adults! The science teacher at Columbia School even brought down another set of 6 ozobots so every kid had one to play with. They made a big conga line of bots and we conga-ed with them - it was really fun!
- The hotspots are getting more and more popular and I've really been trying to encourage folks to sign up with AT&T/Verizon for their own hotspot with subsidized service. I find that the most effective way of doing this is to walk people through the application process at the library instead of sending them home with the information. So far, a few people have qualified and gotten their own hotspots for use at home.
- Rural resources opened up their applications for energy assistance a few weeks ago and their website was having a lot of trouble keeping up with the demand. Thankfully, I was able to help a couple folks get registered which is such a relief for them.
- The lockers have been installed at Gifford, Hunters, and Fruitland thanks to Matt & Alex & Jessica - so far, they are a bit hit. The locker at Gifford is especially popular and I'm slowly getting used to them.

### **Kettle Falls from Katy**

- The library hosted a several programs in January and beginning of February (separate from the weekly after school art and storytime programs):
  - Worksource @ Your Library - No attendance
  - Ozobots - 7 kids and 2 adults
  - Cozy Cocoa Storytime - 2 kids and 2 adults
  - Winter Music Night: 7 kids, 6 adults
- KF FOL: Next general meeting is March 3rd 1PM. The FOL was so kind to donate cocoa and cookies for our special evening storytime. Additionally, one of the members donated 1200 seeds she saved for our 300 spring plant STEM kits.
- KF Advisory Board: The Advisory Board invited Amanda to come talk about annexation on Jan. 23rd. They voted on new positions, and decided to convene a second meeting with some other stakeholders: Mayor, FOL, City Council liaison and advisory board on Feb. 6th.
- Misc: The Fruitland lockers were delivered and installed next to the bookdrop by Matt. Staff are now routing to all locker locations one time a week.

### **Lakeside from Brooke**

- Lakeside has been busy preparing for a pilot macramé program. We wanted to try offering an adult program with a craft angle, and macramé is becoming popular again. So, the Friends of Lakeside Library purchased the materials for the class. We presented our first class on February 2nd, with 8 participants. The class went great! Anja and Amanda were the instructors and they were extremely well prepared. The project was a wall

hanging that only used 2 kinds of knots. The interest in the class was so great, we added two more classes of 10 participants each for the following two Thursdays in February.

- We also continue creating the Take N Make kits for the district. We focus on projects that are economical, easy, fun and package well for distribution.
- Storytime is going well. Last week we had several new families, about 20 kids and their grownups. All fun!

### **Loon Lake from Kristy and Jessica**

- Still hopping in Loonsville! Our January numbers for patron traffic were on par with last May. We continue to average 37 people per day - wowee! No more quiet months of the year around here. For a building with a capacity of 9, the new building can't come soon enough.
- Our days are mostly spent checking hotspots in and out, and troubleshooting them. There are still a lot of book lovers too. And, movies. And, puzzles. Our puzzle exchange has become a very happening thing here. It has been a long winter already.
- We are once again fielding a lot of questions about the how and when of the new library. Maybe people are feeling crowded in here, or maybe they are just getting excited. It cannot happen soon enough for any of us now! ❤️🤓❤️ At some point in every work day, we are heard saying, "Hey, we need a bigger library!"

### **Northport Report – Clifford**

- Business seems to be picking up here at NP Library. Everyone is now used to Wright working here, who IMHO has been doing a good job and most certainly fits in with HONK and the library family. He has taken over all of the Onion Creek responsibilities, from running the locker, (which gets used pretty much every week), to liaison with the OC School, and doing a Storytime there. He has also filled in doing Storytimes at CV and KF.
- Wright services the OC Lockers and drop box on Mondays, and I am doing the Echo Fire Station locker and dropbox every Wednesday.
- On a normal day here, we average 20-30 patrons through the door. Yesterday we had 35, and a couple weeks back had a day with 52 in.
- We've had John Quade from Goodwill here a couple days distributing free laptops to some locals who qualified for them. I believe there were 16 given away on 1/27 and there were 12? yesterday. That has been a Boon to the community here.
- I guess one of my favorite things I get to do with my job is when I get to teach someone how to use a computer. Here at NP we have recently schooled a couple of older gentlemen on computer usage. Both of the fellas were the "I'll never learn how to use a computer!!!" types. Both are now able to log on and do whatever on a computer here now. It's just so rewarding to be able to open up new experiences and technology. Especially to the ones who are convinced that there is no way they would ever learn. Thanks to library trainings, the last fella told me: "Dude! You are the best teacher!" Only because I always make them go hands on, go slow, and be patient. After a few weeks..... BOOM! They are amazed at what they can do. FUN STUFF!
- Just so you all know....I LOVE my job, and am very thankful for my years of employment with LOSC.
- Thank you ALL for your continued work for us all!
- Message from patrons Dorothy and Greg - I wanted to tell you how much we have enjoyed being able to use the hotspots provided by the Northport library. We come to Northport to visit family and friends, at different times throughout the year. The hotspot gives us access to the internet that we can't get with our own plan. Thank you for all that the library does.

### **Technology Report – Jessica**

- The Fruitland Locker has been placed and Megan is rocking it getting the word out for library materials access. Bryan is working with the Addy General Store and Janet to see if we can get placement there next.

- I found but could not afford some bus shelters at a local auction for our south county fire station locker locations. I think we will need to look into having these built and will check with my Friends group and Lakeside's Friends group to see if they have someone handy to make a durable and attractive covering for a locker/bookdrop combo.
- Staff county wide are currently engaging in a Mental Illness: How to Handle Problematic Behavior course for this quarter's staff training. It is the beginning of a seven part series helping patrons with dementia, traumatic brain injuries, and more.



# COLVILLE PUBLIC LIBRARY

**DECEMBER 25, 2022 – JANUARY 24, 2023**

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	61 hours	27 active members
Automated Door Count	3,014 patrons	17 curbside pick-ups
Laptop & Public PC Usage	319 users	Total time used: 171 hours
Wi-Fi Users	735 users	735 unique users/370.5 GB used for the month of December; 2022 totals: 5250 unique users/4311 GB used
Number of New Cards Added	27	

## SUMMARY AND UPDATES

Colville Public Library continues to be an integral part of our community, sometimes serving up to 300 patrons per day. We are slowly getting back to our pre-COVID numbers.

## PROGRAMS

- Regular programs continued in January with Rock Painting, Break Out Box, and Virtual Reality on rotating Wednesdays.
- Our passive programming table changes to a new activity every month.
- Outreach to Parkview and Buena Vista continues to be popular and expanding.
- Storytime averages for January: 8, plus one special visit to Smart Start for 14
- The Department of Revenue is partnering with the library to host a program assisting people filing for the Working Families Tax Credit. The event in Colville will be held on March 14th from 2-5PM

## MANAGEMENT

Library staff regularly encounter trash left outside through the night and over weekends. Feces have been found (and documented) and Colville City Police have been made aware. LOSC has agreed to purchase replacement filters for the city's air purifiers. CPL recently hired a new library assistant, Devin Manlove. Training new staff and continuing education for current staff remains a priority. Debbi Esvelt has taken on most of the daily maintenance/upkeep of the library building and grounds while developing a descriptive procedure for building assessment. Lisa Vos remains Colville Public Library's Active Manager while LOSC Director Amanda Six is working with the city to finalize the interlocal agreement between LOSC and Colville City.

## LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	5,453	This is in addition to 5,463 items that were checked in.
Downloadable ebooks, audio books, and video	6,227	A combination of 2,953 eBooks and 3,274 audiobooks.