

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
March 16, 2023
Colville Public Library

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:07 am by Chair Sue Poe. In attendance were Sue Poe, Chair; Lisa Wolfe, Vice Chair; Josie Darst, Trustee; Joann Caruso, Trustee; Jennifer Miller, Trustee (via Zoom). Amanda Six, District Director (via Zoom); Janet Eide, Business 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 February 16, 2023 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of March 8, 2023 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 2/15/23-3/8/23 - 60 Vouchers total \$85,998.26
Payroll Warrants February 2023 – 29 Direct Deposits for a total of \$84,051.16
- (4) Detailed Revenue & Budget Status Reports for February 2023.
- (5) The Director's February 2023 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** – Amanda shared the Library Facility Project Snapshot for this month.
 - a. 2021-2023 – Loon Lake, Colville, Chewelah, and Northport – Received four Architect applications. Invited three firms for an interview and chose Design West Architecture. Lisa suggested we post on Facebook and our website that we have hired a consultant and an architect. Amanda will share this with the Architect and OAC and see what they think is good to share. Timeline is important! Let people know there will be a lot of opportunity for community input. What can we share? It is important to the Trustees that we start getting information out to the public.
 - b. 2023-2025 - Hunters – Megan is keeping an eye out for property in the Hunters area in case we are awarded the grant.
- (2) **Digital Navigation Grant** – Cody Ackerman, Digital Navigation Project Manager, sent a sheet of updates for the Digital Navigation Grant. He is doing a great job getting out into the community.
- (3) **Advocacy to State Legislature** – There are not any bills currently on the docket that effect libraries. Because it is a biennium budget they will resurface next year.
- (4) **Policy Review: 0015-500.000 Disciplinary Action** – Tabled until April. Elise Forman, our HR Consultant, is reviewing our drafts and will share her edits with Amanda next week.

- (5) **Policy and Procedural Drafts** – Tabled until April.
- (6) **2022 Trustees Year in Review** – Josie and Lisa met yesterday and are working on it. Report again in April.

NEW BUSINESS

REPORTS

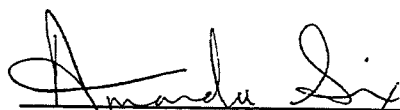
- (1) **Director's Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting** – Amanda shared the latest Stevens County Health Needs Assessment. The Health Department produces an assessment every few years. Very interesting information that highlights the importance, and public satisfaction with, the library.
- (2) **Trustee/Liaison Report** – Joann shared about her training: EveryLibrary Training Responding to Challenges with John Chrastka. She really enjoyed it and felt it was very worthwhile. Some of the points she shared: it is important to recognize who you are talking to, who is your audience, what are their priorities, four categories of people when they are making decisions. He shared 3 books: The Political Brain, The Political Mind and Three Languages of Politics. Lisa suggested that the Trustees read the Collection Development Policy and prepare any questions you might have before next month's meeting. Amanda will check to see if there is a Listserv specific to facility and design.
- (3) **Others:** none

ADJOURNMENT


The meeting of the Board of Trustees was adjourned at 11:56 am.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

4.20.23

Date

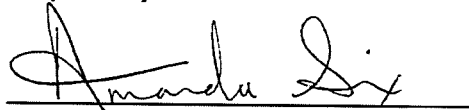
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
March 8, 2023

The meeting was called to order at a.m. by Lisa. 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 and Jennifer Miller, Trustee were absent from the meeting.

AGENDA

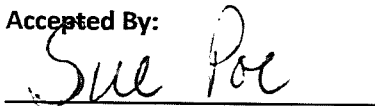
- **OPENING** – Lisa welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **March 16th – Regular Board Meeting – Agenda Changes** – none
 - **10-minute Board training – Review the Strategic Planning Process** – Since Amanda is in a training and needs to get back to it we will table until April.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – Meeting was adjourned at 9:10 am.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe, Board Chair

3.16.23

Date

Library Director's Report
March 2023

Information Sharing – Amanda

- Jessica, Amanda, Katy, Lisa, and Bryan all attended the national Futures School training, sponsored by the Institute of Museum and Library Services (IMLS). There have been multiple cohorts around the country, and we missed the Pacific Northwest one, so had to participate in the Plains Cohort, so it was all on Central Time. This meant that we met from 6:30 am – 3:30 pm, March 7-9. I'm so proud of our whole group for their hard work, early hours, and camaraderie! We really have a great team! There will be more sharing about what we learned about future-casting, back-casting, and other strategies for planning in an unpredictable world.
- Much of my time has been consumed by all things grant-related: LCIP, CDBG, Digital Navigation, etc. I want to especially thank Becca for helping me organize my work life, respond to endless emails, coordinate meetings with large numbers of people, and just generally being cheerful all the time!

Chewelah from Bryan

- The Chewelah Library has been a very busy place! Our February numbers were the largest we've had since before the pandemic, and were nearly double our February daily average in 2022. We've continued to see solid engagement at our weekly Tech Help sessions and programs, and we look forward to expanding those services soon as we continue to hire Digital Navigators for the district.
- Our team is currently hanging up drawings from the Chewelah Arts Guild's annual pencil drawing, so please feel free to stop by soon and see our gallery this month!
- Our "adventures in service" this month have included:
 - dozens of tech help appointments and drop-ins even outside of our scheduled time - we've helped get new phones set up, converted document types, install new software, troubleshoot Libby usage, and so many more things
 - One interesting Tech Help this month was helping a patron figure out a propane monitoring system that will help them know when they're running low and when it's time to refill their tank as they heat their home!
 - tax forms are still flying out the door - we had to order additional ones this year, and they've just arrived to refresh our supply
 - our food bank collection continues to set records among other local businesses as we engage with our community to meet vital needs for our food insecure community members
 - helping patrons sort out some complicated cardholder issues involving multiple parents to ensure kids get access to books!
 - providing access to printing and scanning to help a family with legal issues
 - and countless other important tasks!
- I was also able to attend Futures School training this week - be sure to ask Amanda about the intriguing scenarios we developed with our national peers about the future of library services!

Colville from Lisa

- I helped a patron uninstall and reinstall Libby because it was acting funny. He said it was amazing when he spent months in France and still had access to a ton of books through his library
- Sandra D brought us banana blueberry bread because she appreciates everything we do.
- A patron who hated me, told Leah I should be fired and whose entire family treated me badly came in yesterday and chatted me up showing me a picture of her new son...quarters in the cup....
- Mom stated that she and her kids love to come to storytime and that Ella does a great job curating the reading/songs and crafts

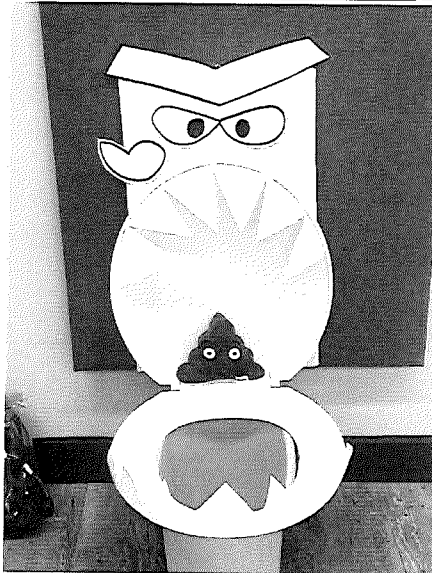
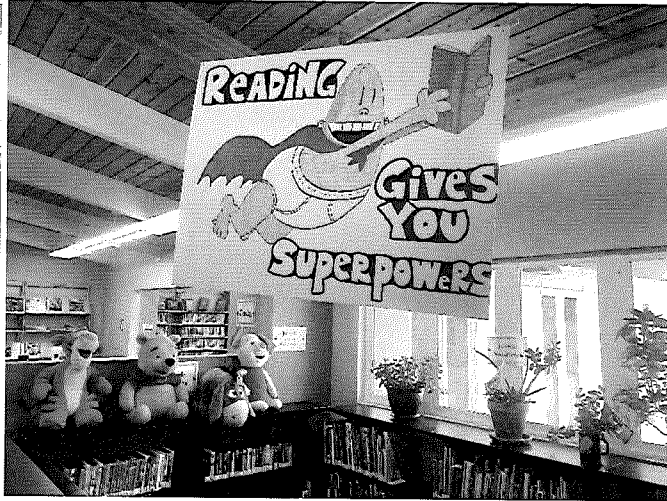
- Lisa was wearing her Libby shirt and a patron said he is having great luck finding quality reads through the app
- Debbi was giving a patron info on the ACP and he said the hotspots have been "incredibly helpful" and he will use them "until they go away". He was already aware of the ACP info, good job us!
- Patron left her wallet at the library. Devin and Sarah found her account and called and she was reunited with it. "Thank you for calling, I didn't know I had brought it in with me, I never would have thought to come here!"
- Patron needed something printed, when I finished and told him no charge he said "thank you so much, that was the easiest part of my day--no really, it took more effort to get a cup of coffee"
- As a family left, the youngish daughter spied the Calvin and Hobbs decoupage on the monitor bocks and quickly showed it to her brother --they left really sweet we-have-a-secret smiles.
- Patron was very grateful for past computer help and said that we are very helpful, especially for seniors.

Hunters from Megan

- Hunters has seen some busy days lately and it is feeling more and more like the social hotspot that it once was pre-covid. I am still getting lots of questions about the library's new phone number (it's a Deer Park number, very confusing for folks) and that continues to be a real conversation starter. As far as I know, Jessica is still checking in with CenturyLink and very diligently working to possibly get our old number back someday, which is awesome and I appreciate her efforts.
- The locker at Hunters has been surprisingly popular. Of the three new locker locations (Gifford, Hunters, Fruitland), the one at the library has gotten the most action by far. There are quite a few people who cannot make it to Hunters during regular hours so the lockers afford them another option for picking up their materials. The lockers are easy to use and Jessica made some really nice instruction sheets so there have been very few technical issues and/or questions.

Kettle Falls from Katy

- Stargazing was rescheduled to Wed. March 22nd @ 7pm. because of weather. Our presenters could not make the original date due to sketchy road conditions.
- We hosted Captain Underpants Party in celebration of Dav Pilkey's (author) birthday. We had 1 adult, 4 kids, and 5 teens. Participants had fun with a wide range of activities including stacking toilet paper, throwing emojis at the Turbo Toilet 2000, making their own superhero, drawing comics, identifying and making scat (using brown playdoh).
- Christine made a very popular book display.
- Staff have been busy participating in trainings: The Future School, WLA, Solar Eclipse Program training, Ryan Dowd's Homelessness Training, etc.
- Librewery Trivia is tentatively planned to be in person at Norther Ales On April 15th. More to come!
- I completed a \$20,000 grant for ALA. LOSC should know by mid-April if we will be funded this as matching grants for Northport Library.
- The Friends will be making a presentation to the planning commission 3/13/23 about the new design and landscaping for the back courtyard. Their next meeting is Monday, April 24th, 1PM



Loon Lake from Kristy

- We at Loon were just marveling over how many people show up on dangerously snowy days. And, these generally are not people who have pressing business here. They are just bored people who feel the need to risk their lives to get here. We have decided that it might be this area's extreme sport. We interpret it as meaning that even if they did not need us, we are still indispensable to our community.
- However, they do need us. We have had a rash of people with legal issues using the computers, and printers, and copiers. And, also checking out the books on legal advice and forms.
- We are into tax season as well. Every year at this time, we get people wandering in who have never been here, or who only show up during this time of year. Most of them come in acting a bit desperate because they can't find the booklets anywhere and don't know how they are going to get the forms that they need. They are so relieved that we can help them that they almost always leave with a smile on their face and many thanks that we are here to help. Now, if only we could eventually get senior tax help to set up camp here. Maybe we could lure them with a new library...

Northport Report – Wright

- Northport library is excited to be working with Cody and the digital navigators (including my wife Nahani) providing call-in assistance for the ACP program enrollment drive. Already they have had great success getting people approved.
- Clifford has been performing song and story time for Northport school to the childrens' delight. I have been doing the same at Onion Creek, performing storytime for grades K-2 and various presentations for grades 3-5, including one on the JWST which was particularly enjoyable for both myself and the inquisitive young minds. The staff at Onion Creek school have been wonderful.
- I am extremely grateful and excited to be attending the WLA in Wenatchee at the end of the month, and plan to make the most of the presentations.
- Meanwhile we are all anticipating spring's arrival with as much patience as is possible.
- From Katy:
 - Wright hosted a cocoa storytime in Northport at the end of February. It had a good turn out!
 - (Word got around the elementary school that there would be free cookies and cocoa at the library, promotion efforts compliments of a NP School District Employee!).

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



COLVILLE PUBLIC LIBRARY

JANUARY 25, 2023 – FEBRUARY 24, 2023

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	99.2	29 active members
Automated Door Count	4,994	23 curbside pick-ups
Laptop & Public PC Usage	414	414 logins; Total time used: 194 hours
Wi-Fi Users	850	850 unique users; 642.2GB used during the month of January
Digital Printing	111	Prints sent to us digitally through print@scrid.org
Number of New Cards Added	31	8 online borrowers added

SUMMARY AND UPDATES

Open Improvement Club positions have been filled, volunteer hours increased 38 hours from last month. We remain a popular resource in our community, providing printing/scanning services, tech help, computers for public use, curbside pick-ups, and 24/7 wi-fi and charging table.

PROGRAMS

February saw an increase in program attendance with 25 patrons attending our Wednesday afternoon program rotation throughout the month. Thursday Storytime brought 120 patrons over 5 weeks. Outreach deliveries to Buena Vista and Parkview continue, and a special delivery was made to the Department of Corrections.

We look forward to upcoming programs:

Colville Library Improvement Club Book Sale March 4th from 10AM-1PM, an all-day District wide “Captain Underpants Party” program to be held at the Colville Public Library March 7th and a Working Families Tax Credit assistance program on the 14th from 2-5PM

MANAGEMENT

A Digital Navigator will be joining us at the library most nights from 3-6PM to assist with any digital assistance patrons may have. Appointments available, walk-ins welcome. This is paid for through a grant that ends June 30th.

The inter-local agreement between the City and the Library District has been approved by both the Colville City Council and the Libraries of Stevens County Board of Trustees. It will go into effect April 1, 2023.

Amanda Six, LOSC Director, is the lead contact for the Capital Improvement Project, the next steps have been outlined. Lisa Vos remains the Acting Colville Public Library Manager.

LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	6,222	This is in addition to 5,995 items that were checked in.
Downloadable ebooks, audio books, and video	6,632	A combination of 3,048 eBooks and 3,584 audiobooks.