

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
May 18, 2023
Kettle Falls 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 (via Zoom), Trustee; Joann Caruso, Trustee; Jennifer Miller, Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Office Manager were also present.

VISITORS – Cynthia Balzarini and Damon Gardella from OAC, joined the meeting via Zoom.

GREETINGS – Sue welcomed everyone.

PUBLIC COMMENT – Damon shared an update: Finishing up the numbers for Design West Architecture to get that contract signed. Met with Colville and discussed helping with grant management and reporting. Cynthia shared next steps: executing final contracts and environmental reviews.

AGENDA CHANGES – none

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of April 20, 2023 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of May 10, 2023 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 4/12/23-5/10/23 - 91 Vouchers total \$194,894.17.
Payroll Warrants April 2023 – 35 Direct Deposits for a total of \$95,900.95
- (4) Detailed Revenue & Budget Status Reports for April 2023.
- (5) The Director's April 2023 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** – Not a lot of changes this week in addition to what Cynthia and Damon shared earlier in the meeting.
 - a. 2021-2023 – Loon Lake, Colville, Chewelah, and Northport
 - b. 2023-2025 - Hunters – Governor signed the capital budget yesterday and as far as we know Hunters is included in the budget. Community Connect grant may be used as a match in some way.
- (2) **Digital Navigation Grant** – Shared Digital Navigators Staff Weekly Report from this week (5/14/23).
- (3) **Advocacy to State Legislature** – Amanda will let Trustees know about reaching out with a public records request regarding some of the statewide broadband and digital equity funding. She will be talking to a City of Seattle IT staff member. Lisa suggested that they may have a good person to write up a public records request that could be replicated.
- (4) **Policy Review: 0015-500.000 Disciplinary Action** – Elise Forman, our HR Consultant, shared her edits with Amanda. Amanda will review and share at next month's meeting.

- (5) **Policy and Procedural Drafts** – Trustees reviewed Personnel Policy 500.400 & 500.500 and discussed possible edits. Becca will reformat and share next month. Lisa will come up with some language for 500.500 #2.
- (6) **Capital Campaign** – Bring a friend to the Foundation meeting on Monday, Becca will create a zoom option as well. Trustees can be involved as little or as much as they would like or are able.

NEW BUSINESS

REPORTS

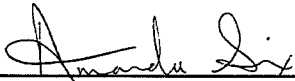
- (1) **Director's Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report** – Lisa shared the info that went out in 2010 for the Levy Lid Lift. Becca will also share what went out in 2014.
- (3) **Others:** none

ADJOURNMENT

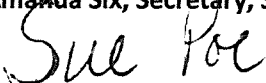
The meeting of the Board of Trustees was adjourned at 1:05 pm.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

6.14.23

Date

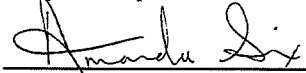
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
May 10, 2023

The meeting was called to order at 9:03 a.m. by Sue. Present were Sue Poe, Chair; Lisa Wolfe, Vice-Chair; Joann Caruso, Trustee; Jennifer Miller, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Office Manager. Josie Darst, Trustee were absent from the meeting.

AGENDA

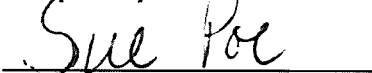
- **OPENING** – Sue welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – add Capital Campaign to Discussions
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **May 18th – Regular Board Meeting – Agenda Changes** – none
 - **LCIP & CDBG & Construction Project Updates** –
 - Working on paperwork for CDBG grant.
 - **10-minute Board training – Digital Navigator Funding** – Amanda explained how Digital Navigator Funds are being used to reimburse the District for digital navigator work done by Library Staff during their regular work day. We are also reimbursed for administrative hours spent working for the digital navigator grant.
 - **Capital Campaign** – May 22nd is the next scheduled Foundation Meeting. This will be a pre-meeting to gauge interest in who wants to help – invite some people that are interested in helping with the capital campaign. Janice will not be there but the Trustees feel the meeting should go on. Amanda will share who she knows is interested and Trustees can reach out to see if they are still interested. Amanda thinks someone should be appointed to spearhead the campaign and then create subcommittees. Send a message to let everyone know about the meeting and then Trustees check in with them individually. Amanda will send an email to Nancy, Janice and Sue at the Foundation and cc the Trustees with agenda items plus June meeting date. Invite Damon and Cynthia to attend the June meeting at 11 the last Monday of June.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – Meeting was adjourned at 9:40 am.

Respectfully submitted:



Amanda Six
Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe
Sue Poe, Board Chair

5.20.23

Date

Library Director's Report May 2023

Information Sharing – Amanda

- A great deal of my efforts lately have been focused on digital equity, at the state level. There have been some staffing additions at the Washington State Broadband Office (WSBO) and I'm hopeful that there will be increased leadership and structure.
- We have also spent a great deal of time over the last month making sure that our libraries are fully staffed for the summer (short term plan). We also continue to work on a long-term plan that we hope to have mapped out by June 30th so that it can be part of the 2024 budget planning.

Chewelah from Bryan

- The Chewelah Public Library is having another great month with attendance consistent and programs still going strong. We hosted the National Park Rangers last week and it was a huge success, and we also had the pleasure of hosting a group of young grade school students from Quartzite Learning (Chewelah's "Homelink" Program) on an early morning tour of the library, and it was a blast! The community in Chewelah definitely sees the value of their library, and I'm so proud of the team here and all of their work.
- But I'm going to change up my report this month to take a moment to share my thanks with you all for the faith and support I've received in this job the past 6 years, especially from the board. Thank you for trusting in me as I've led the library's efforts in this community, and thank you for your incredible support through what will likely be remembered as the most challenging period in our lifetimes in the COVID-19 pandemic. Not every library district had a board in their corner like we did, and I'm so grateful for all that was done to support us through those hardships.
- The transition has been very positive at the Chewelah Library as I wind up my time here. Our team has never been stronger, and Matt is a solid choice to lead them. I know he'll do a great job and that the hard work we've put in the past few years will continue to bear fruits long after I'm gone.
- I'm especially proud of the crew at our front desk. Chris, Kristen and Gaeric are patient and loving in how they work and help with the patrons here, and I know every day that we are doing good in this community thanks in part to their incredible efforts.
- Thank you, Board! I will continue to watch and support Stevens County from afar, and I wish you all the best in this vital community work!

Colville from Lisa

- An employee of the county is working on having the courthouse registered as a historical building. She said the only place she could locate building plans was in a local reference text on our shelves. She also thanked us for our help in locating various texts she has used.
- Patron complimented Isabel. She said we should keep her.
- A city council member stopped in to pick up holds and applauded Debbi's landscape maintenance efforts. She said she could tell Debbi worked hard (she was correct.)
- Lisa helped a patron who was having some difficulties with copying and scanning. When the patron left, she told Lisa that she was a tremendous help, as always.
- Patron was finally, after 3 visits, able to complete a court-ordered online class. He said when he left, "I couldn't have done this without you." Special shout-out to Katy who sent out instructions for this particular course in 2021 and saved those instructions to the drive!
- Patron said "you are so nice and helpful at this library, I moved here from Arizona and the library isn't friendly or helpful!"
- Without getting too detailed, I would also like to say how supportive and amazing our LOSC team is during my dad's end-of-life.

Hunters from Megan

- Hunters continues to pick up as the weather gets better. Hotspots are still hugely popular, of course, and I'm seeing more out of town people using the wifi.
- I sent my remaining LP and book on CD collections to Colville, neither of them circ and we are phasing these collections out, so I am using the space for more displays.
- Digital Navigator hours at Hunters are fairly steady, I have helped a variety of folks with website issues, new phone/tablet setup, social media marketing, and even a few people make flyers for events.
- One of my library patrons, a young man named Hunter Wagner, was recently diagnosed with stage 4 leukemia. He and his family are well known and lived in the area and there has been a huge swell of community support behind them. The library is a place where folks can purchase "Hunter Strong" t-shirts, and I helped make some full size flyers and quarter sheets for all the fundraising events coming up to help raise money for the family. The "Hunter Strong" team has met at the library to collaborate and put together a facebook page, brainstorm ideas for fundraisers, and use the computers to print flyers and post social media updates. I love that the library is a place people immediately think of as a community hub where information like this can be disseminated. Together, our little community has already raised thousands of dollars to help support the Wagner family, and there are additional fundraisers and events happening every weekend in May to continue to provide them support.

Kettle Falls from Megan

- A lot has changed in the last several weeks at Kettle Falls. Melinda and I have partnered up to take over Katy's responsibilities and it is quite the learning curve. We have divided up the job duties (with Amanda taking on some key pieces like KF City stuff, etc.) and we are learning a lot. I have never spent this much time emailing people in my life, and it's been quite an adjustment being a "person in charge" as everyone seems to need something at all times.
- We just interviewed and hired another staff person for KF, Meghan Schroeder, and we have brought back Loresa Lotze to help us out through the summer.
- The HONK team is incredibly patient and so flexible, and I am so grateful for such an awesome team!

Northport – Wright

- Things have been generally busier in NP as far as patron traffic and library usage.
- While we've had a couple of negative incidents of late (a break-in/theft and a teen destroying our picnic table after breaking his phone), we've also gained new patrons that use and respect our services, and Clifford's guitars were returned to him by an anonymous person. We were fortunate in that there was no vandalism and the laptops and tech were not stolen; the broken window and roughly \$30 in the till were the sum of the damages, after the return of the guitars. The table is supposed to be replaced, and it was a bit weathered in any case.
- We are finishing up our storytime season at OC and NP, and getting ready to roll out summer adventures. We had our "Alpaca Storytime" on May 2nd; turnout was good, weather complied, and Oscar the alpaca was awesome.
- Wright has been having a blast doing show-and-tell presentations for the 3-5 graders at OC; poetry, rock and minerals, computers and hardware, and electricity have been the latest subjects. Morale is high and we are excited for the upcoming renovations...!

Technology – Jessica

- Assisted in purchase of new courier van - 2022 Toyota Sienna AWD Hybrid Van. Pretty!
- Assisted with some transition of duties from Katy, Bryan

- Preparing mailer for county distribution
- Working with Digital Navigation team and Anja to promote events and tech help
- Working with Springdale Elementary to have a movie night w/ Friends of LLL for Thurs, May 25 (Springdale doesn't have school on Fridays)
- Coordinating group trip on Wed 5/31 to Winthrop branch to tour @11am. Join us if you would like to also see and hear about their library!
- Working with ExBabylon to replace our firewalls (the filter and security boxes) and switch hubs (basically, the internet that powers throughout the building) - also working with them and Cody from DigiNav to get replacement computers through the DigiNav grant. Installation of these things is tricky, though