

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**December 21, 2017**  
**Colville Public Library**  
**195 S. Oak, Colville, WA 99114**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:14 a.m. by Trustee Rick Moore. In attendance were Rick Moore, Chair; Adena Sabins, Vice Chair; JD Meacham, Trustee and Catharine Whitby, Trustee. Amanda Six, District Director; Sarah English, Colville Library Manager; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant were also present. Linda Shaw, Trustee was absent from the meeting.

**VISITORS** – none

**GREETINGS** – Rick welcomed everyone to the meeting.

**PUBLIC COMMENT** – None

**AGENDA CHANGES** – JD asked that Concept of Attendance be added to New Business.

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of November 27, 2017 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of December 12, 2017 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 11/15 -12/7/17 – 66 Vouchers total \$64,044.05  
Payroll Warrants November 2017 – 30 Direct Deposits for a total of \$72,909.32
- (4) Detailed Revenue & Budget Status Reports for November 2017.
- (5) The Director's November 2017 timesheets and accumulated vacation & sick hours were reviewed.

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

Motion made: Catharine  
Motion seconded: Adena  
All in favor: Unanimous

**UNFINISHED BUSINESS**

- (1) **Conflict of Interest** – At this time there is no conflict of interest but the Trustees agreed they will discuss again, if and when, the need arises.

**NEW BUSINESS**

- (1) **Staff Day March 9<sup>th</sup> – Library closure** - The District would like to hold an All-Staff Training Day on Friday, March 9<sup>th</sup>. The Board discussed the needs of an all staff training day and the opportunities for the Board itself to be involved. All library locations will be closed that day. After discussion the Board called for a vote.

**Motion made to approve the closure of all library branches on Friday, March 9<sup>th</sup> for Staff Day training.**

Motion made: Catharine

Motion seconded: Adena

All in favor: Unanimous

- (2) **Policy for refunds and fines** – Amanda shared some information with the Board regarding research on lost and damaged items and how to incorporate them into and update the current policy. A couple of issues have come up recently at the Library Managers meetings on how best to deal with these lost or damaged books. Pierce County came up with a solution based on time – the idea that books are considered a supply versus a capital expense. The other piece that has come up is reimbursement for the return of a lost item that was paid for. Amanda would like to create a comprehensive policy to include both refunds and fines. This would involve changing the current policy: “Overdue Library Materials and Charges.” Since the District no longer charges late fees the current policy name could be changed and updated. Catharine questioned where electronics fall into this policy. Amanda thinks that would possibly be a separate policy. The Board will receive a draft of the policy before the Conference Call so Rick can start wordsmithing ☺ before the January meeting. Rick suggested that it be as simple as possible. Catharine stated that she likes the model of explaining that these guidelines are set up as stewards of public taxpayer funds.
- (3) **Webinar Topic for January Webinar/Conference Call** – Amanda suggested having someone from Washington Library Association or the State Library share some tips and talking points for how to talk to your local Legislative Representatives or attend Legislative Day in Olympia. What are the big issues for rural libraries in eastern Washington? How does the State Legislature effect our Library? This year Library Legislative Day is Thursday, March 1<sup>st</sup>. The Trustees like the idea, Amanda will set it up.
- (4) **2018 Trustee Board Executive Elections** – After the Board discussed the duties and responsibilities of each position and individual members expressed their interest (or not) in serving, a vote was called. A slate of officers was presented: Catharine Whitby as Chair, and Rick Moore as Vice-Chair.

**Motion made to appoint Catharine as Chair and Rick as Vice-Chair.**

Motion made: Adena

Motion seconded: JD

All in favor: Unanimous

- (5) **Attendance** – JD is concerned that the Board does not have the capability to conference in for a meeting that he or another Board Member cannot attend. Becca reminded the Board that the District purchased a teleconference speaker for these situations. It has only been used once but JD thought the quality was very good at the time. The Board could also utilize Skype if the absent member has a good connection. Adena also recommended Zoom. JD will be away 5 months next year and Catharine will be away 3 but they would like the capability of participating if possible. The speaker will be available for use when needed.

**REPORTS**

- (1) Director's Report: Attachment**
- (2) Trustee/Liaison Report:** JD reported that the Foundation Board will be meeting January 31<sup>st</sup>. They are moving towards meeting more often. They are helping to coordinate between the Improvement Club and the local schools to distribute books to school libraries. Adena met three of the Foundation Board members when they came to a Board training held at TEDD. Catharine went to a meeting of the Friends of the Kettle Falls Library where they presented a garden plan for the outdoor space of the Kettle Falls Library.
- (3) Others:**

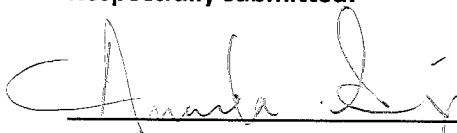
**Executive Session – Library Director's Evaluation** – The Board adjourned to Executive Session beginning at 12:06 ending at 12:46. The session was held to review and evaluate the performance of a public employee (Library Director) per RCW 42.30.110.g. No items were voted on during the Executive Session.

**ADJOURNMENT**

The meeting of the Board of Trustees was adjourned at 12:46 p.m.

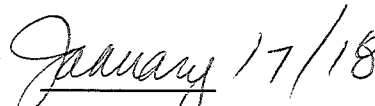
Chair adjourned the meeting.

Respectfully submitted:

  
\_\_\_\_\_  
Amanda Six, Secretary, SCRLD

Accepted by:

  
\_\_\_\_\_  
Catharine Whitby, Board Chair

  
\_\_\_\_\_  
Date

**STEVENS COUNTY RURAL LIBRARY DISTRICT  
Board of Trustees Conference Call  
December 13, 2017**

**AGENDA**

**THIS MEETING WAS CANCELLED DUE TO LACK OF QUORUM.**

**Next Conference Call is Wednesday, January 10<sup>th</sup> at 12:00 p.m.**

**Library Director's Report**  
**December 2017**

**Information Sharing**

- Amanda has been working to prepare the agenda for the January meeting of the Library Directors' from around the state who will meet in Federal Way January 25-26, 2018.
- Amanda has also been working with the Library Foundation and Colville Rotary to help fund an Imagination Library project to mail books to all children in the Colville zip code between the ages of 0-5.
- We have agreed to participate in a project being orchestrated by the University of Washington Ischool. We would be the representative rural library. The goal of the project is to help libraries with their goals of "creating and implementing digital learning activities for youth and family patrons." From their statement of purpose: "Libraries are currently important community anchors for youth and family patrons to engage in digital learning opportunities, such as makerspaces, digital media, design, robotics, games for learning, e-textiles, and computer programming. However, most librarians and MLIS students, due to a lack of core curriculum on instructional design and design thinking/methods in MLIS programs, may have little exposure to instructional design and user-centered design (a set of practices that support explicit understanding of users, tasks, environments, and evaluation). Thus, while librarians are tasked to create more opportunities for digital learning, both MLIS students and librarians are ill-prepared to be technology and instructional designers."

**Chewelah from Bryan Tidwell**

- Things have begun to quiet down the past couple weeks in Chewelah (though never after school), and I'm continuing some collection work.
- I've received some very positive feedback from customers about some work we've already done in our picture book and kids' collections this week.
- But the big news is our recent hire of Matt Varang to fill the 20 hour regular position we've opened. Of course, Matt was already doing the job in a temporary capacity, and we had a quality pool of applicants, but Matt's experience with us so far, his stellar customer service skills and ability to play a key role on our team won out. We're all pleased by this news here in Chewelah and look forward to seeing what more he can do for us.

**Colville from Sarah English**

- Due to term limits, a move and a conflict of interest there are three openings on the Colville Public Library Board. Students will be encouraged to apply so that their voice is heard on the board as well as an opportunity to learn more about the library profession and to gain leadership experience.
- You've seen her how-to videos, now learn how to knit from Anja in person! Join us January 16th from 5-6:30 in what is anticipated to be a new monthly series.
- Are you gifting or anticipating a new iPhone for the holidays? Anja will share her iPhone expertise in a special evening edition of Tech Tuesday on January 23 from 5-6:30 pm.
- Angie and Anna are finishing up the academic semester. Angie will graduate from Ashford University in about a year and Anna will be a Cougar alum in two years.
- Lisa and Siena are now both certified wildland fire fighters. With Raine now up to speed there should be coverage if they get called out.

### **Kettle Falls from Katy Pike**

- It was a pretty quiet month because we had no other programming scheduled separate from our regular programs: After school art, storytime, and Augie.
- Starting in Dec. we have a lady offering genealogy classes every last Thursday of the month from 2-4 pm.
- After School Art will be changing days to Tuesday starting in Feb. to better accommodate Donna's schedule.
- Melinda has returned to work.
- Raine has been cross trained as a sub in KF. She has agreed to get trained in NP and HN.
- Lighting: Most of the lights in the old part of the building have been replaced with brand new LED florescent lights. It is unknown at this time if the city grant included exterior lighting for the back of the library even though I requested this to be included in the grant.
- HONK staff met for a mini meeting that was very productive.

### **Lakeside from Brooke Golden**

- Lakeside hosted a Women's Health Fair that was presented by a nursing student working on her master's degree. The attendance was small, but the student was very appreciative for the use of the facility.
- Storytime continues to bring in new families. Today, new neighbors a few doors down from me brought their three children.
- The Friends of Lakeside Library purchased a nice selection of new books for the local toy drive. The organizer of the drive was greatly appreciative, as she had been trying for years to find a way to get books at a discounted price. The Friends worked with the elementary school librarian and purchased at the Scholastic book sale with an additional teacher discount. Hopefully some children in our area will be happy to find new books under the tree this year.
- On a more personal note, one of our patrons who comes to the library EVERY day to use the computer lost his old dog about two years ago. He recently got a puppy that rides to the library with him every day and has become the light in his life (besides the library of course). It is just amazing what you see and how you get to know people in a small library:)

### **Loon Lake from Bryan Tidwell**

- Tech Help has begun and is thriving so far, with regular users already using the service, some even bouncing between Chewelah and Loon Lake depending on their need and availability.
- Even more successful was the Make a Craft workshop that Jessica came up with on Mondays that has easily turned out 30+ each time it's been held.
- There is a true need for more programming in Loon Lake, and I continue to work to get the ball rolling on a possible expansion to accommodate a serious need for meeting space.

### **Northport/Onion Creek from Katy Pike**

- The windows have been purchased but the installation has not be officially scheduled (Merle employee is currently out on sick leave and will be back after Christmas.)

### **Technology Report from Jessica Varang**

- Working with ExBabylon on the new computer installs - slated for January
- Working with ExBabylon on the VOIP phone installs - slated for January
- Working with Envisionware for new product install to resolve computer timing issue
- Working on wiping old equipment for surplus sale this (late) Winter/Spring