

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
February 16, 2017
Loon Lake Library
4008 Cedar, Loon Lake, WA 99148

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 1:12 p.m. by Rick Moore, Chair. In attendance were Rick Moore, Chair; Adena Sabins, Vice Chair and Linda Shaw, Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant were also present. JD Meacham, Trustee joined the meeting via conference call. Catharine Whitby, Trustee was absent from the meeting.

VISITORS - None

GREETINGS - Rick welcomed everyone to the meeting.

PUBLIC COMMENT - None

AGENDA CHANGES - Add Resolution 01-2017 and All Staff Day to New Business.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of January 26, 2016 were reviewed.
- (2) The following vouchers and warrants were approved for payment:
Accounts Payable 1/23-2/2/17 - 55 Vouchers total \$45,932.53
Payroll Warrants January 2017 - 24 Direct Deposits for a total of \$65,444.31
- (3) Detailed Revenue & Budget Status Reports for January 2016.
- (4) The Director's January 2017 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda as presented with revisions.

Motion made: Adena

Motion seconded: Linda

All in favor: Unanimous

UNFINISHED BUSINESS:

- (1) **Policy Review - Small and Attractive Items:** After reviewing the policy and making a few adjustments the Board called for a vote. Amanda thanked Rick for his word-smithing talents and for taking the time to hone the policy prior to the meeting.

Motion made to approve Policy #25 Capitalized and Fixed Assets, Small & Attractive Items: Inventory and Disposition with revisions.

Motion made: Linda

Motion seconded: JD

All in favor: Unanimous

- (2) **Board Retreat - set date, planning:** The Board agreed to tentatively set the Board Retreat for Friday, April 28th 9-2 at Amanda's house. The Board will send Becca any ideas they wish to discuss.
- (3) **Library Board By-Law Review:** JD will thoroughly review the by-laws and bring up any questions or concerns. The Board will then review and/or update the by-laws at the Board Retreat.

NEW BUSINESS:

- (1) **Discuss possible budget amendment regarding carry-over from 2016:** With the additional revenue collected in 2016 (primarily via Timber Tax), and measures to reduce spending, there is a carry-over of nearly \$100,000 from

2016. The board discussed amending the budget to increase spending in specific areas. It is important to the Board that the budget reflect their priorities for the Library District (specifically, collection development and equipment upgrades, and marketing), and that the money not be used for things that need ongoing funding (e.g., staffing). The Board believes spending an additional \$70,000: \$40,000 in materials and \$30,000 in equipment/other would enable the District to meet some of the strategic planning goals for 2017. However; there will not be a budget amendment at this time and they will revisit this discussion later in the year.

During this discussion, the topic of grants came up in conversation. Linda has spoken to Mary Selecky about some grants offered through Providence Healthcare and had some questions. Amanda will follow up to clarify and report back.

- (2) **Resolution 01-2017 Establishing a Form of Reimbursement:** Two warrants (checks) written by the County, in 2015, to Library patrons, were never cashed. In order to return the money to the Library District account the Board must pass a resolution. The Board called for a vote.

Motion made to approve Resolution 01-2017.

Motion made: Linda

Motion seconded: Adena

All in favor: Unanimous

- (3) **Staff Day, March 17th - close all library locations -** The District would like to hold an All-Staff Training Day on Friday, March 17th. The Board discussed the needs of an all staff training day and the opportunities for the Board itself to be involved. After discussion the Board called for a vote.

Motion made to approve the closure of all library branches on Friday, March 17th for Staff Day training.

Motion made: Linda

Motion seconded: Adena

All in favor: Unanimous

REPORTS

- (1) **Director's Report: Attachment (1)**
- (2) **Trustee/Liaison Report:**
- (3) **Others:**

EXECUTIVE SESSION -

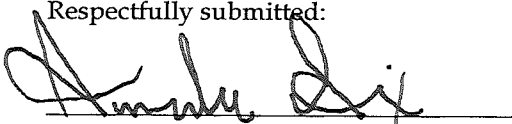
The Board adjourned to Executive Session beginning at 2:56 ending at 2:58. The session was held to discuss real estate. No items were voted on during the Executive Session.

ADJOURNMENT

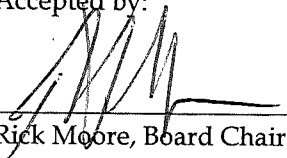
The meeting of the Board of Trustees was adjourned at 2:58 p.m.

Chair adjourned the meeting.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted by:



Rick Moore, Board Chair

3/16/17
Date

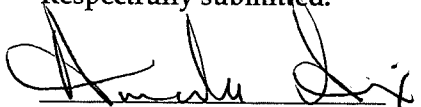
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
February 8, 2017

The conference call was called to order at 9:05 a.m. by Rick Moore. Present were Rick Moore, Chair; Adena Sabins, Vice-Chair; JD Meacham, Trustee; Amanda Six, Director and Rebecca Moore, Administrative Assistant. Catharine Whitby, Trustee; Linda Shaw, Trustee and Janet Eide, Business Manager were absent.

AGENDA


- OPENING
- PUBLIC COMMENT
- AGENDA CHANGES
- ACTION ITEMS
- DISCUSSIONS
 - February 16th - Regular Board Meeting - Agenda Changes - none
- NEW BUSINESS
- ADJOURNMENT - 9:10 a.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By:


Rick Moore, Board Chair


Date

Next Conference Call meeting is March 8th at 9:00 a.m.

Library Director's Report February, 2017

Chewelah Public Library - from Library Manager, Sarah English

- One of our storytime patrons was quite excited to tell us about the adventures of her pet spiders, Jesse and Katie, named for her favorite library friends.
- In the purchase of the building, it was agreed that the city would maintain everything from the porch out (sidewalks, parking, etc). We have been using a lot of staff time and resources (snow-melt) to do cover for the city. This is an ongoing conversation.

Colville Public Library from Krista Ohrtman, Library Manager

- Clean up and restoration in Colville continues! This week is texturing, painting, and reinstalling trim/carpet. Hopefully our "containment barrier" can come down soon. The clean-up and restoration crews have been very considerate and accommodating, allowing us to keep the library open to patrons.
- We were thankful for the opportunity to utilize the State Library's STEM kit: *Roominate* for four afternoons in Colville. Lots of kids spent hours building and exploring circuits. Big thanks to Sarah for coordinating.
- The Improvement Club made a nice donation to the library, allowing us to refresh the wooden puzzles in the children's area.

Kettle Falls Public Library - from Katy Pike, Library Manager

- Programming: Donna is back to conducting after school art with the kids. While I had a great time planning/implementing my own art programming during this time, I am extremely grateful for all of Donna's hard work. (I am so glad she is back!)
- Roominate is set to occur this week. Lisa will be conducting the programming at KF. Additionally, I have asked a teen to start a Teen art studio. Our FOL has bought supplies in order for this to happen. It will occur on Feb. 23rd.
- Other: I am going on vacation! My staff will be holding down the fort. Also, our FOL donated \$365 to get some pictures framed and these are set to be hung up by the end of the month. Our FOL tea this year is set for March 25th and will still be conducted by invitation only.

Loon Lake Library - from Kristy Dyck

- Not a lot going on here. The sunshine is moving people around again. Our lake (read parking lot) is thawing. Yikes! But, nobody has drowned yet.
- Mostly we are just happy with our new manager, and looking ahead to new programs and direction here at Old Loon. This arrangement seems to make a great deal of sense to everyone. And, we seem to share a fair number of patrons with Chewelah, so Sarah hasn't been much of a shock to our people. (Loons are easily shocked) Very smooth transition.
- We are pursuing shelving to add another row to our DVD/new items/promise collection area as well as create space for patron self pick up of holds in the public space.
- The building and its resources are still standing, thanks to some alert noses and vigilant observation over the weekend. At leaving time on Friday staff noticed a burning smell coming from the server room. A electrical person was here and a new condenser and blower have been ordered.

Northport and Onion Creek Libraries (from Library Manager, Katy Pike)

- Clifford has been really busy revamping story time for Northport. After some discussion with the new Head Start staff member in NP, we determined that there was no real way to get the kids to come to the library since they changed the start time. To accommodate this, we are now offering Story Time 1st and 3rd Tuesdays of the month at the school. 2nd and 4th Tuesdays are still at the library and are open to the public.
- Here is what the teacher had to say about this: "You are great with the kids and they adored having the guitar and singing- we had lots of discussions about you today in class."
- Additionally, we have a local community member who will be offering Genealogy Classes the last Thursday of every month at Northport.