

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
January 26, 2017
Chewelah Public Library
311 E. Clay Ave., Chewelah, WA 99109

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 12:19 p.m. by Rick Moore, Chair. In attendance were Rick Moore, Chair; Adena Sabins, Vice Chair and JD Meacham, Trustee. Amanda Six, District Director; Sarah English, Chewelah Manager; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant were also present. Catharine Whitby, Trustee and Linda Shaw, Trustee were absent from the meeting.

VISITORS -

GREETINGS - Rick welcomed everyone to the meeting.

PUBLIC COMMENT -

AGENDA CHANGES -

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of December 15, 2016 were reviewed.
- (2) The following vouchers and warrants were approved for payment:
Accounts Payable 12/12-1/13/17 - 97 Vouchers total \$70,234.58
Payroll Warrants December 2016 - 26 Direct Deposits for a total of \$63,798.75
- (3) Detailed Revenue & Budget Status Reports for December 2016 and 13 month.
- (4) The Director's December 2016 timesheets and accumulated vacation & sick hours were reviewed.

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

Motion made: Adena

Motion seconded: JD

All in favor: Unanimous

UNFINISHED BUSINESS:

NEW BUSINESS:

- (1) **Policy Review - Small and Attractive Items:** The Board looked over the draft of proposed additions to the policy that were added to improve the definition of items that are "small and attractive," per the request of the State Auditor. Rick will wordsmith and send it to Becca for the Board's further review and approval at the February meeting.
- (2) **Begin planning Board Retreat:** The Board discussed dates and topics for a Board Retreat. April seems like a good month to aim for and Catharine will be back at that time. Amanda will create a Doodle with some date choices (April 18th, 21st, 25th or 28th). Some options included inviting a guest speaker from the State Library, and a Library Trustee with past levy experience, perhaps from Spokane County Library, who could help discuss a timeline/roadmap for the Levy Lid Lift and facilities discussions. Rick will send out an email to the Board requesting they spend a little time thinking about what you would like to discuss and send those ideas to Becca.

Rick suggested the 3rd quarter "webinar" involve a conversation with someone from the local hospitals or police departments regarding mental health and the library. The Board also needs to move the Conference Call/Webinar with John Olsen in April - JD and Adena will be out of town. Amanda will send a Doodle for possible dates for that as well.

- (3) **Update Library Position Descriptions: Library Director, Library Manager and Business Manager -** During last year's staff evaluations, Amanda and staff did some review of position descriptions. Some updates were needed to reflect the current work being done. Amanda reviewed some position descriptions from other Libraries and

feedback from library managers. After reviewing, Amanda made some updates to these position descriptions. In addition, due to a cancellation of the anticipated Federal Law change to increase the Exempt Employee threshold, the Library Manager positions will remain Exempt. The Board reviewed the changes and called for a vote.

Motion made to accept the Library Director, Library Manager and Business Manager position description updates as written.

Motion made: JD

Motion seconded: Adena

All in favor: Unanimous

(4) **Library Board By-Law Review** - The Board will review their bylaws and submit any questions they have to Becca and Amanda. They will discuss the by-laws and any proposed changes in more depth at the Board Retreat. Amanda and Becca will do their homework on what parts of the bylaws are RCW's and which could be amended. Also, the board requested that staff review the language and requirements regarding posting for meetings. The board asked if they need a Conflict of Interest policy? Amanda will contact Carolyn Peterson regarding some language having to do with conflict of interest.

REPORTS

(1) **Director's Report: Attachment (1)**

(2) **Trustee/Liaison Report:**

(3) **Others:**

EXECUTIVE SESSION -

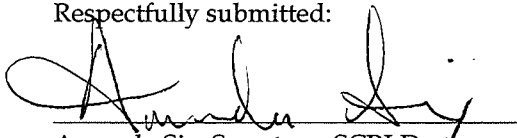
The Board adjourned to Executive Session beginning at 2:01 ending at 2:11. The session was held to discuss real estate. No items were voted on during the Executive Session.

ADJOURNMENT

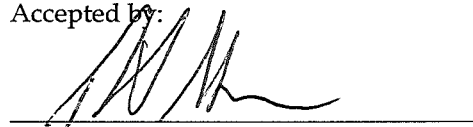
The meeting of the Board of Trustees was adjourned at 2:11 p.m.

Chair adjourned the meeting.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted by:


Rick Moore, Board Chair


Date

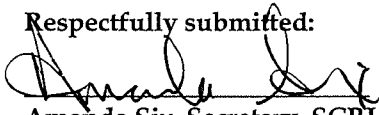
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call & Webinar
January 17, 2017

The conference call/webinar was called to order at 12:32 p.m. by Rick Moore. Present were Rick Moore, Chair; Adena Sabins, Vice-Chair; JD Meacham, Trustee; Linda Shaw, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant. Catharine Whitby, Trustee was absent. Adena had to exit the meeting at 1:00 p.m. to return to work.

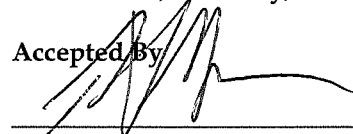
AGENDA

- OPENING - ~~The~~ meeting start ~~time~~ ^{time} was delayed due to some technical difficulties in connecting to the webinar conducted by the Washington State Library Staff.
- PUBLIC COMMENT
- WEBINAR - Carolyn Peterson, Assistant Program Manager, Washington State Library and Jeremy Stroud, Washington State Library led the Board on a walk-through of the wiki version of the Library Board of Trustees manual compiled by the State Library. The wiki provides guidance and information to library trustees around the state.
- AGENDA CHANGES
- ACTION ITEMS
- DISCUSSIONS
 - January 26th - Regular Board Meeting - Agenda Changes - add - review of policy on Conflict of Interest to the regular meeting agenda.
- NEW BUSINESS
 - Position Description Updates - During performance reviews Amanda came across a few updates that are needed to three of the position descriptions. She will have updates in the Board Packet.
- ADJOURNMENT - 1:30 p.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By


Rick Moore, Board Chair


Date

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

Library Director's Report

January, 2017

Information Sharing:

- The Libraries of Stevens County Foundation elected a new President at the January 25, 2017 meeting. Janice Lewis is now the President, replacing Missy Stalp who led the organization for a number of "building" years.
- The Library Management Team met to fine-tune the action items that reflect the "paradigm shift." Projects are already starting.
- The Colville Library Manager position has been posted and applications are coming in.
- The mileage reimbursement rate for 2017 has been revised to reflect the change set by the State of Washington, effective January 1, 2017. The rate went down from \$.54/mile to \$.535.

Chewelah Public Library - from Library Manager, Sarah English

- The Roominate Village kit from the Washington State Library will be used for programming in our larger libraries later this month and into February. Young room designers will be able to manipulate LEGO-like materials to decorate an empty room box as they wish.
- Christine, the newest member of the Chewelah family, seems to be settling in. As a Chewelah native (with life experiences on the west side and Chicago), she brings a wealth of local information and knowledge to our staff.
- And yay for Katie! She has been named the Local Hotel Operative for the Yakima, Seattle and Spokane WLA conferences in April.
- Jesse deserves extra kudos for his work ethic coming in to work in this weather. As a commuter from Spokane, he has only missed one day due to travel conditions, and has really gone above and beyond by staying in a hotel for several nights.

Colville Public Library from Krista Ohrtman, Library Manager

- Dry-out, clean-up, and demolition are underway at the Colville Library after our water damage. The restoration crew put up a "containment barrier" that will remain in place while they repair the damage to the east wall, ceiling, and floor. Library staff are working hard to restore as much of the collection as possible to its home while the restoration crew and their contractors work behind the barrier. We are offering an opportunity for patrons to pick up arrived holds while we are closed, and are answering the phone as much as possible. Staff, volunteers, and community have been super-supportive - thank you!

Hunters Community Library

- Megan has been working hard on getting resources together for special programming in the next couple of weeks. She applied for the Seed Savers exchange and was awarded a starter kit. She has already started on her programming ideas for Money Smart Week in April 2017.

Kettle Falls Public Library – from Katy Pike, Library Manager

- Staffing: Melinda took a week off of work. During this time, Megan covered for ILL and worked REALLY hard.
- Technology: Over all, it has been fairly busy at the library especially while Colville was closed. We had a new Firewall, wireless router, and our K-20 line tested by ExBabylon. It is confirmed that we are still only getting about 20 mbps and that we will need to take up the issue with Century Link.
- Programming: Donna, our community volunteer who does after-school art programming, was out due to surgery for the last 4 weeks. Katy did some crafting for the after school program. We had a consistent 12-15 kids each time. We made gobs of stuff: from ornaments to lava lamp pens.
- Community Center: Kettle Falls City Hall has taken over management of the Community Center which has been nice except we are experiencing all of the problems associated with the change. Namely, a woman who had rented the room had to be "rescued" Saturday night by Melinda because she had locked her keys in the Community Center.
- Other: The presence of kids/teens in the library has been steadily increasing because of the snow days and the Elementary school having a burst water pipe. This has caused a number of random issues: increased noise level, smoking pot in the quiet room or front entrance, body odor issues, and just, ugh, teen attitude. It helps when I feed them ahead of time = less hungry and rambunctious. Unfortunately, during the technology upgrade, a person (most likely a teen) stole a work cellphone from the Ex-Babylon tech guy. It has not been recovered but it is covered by insurance.
- Anecdotes: Katy heard a kid comment that the crafting was better than playing on the computer. Katy also helped a little old lady who had never heard of Jane Austen. I pulled Pride and Prejudice and told her what a wonderful opportunity it was to share this book with her.

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

- Clifford was out sick for a while at the end of Christmas and Siena ended up subbing during that time. Terri at the Onion Creek Station has been complaining of unwanted nighttime visitors to the store due to the internet. As a result the new firewall will limit internet to store hours only.