

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
July 20, 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 1:11 p.m. by Trustee Rick Moore. In attendance were Rick Moore, Chair and Adena Sabins, Vice Chair; Linda Shaw, Trustee; JD Meacham, Trustee and Catharine Whitby, Trustee. Amanda Six, District Director; Bryan Tidwell, Chewelah & Loon Lake Library Manager, Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant were also present.

VISITORS - None

GREETINGS - Rick welcomed everyone to the meeting with a special welcome to Bryan.

PUBLIC COMMENT - None

AGENDA CHANGES - Add section 300.400 Compensation to Unfinished Business

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of May 18, 2017 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of June 7, 2017 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 5/12 -6/1/17 - 58 Vouchers total \$45,528.68
Payroll Warrants May 2017 - 24 Direct Deposits for a total of \$67,990.08
- (4) Detailed Revenue & Budget Status Reports for May 2017.
- (5) The Director's May 2017 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

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

A gentleman that lived in Loon Lake previously, passed away and left \$20,000 to the Library District for the sole purpose of being used for capital improvements at the Loon Lake or Springdale libraries. Amanda is looking into having the Library Foundation manage the funds because the Foundation is better equipped to invest large sums.

UNFINISHED BUSINESS:

- (1) **Policy Review - Travel Policy** - JD would like to make it official that he does not believe in Google Maps. The Board looked over the revised policy and called for vote.

Motion made to accept the Travel Policy.

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

- (2) **Policy Review - 300.400 Compensation** - The Board reviewed the policy with an added hyperlink referring to the Travel Policy and called for a vote.

Motion made to accept 300.400 Compensation with added hyperlink.

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

- (3) **Travel Reimbursement - for Library Board of Trustees (outline procedures)** - Catharine and JD met as a committee and wordsmithed some information to share. They worked to define what is meant by "necessary expenses" incurred as a Board Member, as stated in the Reimbursement Policy. Catharine recommends that any occasion when a trustee is doing official Library Trustee business that takes the trustee away from home should be a reimbursable mileage expense. Catharine shared the notes she and JD produced and the Board discussed ideas and edits. The Board will review the policy with the suggested edits next month.
- (4) **Policy Review - Annexation of Incorporated Areas** - The Board discussed the policy. There are mixed opinions about whether this is a necessary policy. Amanda will do some homework and report back.
- (5) **Board Binder** - The Board Binder is meant to be a point of reference for the Trustees. The Board is reviewing their binders and will respond with 3 considerations before (or at) the August meeting: what can be removed, what should be updated, what should be added. Catharine and JD shared a sheet of examples they have come up with so far. The Trustees will discuss further at the August meeting.

NEW BUSINESS:

- (1) **District Credit Card for Bryan Tidwell, Chewelah Manager -**

Motion made to approve a District Credit Card for Bryan Tidwell, Chewelah Manager.

Motion made: Catharine

Motion seconded: JD

All in favor: Unanimous

- (2) **Conflict of Interest** - Adena is doing the public service of running for City Council in Colville. The Library District has an inter-local agreement with the City of Colville which could cause a conflict of interest. During any Library District discussions or votes Adena would need to abstain or recuse herself. Amanda will double check with the District Lawyer to confirm any issues.

REPORTS

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

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 4:07 p.m.

Chair adjourned the meeting.

Respectfully submitted:

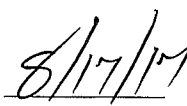


 Amanda Six, Secretary, SCRLD

Accepted by:



 Riek Moore, Board Chair



 Date

**STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
July 12, 2017**

AGENDA

THIS MEETING WAS CANCELLED DUE TO LACK OF QUORUM.

Next Conference Call is Wednesday, August 9th at 9:00 a.m.

Library Director's Report
July 2017

Information Sharing

- Amanda attended the July Library Directors' meeting. Amanda organized the agenda for the group for this meeting and topics included: open data, public space design, the re-organization of WLA, LEAN management techniques in libraries, and advocacy for libraries in the State Legislature.
- The Library is hosting a webinar on Wednesday, August 9th regarding check-outable hotspots to improve wifi access in rural areas. The library has invited many area organizations, including Tri-County Economic Development, Stevens County Emergency Management, some school superintendents, a Wes McCart, County Commissioner.

Chewelah from Bryan Tidwell

- Bryan has received a warm welcome at both Chewelah and Loon Lake and is enjoying his first few weeks on the job.
- Summer Reading has been a big hit at both locations and we've seen lots of readers young and old, including two girls at Loon who both vied to be the first to turn in their summer reading logs. They were beat out by another young reader a day earlier than they anticipated. :)
- The Overdrive mail campaign had a big impact last month at Chewelah. We had nearly a dozen folks come in immediately afterward, including a senior couple that had lived here for decades and were inspired to get their very first library cards, and another senior who called in to find out how we could help him get books even though he's unable to leave his home.

Colville from Sarah English

- We're building a better world here in Colville with summer reading! In June 311 children signed up; 82 achieved 5 hours of reading; 38 read for 10 hours; 22 enjoyed 15 hours of reading; and 16 achieved a finishing goal of reading for 20 hours. Teens and adults are getting in on the fun, too, with 272 signing up to participate and 19 completing at least 3 books. To put that in perspective, last year at Colville 253 children total signed up by August and 79 read for at least 20 hours and 29 teens/adults read at least 3 books (registration data for teens/adults and June 2016 SRP statistics not available). And Kudos to Colville staff who have already completed the program: Angie, Anja, Anna, Lisa and Sarah.
- Attendance at Dewey 101 has fluctuated between 2 and 11, but each week we learn something new from an individual who is passionate about a subject and kind enough to take the time to share their enthusiasm with us. We are really looking forward to hearing from our own Adena on July 31 (Who's Afraid of Public Speaking?) and Jack Nisbet (History: A Possible Friend) on August 7 to cap off the series for us.
- The favorite program by far for staff and patrons alike this summer was a concert shared by two Boston Conservatory students, whose beautiful music was heard through walls and floorboards to the delight of all.

Hunters from Megan Bush

- The Friends group in Hunters hosted a community yard sale with a hot dog fundraiser this past weekend. It went well, and the hot dogs were tasty!
- A patron is donating a desk to the library, since the one I'm using now is fairly worn out. She is installing casters this week and will deliver the desk on Wednesday. I am so grateful to have such thoughtful patrons!
- The Hunters fair is on Saturday, August 19th - I'll have a booth set up and decorated for our summer reading theme.

Kettle Falls from Katy Pike

- I am back from vacation!
- SRP: We have kids 170 sign ups. So far we have 10 finishers. We also have 10 teen/adult finishers. Ranger reads went relatively well. The kids really enjoyed handling the animal skulls and fake scat. We had 14 kids & 4 adults. We are drawing a consistent number of kids for story time at around 13.
- Programming: I have scheduled a film historian (referred by Sarah) in September. We are partnering our book club, a related read, and the movie Citizen Kane for that month's discussion. Additionally, I have contact the outgoing WA Poet Laureate to come speak in October in partnership with a local poet. I hope to find a community partner for this talk.
- Landscaping: The FOL has voted to pay for Rob Blade for design work for the landscaping. I have asked him to consult the head of Public Works re: existing infrastructure, needs, City up-keep. Our advisory board is meeting tonight to discuss any recommendations they would like to make regarding the landscaping.
- Misc: We have a new AC unit being installed in the building on Friday, July 21st. One of the units was severely dented from snow/ice melting and falling onto the exterior metal shell.

Lakeside from Brooke Golden

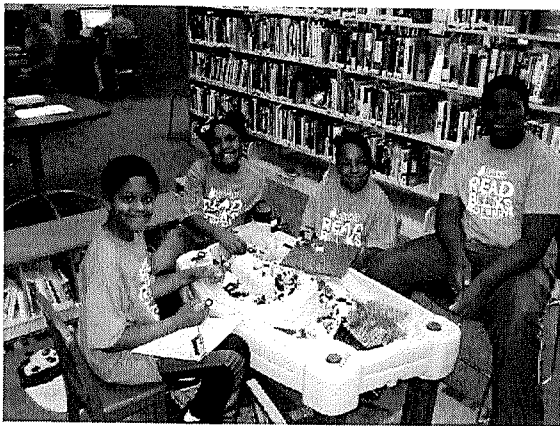
- Storytime attendance has been good (over 30 kids for the past month). We have some new families that have moved into the area, which is really good.
- The Friends have their shed filled with books for an October sale.
- The Friends, Martha Brandli past president in particular planted some beautiful pots outside our front doors. I'll send you a photo:)
- Kids here are really working on their reading goal, with over 150 signed up and 80 passing 10 hours so far.
- One of my dearest storytime moms passed away from cancer last week. She brought all four of her children to storytime up until they entered school, and she was instrumental in the preschool coop, bringing many, many families to storytime over the years. She will be sorely missed.
- Jesse is returning to Lakeside in August, and will be working Thursdays and Fridays. Harriet Dunbar has become an excellent substitute, and we enjoy when she works at LS.
- The mural for the children's area is complete and will be adding a whimsical touch to the kid's corner. Shannon Law did an amazing job for us. Thanks to the Friends for funding this venture.



Loon Lake

- Busy, summertime Loon Lake. Lots of summer residents that we haven't seen for a couple of years are showing up. Fun!
- We welcomed our new manager, Bryan, this week. He is already well liked around here. Looking forward to good things.
- Summer Lunch Program is going well. I would say that we are averaging 10 kids per day. (without doing the math!)

- We have 76 kids signed up for Summer Reading now; 14 of whom have finished. They are really excited about this year's theme. And, the Lego table is VERY popular. It is a great social hub as well. Kids are telling kids. Great fun. Crazy Thursday around here! :-)
- We had 12 kids for the Ranger Reads program - kids loved the story, pelts, and fake poop!
- Self Publishing Workshop had two people, but information was solid and KS Brooks was incredibly helpful according to Bryan
- Duct Tape Wallets, LEGO Rocket Cars, Better Business Basics, and a Health Fair are all upcoming
- And; this just in; Granite Point Resort, at Loon Lake, is having a car show on August 6th. The proceeds go to the Loon Lake Food Pantry AND to the Loon Lake Library!
- Here is a photo of some happy Lego kids. (photo release signed by Mom)



Northport/Onion Creek – from Clifford Ward

- More SRP sign ups than in past years....
- We will be getting new lighting 7/21 by ABC Electric. Now, THAT is exciting!
- New blinds in the YA room; haven't had the time to remove the old one and install the new one yet in the Adult book room.
- Trying to keep this place cool during open hours and the yard watered is a challenge because we are only open Tues., Thurs, and Sat. and in between one cannot leave windows open or the AC on, so when I arrive to work the temperature is about 82-85, and even cranking the AC on HIGH by the end of my day it drops down to the high 70's.
- Even with the 2 sprinklers, I haven't been able to keep the yard all green, either.
- Tuesday Storytime has been fun this Summer, as some of the kids who attended pre school where I did Storytime twice a month come in and amaze their Granny or Mom knowing the words to some of the songs and most of the parts of the guitar from what they learned when school was in.
- We are set to have a coding class up in Northport on Tues. July 18th.

Technology Report

- Preparing for surplus sale in August - have gone through all extra surplus and wiped/in process of wiping information from devices to prepare for sale
- Working to solve wifi issues in Kettle Falls
- Preparing staff training bags
- Working with ExBabylon to explore VOIP options
- Coordinating summer lunch program, thanks to my excellent staff that helps when it gets crazy!