

**STEVENS COUNTY RURAL LIBRARY DISTRICT
BOARD OF TRUSTEES**

**May 18, 2017
12:00 p.m.**

**Kettle Falls Public Library
605 Meyers, Kettle Falls, WA 99141**

AGENDA

- **GREETINGS**
- **OPENING**
- **PUBLIC COMMENT**
- **AGENDA CHANGES**

- **ACTION ITEMS - CONSENT AGENDA** - All matters listed within the Consent Agenda have been distributed to each Board member for reading and study, are considered to be routine and will be enacted by one motion of the Board, if separate discussion is desired, that item may be removed from the consent agenda and placed on the regular agenda by request.
 1. Approval of April 20, 2017 Regular Meeting Minutes
 2. Approval of April 28, 2017 Board Retreat Minutes
 3. Approval of May 10, 2017 Conference Call Minutes
 4. Approval of 2017 Accounts Payable Vouchers, April Payroll
 5. Approval of April 2017 Budget Status & Detailed Revenue Reports
 6. Approval of Director's April Time Sheet, Mileage Reimbursement & Vacation and Sick Leave Accrual.

- **UNFINISHED BUSINESS**
 1. Develop a Self-Review Process for the Library Board

- **NEW BUSINESS**
 1. Policy Review - Display Policy

- **REPORTS**
 1. Director
 - a. Library happenings
 - b. Statistics and reporting
 2. Trustees and Liaisons
 3. Other

- **Executive Session - Real Estate - update**

ADJOURNMENT

Next Board Meeting is WEDNESDAY, June 14th, 9 am at Hunters Public Library

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
May 18, 2017
Kettle Falls Public Library
605 Meyers, Kettle Falls, WA 99141

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

VISITORS - None

GREETINGS - Rick welcomed everyone to the meeting.

PUBLIC COMMENT - None

AGENDA CHANGES - Added Travel Reimbursement to New Business and Realtor discussion under Reports - Other

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of April 20, 2017 were reviewed.
- (2) The minutes from the Board of Trustees Retreat of April 28, 2017 were reviewed.
- (3) The minutes from the Board of Trustees Conference Call/Webinar Meeting of May 10, 2017 were reviewed.
- (4) The following vouchers and warrants were approved for payment:
Accounts Payable 4/21-5/4/17 - 56 Vouchers total \$54,349.59
Payroll Warrants April 2017 - 24 Direct Deposits for a total of \$62,640.03
- (5) Detailed Revenue & Budget Status Reports for April 2017.
- (6) The Director's April 2017 timesheets and accumulated vacation & sick hours were reviewed.

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

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

UNFINISHED BUSINESS:

- (1) **Develop a Self-Review Process for the Library Board** - After some discussion, the Board agreed a useful idea would be to develop a one page annual report explaining what the Board has accomplished throughout that year. The report could be used to share their focus, goals and these accomplishments with the County Commissioners, Staff and the Community as a press release. The Chair will create a draft summary from the minutes and send it out to the Board and administrative staff for review. The Board can re-evaluate in January of 2018 to decide if this is a useful tool. Linda also reminded the Board of the question on the Staff Survey asking for feedback regarding the Board. It can be a useful tool as well.

NEW BUSINESS:

- (1) **Policy Review: Display Policy** - The Board reviewed our current policy and compared it to the Display Policy from Timberland Regional Library. They discussed and edited the current policy and will review the edits for final approval at the next meeting. Becca will also add a new policy for review next month.
- (2) **Travel Reimbursement:** Becca will send a copy of the travel policy and an estimated mileage chart for each Board Member from their current address to each library to be used for mileage reimbursement. Amanda brought up that the Board has never clarified what "Board Business" specifically is and since they as Board members are liaisons throughout the community this would be worth discussing. It will be added to next month's agenda. A suggestion was made to add this information to the Board Binder for new Board Members as well and include information stating when to submit for mileage reimbursement. Janet told the Board it is best to submit mileage

within the same calendar year but is not required to submit monthly.

REPORTS


- (1) **Director's Report: Attachment (1)**
- (2) **Trustee/Liaison Report:** JD attended the Library Foundation meeting with the new Officers and Board. Adena talked about the upcoming Governor's Summit on Career Connected Learning to discuss Youth workforce development in rural communities.
- (3) **Others:** The Board would like to recognize Patrick Cooper for his work on the real estate sale in Lakeside. Amanda will talk to Brooke about an honorarium.

ADJOURNMENT


The meeting of the Board of Trustees was adjourned at 2:27 p.m.

Chair adjourned the meeting.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted by:


per Rick Moore, Board Chair

6/14/17
Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Retreat
April 28, 2017
Director Amanda Six Residence
1686 D Brooks Rd, Evans, WA

The Board Retreat of the Stevens County Rural Library District Board of Trustees was called to order at 9:55 a.m. In attendance were Rick Moore, Chair; Linda Shaw, Trustee; JD Meacham, Trustee and Catharine Whitby, Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant were also present. Adena Sabins, Vice-Chair, arrived at 10:55 am.

VISITORS - none

BYLAW REVIEW - JD has reviewed our current bylaws and everything looks good. He would like to update some of the language, edit and simplify. He will submit for review by the Board in the next several months.

PARADIGM SHIFT UPDATE -

- New staff has come on board - Anna Keating, Anja Johnson and Angie Reed have all been hired in the last few months and are based at the Colville Library. They have jumped in and taken on some of the tasks in the Action Item Plan.
- Specific weeding of materials is happening in all the branches.
- Relocating materials for better circulation and better marketing of materials.
- Brooke has started some standing orders with Ingram such as bestsellers with multiple copies and other lists they offer.
- The new process for requesting books is going well.
- More inter-library loans are happening.
- Coding classes have been well received.
- Money Smart Week is going well. It is a national program partnering with people from the community to include information on estate planning, Medicare/Medicaid, writing a will, as well as others.
- Seed Library in Hunters is happening and everyone is excited about it.
- Relevance to our community is critical so utilizing these opportunities to partner with the community is key.
- Re-think/re-brand ourselves as "kinds of literacy" versus just a library.
- Working to get more community outreach with staff.

DEVELOP A SELF-REVIEW PROCESS FOR THE BOARD - At a training for Boards provided by the Washington State Library last year, Catharine learned that it was advisable for Boards to have a "self-review process." The Board discussed possible goals and outcomes of this process:

- Build skills in a particular area?
- Develop some short term and long term goals?
- Improve orientation and training at the onset of joining the Board. Give a better understanding/overview of what the duties and responsibilities of a Trustee are when joining the Board.
- JD suggested it would be useful to the team if each member had a better grasp on the skill set of other Board members.
- Review how well Trustees are meeting community needs.
- Have a yearly statement - what is our goal we want to accomplish this year?
- When the Director evaluation goes out to staff include a synopsis from the Board of what has been accomplished this year.

LID LIFT TIMELINE, GENERAL PLANNING/TACTICAL VISIONING -

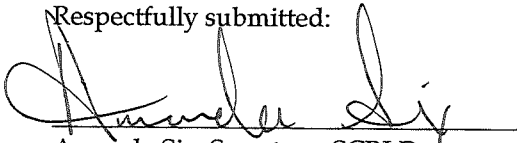
- Communicate with County Commissioners, City Council and other elected officials regarding homeless and mental health patrons in our libraries. Are they aware of what is happening to/in libraries? Make

them aware of daily issues? How can we ask for help – answer this question ahead of time. Meet with Bill Pfifer in July for the “webinar/conference call”. He can give some pointers on how to proceed. The Board could join Amanda when she gives the Annual Review to the County Commissioners. At that time they could present some statistics, mini update and speak to the relevance of the library.


- Lid Lift Timeline – possibly run in Spring of 2019 to receive funds in 2020. File by November of 2018 for a February or April election. Start moving in that direction January 2018. Contact Every Library for information on what they offer and the cost. Amanda will call Erica from Every Library to set up an informational conference call – perhaps in June or July.
- What is the climate for annexation? Colville & Kettle Falls.
- Colville Facility needs expansion. Amanda wants everyone to think outside of the box on creative ways to solve the Colville building needs.
- Write letters to your State Legislators. There is a bill in the House/Senate that could raise the 1% cap to 5%.

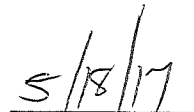
ADJOURNMENT – 2:30 p.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted by:


Rick Moore, Board Chair


Date

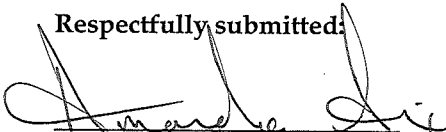
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call/Meeting with Assessor
May 10, 2017

The meeting was called to order at 12:10 p.m. by Rick Moore. Present were Rick Moore, Chair; JD Meacham, Trustee; Linda Shaw, Trustee; Catharine Whitby, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant. Adena Sabins, Vice-Chair was absent.


AGENDA

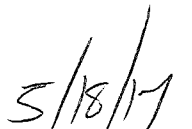
- **OPENING**
- **PUBLIC COMMENT** - John Olsen and Vickie Nielsen from the Stevens County Assessor's Office visited the meeting for a training session with the Board of Trustees
- **TRAINING WITH ASSESSOR'S OFFICE** - The Board had questions regarding how New Construction is added into the budget, what lease/micro sites and leasehold excise tax are and other questions. Vickie and John went over this information and answered other questions regarding how the Library District's County funding is added in.
- **AGENDA CHANGES**
- **ACTION ITEMS**
- **DISCUSSIONS**
- **NEW BUSINESS**
- **ADJOURNMENT** - 1:10 p.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By:


Rick Moore, Board Chair


Date

Next Conference Call is Wednesday, June 7th at 9:00 a.m.

Library Director's Report

May, 2017

Information Sharing

- Amanda continues to attend the Broadband Action Team (BAT) meetings. Stevens County has been selected, along with 14 other communities nationwide to be part of a pilot project with the Broadband USA/NTIA Community Connectivity Initiative tool. The tool will allow us to do real mapping of broadband access (or not) throughout our county and will allow us to overlap with other mapping tools. The library is an official partner in this project.
- Jessica and Amanda met with Will Stuvenga, Cooperative Projects Manager, Library Development, from the Washington State Library to discuss online resources and databases, as well as the OverDrive Cooperative group in Washington State.
- Amanda will be presenting at the Colville Chamber of Commerce on Tuesday, May 23. The talk will be titled, "I didn't know the library did that!"

Chewelah (from Katie Park, Acting Manager)

- WLA has started planning for the November conference in Tacoma. I (Katie Park) have the privilege to be a Program & Events Co-Chair. I and one other person will be organizing all the seminars that will be taking place, placing them in meeting rooms that meet their needs, and making sure that there are no overlaps in topics. Also, we are finding people willing to fill any blank time slots that we have at the moment. We are looking for a great speaker to fill in for Thursday Nov. 2nd Dinner Banquet, if anyone knows someone I can recommend to fill this empty slot, please let me know.
- I just had another preschool stop by for a library tour/pirate storytime. The kids love the treasure hunt, which is really just a tour of our library, but they get a map and they have to go find the books that I have pictured on the map. It's always a ton of fun and they get to learn where everything is at the library.
- I just finished up with the Microsoft Flatverse coding classes in Chewelah and Kettle Falls. The kids and adults love the certificate they get once they have completed the four week course. Once we got through the first two weeks of working out the bugs, the final two weeks went by very smoothly and the kids left saying they had fun. Always something I like to hear.
- Christine is doing our pumpkin planting day at the library, the same as what we have done the last two years. It will be taking place Friday May 12th and I expect to have a great turn out for this event. It will last all day, so anyone who comes into the library that day will be provided with all they need to get their pumpkin growing. The city of Chewelah will again be doing "Light Up the Park" in the fall. Christine has joined the committee that is putting the "Light Up the Park" event together as well as the local museum committee, working towards making our little museum a big success. Both Christine and Jesse have been doing a great job making our summer reading website look amazing, and finding some great badges for the kids to get as they reach their summer reading goal.
- June 6th, I will be visiting the Chewelah Elementary School to promote this year's summer reading event, and I'm currently working on getting a day scheduled for the Valley School, as well.
- Chewelah's Friend Group just had our big book sale over this past weekend and made \$132.00, only about half of last year's amount, but still amazing at only .50 cents per book.
- Kettle Katy and I are working on getting a coding class offered at the Hunters branch this summer and we will have Microsoft Imagine Academy drop-in times for our patrons at Chewelah.
- K.S. Brooks will be doing a self-publishing seminar in June, not only in Chewelah, but several other locations. She just donated 5 of her newly published books to the library and was kind enough to sign them for us as well.
- Jesse and Christine have managed to keep things running smoothly at the front desk, while I have been working on coding, WLA, and summer reading.

Colville (from Library Manager, Sarah English)

- Congratulations to Lisa! She was a member of the first Coding class to graduate and is considering sharing her knowledge with her own class this summer. Many thanks to Jessica for sharing her knowledge and encouragement with our students.
- The Libraries of Stevens County is breaking the mold! When Angie presents a storytime at the Colville Farmers Market she will be the first performer there ever. Look for her on the 2nd and 4th Wednesdays at 11 am.
- We got our training on this month. Angie attended two sessions of the All Aboard for K: Racial Equity instruction, which is part of an on-going series of strategies for preparing children for Kindergarten hosted by the State Library. Siena and Sarah attended a workshop in preparation of hosting Prime Time, a Humanities Washington program, in Summer 2018, where families of 1st through 3rd graders who need a boost in their reading performance come together one evening a week for 6 weeks for a meal, storytelling and an in-depth discussion around the themes of the narrative.
- We look forward to hosting author KS Brooks on May 31 at 6 pm. She will lead us through the maze of self-publishing and point out tricks to employ and traps to avoid.
- Sarah presented at the Colville Chamber of Commerce on Tuesday, May 2 to share information about the upcoming Summer Reading Program which will kick off June 1.
- Classes of 1st graders visited the library over the past weeks to learn about library services, and classes of 3rd graders will be coming to visit over the next couple of weeks.
- We are also excited to embark on our journey through the Dewey decimal system this summer. Every Monday at noon we will hear about a subject in that week's highlighted Dewey range from a speaker presenting their favorite lecture. Our own Adena will be speaking about public speaking (so meta!) on July 31.

Hunters (From Megan Bush, Library Assistant 2)

- The Seed Library has been a great success since the "grand opening" a few weeks ago. I went to two community plant sales - one at Stranger Creek Grange in Gifford, another at Columbia School to promote this new resource.
- I am visiting Columbia School on Friday, May 26th to present SRP info to the kids. I have reached out to Evergreen and Summit Valley and am waiting to hear back from their superintendent to schedule visits to those locations.
- The FOL group is planning another community yard sale & fundraising BBQ for June (date TBD) in the Hunters Park. Our yard sale went well last year and we broke even after buying 200 hot dogs/buns/etc. Exciting stuff!

Loon Lake (from Kristin Dyck, Library Assistant 2)

- Kids! Kids are returning to the library, like spring birds. We have been scheming on how to get more kids into the library. We haven't really done anything yet, (although Jessica's presence at the grade school can't be hurting. We are becoming visible again.) But, there seems to be a groundswell. We have done at least 7 cards in the last couple of weeks for kids just bringing themselves in with online applications, or dragging their parents in to get cards for them. It has been all sorts of fun. There is nothing better about this job than kids that are just happy to be here!

Kettle Falls (from Library Manager, Katy Pike)

- Staffing: Melinda has been out sick. We are getting Anja cross trained in KF starting this Wed.
- Programming: Coding: Katie Park conducted a four week coding course with 5 kiddos. They had a blast.
- After school Art: Donna is finally back from vacation. (Thank goodness!) Over the three weeks that I covered, we made kites out of straws and tissue paper, pipe cleaner ninjas, origami ninja stars, and my favorite, ninja squishies. We have an "Art Show" set for June 7th and the
- SRP Presentation: I am doing a joint SRP presentation with the NCRL librarian from Republic at the Kettle Falls Elementary and Middle Schools. I am hoping this partnership helps set ground work for future collaboration/cooperation with NCRL.
- Money Smart Week Numbers: Monday, Credit workshop = 3, Tuesday, Property Tax Discount Programs = 9, Wednesday, Estate Planning = 10, Thursday, Homeownership = 4 (Class was cancelled. The presenter had a medical emergency.) Friday, Starting a small business = 3.

out of only

Megan and I are compiling a final report as an outline for next year. Hopefully we will be able to expand the program.

- Landscaping: Thanks to Patti Gunther visiting city council earlier this month (as an FOL representative), she encouraged the City to get started on the landscaping project. So far the weed tarp has been installed. Hopefully the white rock will be able to come down once the roads have been declared safe again (because of the flooding, etc.)
- FOL meeting: I am happy to report that Kettle Falls FOL is sending some money to the improvement club for the Welcome Baby Project this year. Our FOL is starting the process of putting together a small landscaping committee from City Council, community members, and a local garden specialist to determine what would be a good solution for the landscaping at KF library. Additionally, the FOL is having its annual book and pie sale at Town and Country days.
- Memorial Bricks: After much craziness, the FOL are getting the bricks installed this week (May 16). The original mason backed out 3 days before he was supposed to start (after putting off for two weeks.) Anyway, they found a team of two guys to do the work. It will be ready by Town and Country Days! :)
- Anecdote: Two kindergartners discovered our Honor Paperback section. They kept pulling books off and taking them to the children's area to compare what is the "best" book. I told them that when they were done playing, they had to put all the books back. And they loudly sang "No More Monkeys Jumping on the Bed" while putting them away. Extremely cute! :)
- Anecdote: Melinda decided to give out some dried (extremely) salted plums, a traditional snack in Northern Mexico. The kids who were brave enough to try them called them edible rocks. Most of the reactions we got were sour faces.

Lakeside (from Brooke Golden, Library Manager)

- Lakeside is busy with patrons and circulation is picking up a bit. We seem to make a lot of new cards each month, if you look at the statistics. We feel that we have MANY Overdrive users in our community.
- During this school year, we have had students from the Special Education class at the high school working two days a week for an hour, helping with cleaning, shelving and projects. It has been good work experience for the students.
- The Friends of Lakeside Library postponed their spring used book sale until Fall, but continue to get donations. We expect the fall sale to be a big one. The Friends are funding flowers for the outside containers, a cool new piece of art in the library, the final art installation for the children's area (artist is currently working on the piece), and they donated to the Summer Reading fund.
- Sally helps with cataloguing on a regular basis, and catalogues the new books that we have been ordering from Penworthy on a regular basis. The Easy Reader collections at all of our locations are excellent at this time!
- After being a judge at the middle school "We the People" competition for the past 8 years, Brooke is passing the torch to Amanda. Amanda will represent the library district as a judge at the competition in a couple of weeks. It will be great for Amanda to have more of a presence down in this part of the county, and for the students to see what professional staff the library has working for them.
- Brooke is currently on a selection committee for the Lakeside High School Booster Club scholarship. This year there are 14 applicants vying for \$2000 in scholarship money. It has been a great experience learning more about our outstanding students here in the community.
- Brooke is working hard to continually purchase excellent books for our patrons, and keep ahead of the hot, new releases so that patrons do not have to wait as long for them.
- The Knitting group at Lakeside is very popular and big, meeting weekly. They have been meeting at the library for nearly 18 months!
- We also have two book groups in the community who are meeting at the library.
- Storytime continues to be popular, attracting new kids and younger siblings of kids who have already passed through storytime. Brooke has been doing storytime on a regular basis for over 11 years!! She has seen a lot of kids come through!! Some are now in high school. Scary!!!!

Northport/Onion Creek (from Clifford Ward, Library Assistant 2)

- The preschool class that I have been taking Storytime to on the 1st and 3rd Tuesdays of each month will be coming here to the Northport Community Library next week. The weather is nicer now, and Kelly, the teacher will be walking them here along with many of their parents. There have been 14 kids, so if many of the parents show up it could be a bit crowded. For some reason, since I started doing the Storytime at school, my other Storytime Tuesdays here at the library have picked, too.
- Also.....the after school kids program have been coming in to the library almost every Tuesday and Thursday since the snow has gone away. Mr. and Mrs. Stann run the after school program and take the kids off campus cruising about town and they almost always stop here, which can be a bit hectic when 10-15 pre-teens take the place over for 10-15 minutes. Now most of the kids have library cards, and like to check out materials independent of Mom or Dad. They have all also learned not to just grab materials off the shelves and put them back randomly, as I have given them a bit of training on just how and why materials are shelved in libraries. I'm also getting more familiar with them and they really like it when I remember their names.....
- In the last few months NP Library has had MANY more kids coming here than ever. YAY!
- On June 4th Clifford will be hosting a booth at Onion Creek Bargain Days.

Technology & Education Report (from Technology & Education Manager, and acting Loon Lake Manager, Jessica Varang)

- Mass Mailbox Mailer featuring Overdrive and Summer Reading – to be mailed May 31
- WiFi diagnosis of issues in CV and KF - we believe these are resolved, thanks to Elijah from ExBab
- Loon Lake Friends are hoping to recruit new members and possibly march in the parades in Clayton and Springdale this summer
- Community Garden in Springdale - assisting with resources/connections
- Planning Summer Reading schedule with Chuck/Kristy based on interest of patrons/area/larger population in July
- Seeing a large swell of kids in the area in the last month or so - frequenting the library and getting new cards!
- Katie Parks graduated two Touch Develop (Microsoft coding) classes - Chewelah and Kettle Falls after four weeks (2hr/1 day/wk) of instruction. Jessica graduated one class in Colville. All feedback forms have been very positive and all participants received a certificate of completion at the class end (KF - 5, CH - 9, CV - 10). Jessica is continuing to teach an 8 wk course to two classes at the Loon Lake Elementary school that will end June 15.
- Imagine Academy open drop-in times (to learn Microsoft products) is happening throughout the month of May and into June at the big 5 libraries (dependent on internet speeds), per grant application commitment.