

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
October 19, 2017
Kettle Falls Public Library
605 Meyers Rd, Kettle Falls, WA 99141

Public Hearing - 2018 Preliminary Budget, Levy Rate and Revenue by Sources, 12:00 p.m.

At 12:06 p.m. Rick Moore, Chair, opened the Public Hearing. The general operating fund revenue by source handout, proposed 2018 expenditures, and 2018 levy rate were made available to the public. There was no public comment. The hearing was closed at 12:08 p.m.

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 12:08 p.m. by Rick Moore, Chair. In attendance were Rick Moore, Chair; JD Meacham, Trustee; Linda Shaw, Trustee and Catharine Whitby, Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant were also present. Library Manager, Katy Pike, also participated in portions of the meeting. Adena Sabins, Vice Chair was absent from the meeting.

VISITORS - none

GREETINGS - Rick welcomed everyone to the meeting. JD reported that the Public Library Association has hired a new project manager dealing with digital resources: JD's nephew Brian. They are looking for underserved areas for various projects and JD has volunteered our Library District.

PUBLIC COMMENT - None

AGENDA CHANGES - Add meeting times for November and December meeting to New Business

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of September 28, 2017 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of October 9, 2017 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 9/6-10/11/17 - 108 Vouchers total \$91,839.38
Payroll Warrants September 2017 - 27 Direct Deposits for a total of \$68,775.97
- (4) Detailed Revenue & Budget Status Reports for September 2017
- (5) The Director's September 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

UNFINISHED BUSINESS:

- (1) **Board Binder -** Becca handed out the new binders for review. JD asked that staff make something to label each members binder. Becca will bring a laminated name sheet next month.
- (2) **Conflict of interest regarding Board members holding other community positions -** tabled until Adena is here to report. This relates to the possibility that Adena would be elected to the Colville City Council and how holding that position might conflict with her Library District Board duties.
- (3) **2018 Draft Budget -** Amanda did some research and found that bonus pay, as a lump sum, is not allowed, it is considered gifting. Bonuses would have to be inserted into the salary schedule which would then

continue year to year. Amanda noted that some library districts have a "merit-based" bonus that rewards specific employees, but that bonus carries forward via the salary schedule. JD asked if an outside source could donate funds specifically as a bonus for staff. Amanda will have to check with the Auditor. JD would like to make sure that the topic of taking Amanda out of the "step" system is added to an early year retreat agenda. After some discussion the Board called for a vote to add a 2% COLA to the salary schedule for 2018.

Motion made to accept a 2% COLA for 2018 Salary Schedule.

Motion made: Linda

Motion seconded: JD

All in favor: Unanimous

NEW BUSINESS

- (1) **Guidelines for Annexation of Incorporated Areas** - The Board thinks the sheet looks good as an information piece to share with new Board members.
- (2) **Bonus Information** - see 2018 Draft Budget agenda item summary. (This topic was incorporated into the Draft Budget discussion).
- (3) **Meeting times for November and December** - Rick suggested that the November and December meetings be moved to 10:00 a.m. to include time for Executive Sessions. The Board would also like to schedule the 2018 monthly meetings for 10:00 and keep the same schedule as 2017 for the Conference Calls.

Motion made to move November and December Board meetings to 10:00 a.m.

Motion made: Catharine

Motion seconded: JD

All in favor: Unanimous

REPORTS

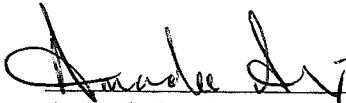
1. Director
 - a. Library happenings
 - b. Statistics and reporting
2. Trustees and Liaisons
3. Other

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 2:50 pm.

Chair adjourned the meeting.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted by


Rick Moore, Board Chair


Date

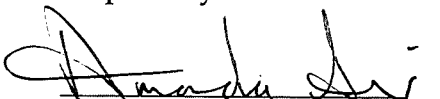
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call/Webinar
October 4, 2017

The meeting was called to order at 12:02 p.m. by Rick Moore. Present were Rick Moore, Chair; Adena Sabins, Vice-Chair; JD Meacham, Trustee; Linda Shaw, Trustee; Catharine Whitby, Trustee Amanda Six, Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant.

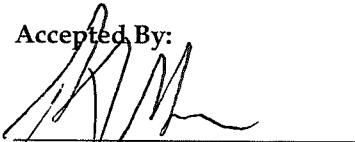
AGENDA

- OPENING
- PUBLIC COMMENT - none
- AGENDA CHANGES - none
- ACTION ITEMS - none
- DISCUSSIONS
 - October 19th - Public Hearing and Regular Board Meeting - Agenda Changes - Add Bonus Information to New Business
- NEW BUSINESS - none
- WEBINAR - Public Library Innovations: A Story of Community Engagement - The board watched the first half of the 90 minute webinar on how public libraries can become more relevant in their communities by addressing the needs of residents. The Board discussed finishing the remainder of this webinar after the November Conference Call. Amanda will preview the end of the webinar to determine how relevant it would be to the board.
- ADJOURNMENT - 1:30 p.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By:


Rick Moore, Board Chair


Date

Next Conference Call is Wednesday, November 8th at 9 a.m.

Library Director's Report
October 2017

Information Sharing

- The Washington State Librarian, Cindy Aiden, is doing a 10-day tour of Washington State Libraries. She visited northeastern Washington on Tuesday, October 17 and did a short tour of both the Colville and Kettle Falls Libraries.
- The staff of the Libraries of Stevens County had an All-Staff Meeting on Monday, October 7. The meeting opened with a Jeopardy trivia game related to the Libraries of Stevens County. Training and information sessions included: WCIF insurance update, summer reading 2018 planning, and dealing with difficult and/or mentally ~~ill~~ patrons. → *challenged?*
- Bryan, Amanda, and Jessica continue to represent the Libraries of Stevens County on the Broadband Action Team (BAT). Current projects include leveraging federal influence to update maps that indicate that broadband is available in our area.

Chewelah from Bryan Tidwell

- We've sparked some good conversation with our book display on voting with information about the candidate forum that was held last week as well as voter's guides and information on registration, and I've been pleased to see both sides of the aisle represented as books get checked out.
- I've also been working to tidy up bits of our collection and Juvenile fiction finished its overhaul last month with lots of great new titles coming in (and some old ones going away). Next up: adult fiction!
- Storytime continues its astounding numbers and the need for Tech Help continues to increase as the community begins to realize we're a resource for that type of assistance.
- In other news, I'm pleased to report that Northern Lights Public Radio (KCHW 102.7) has agreed to partner with the Library System to present our first book to be read aloud on the air: *Mrs. Frisby and the Rats Of NIMH*. Air date and more information are still in the works, but I've already begun recording.
- I'm also looking forward to attending the annual "Internet Librarian" Conference next week and hope to have many ideas to share when I return

Colville from Sarah English

- Applications have been coming in as we make another try at filling the part-time position left from the retirement of Kathy and Julane. As our outreach efforts are ramping up this staff member will be crucial in holding down the fort and providing exceptional service with a smile.
- Angie and Siena are adding more early-math activities to storytimes after attending a fabulous training put on by the Spokane County Library, "More Than Counting." These experiences will help prepare our young visitors for Kindergarten and life.
- We will be hosting the Chamber After-Hours event on Thursday, October 26 from 5-6:30 pm and are turning it into an Open House opportunity. The technology petting zoo will be available for exploration and fabulous displays of materials will be available for check out. Treats will also encourage visiting.
- Zombies need stories, too! We are partnering with the Parks and Recreation Department to offer a storytime at the popular Zombie Dash, October 27 at 6 pm. Blankets, camping lanterns and warm costumes will help make it cozy.
- The Colville Library will be open until 9:00 pm on Friday, October 27 as down-town Colville celebrates Halloween with Midnight Madness. The Library will also be a "find-a-clue" location for the downtown treasure hunt. The goal is to bring in new people to the library who might be in town for other activities.
- Love Clue? Love your Colville Library staff! No foul play, just fun as we bring the popular board game/movie characters to life this Halloween. Stop by for treats and photos with Colonel Mustard, Professor Plum, Miss Scarlet, and Mrs. Peacock and the gang.

- Consider being part of Team Library in the first annual Pumpkin Corporate Cup relay at Light Up the Park, October 28 in Chewelah. We are looking for a team of 10 to help pass our pumpkin from the PACA building to the Park at 4:30 pm. Costumes will help our passing powers. Let me (Sarah) know if you are interested in helping us win a limited edition T-shirt for our efforts. Pumpkins are also welcomed to join the line-up in the park and the flotilla parade in the creek. Thank you for helping us #LightUpthePark!

Hunters from Megan Bush

- I will be attending a live webinar next Wednesday, October 18th on Financial Literacy and related programming. I'm hoping to tie this in with Money Smart Week and extend programming in 2018.
- Rural Resources has hired two Hunters locals (who just happen to be library patrons) to re-do the landscaping at the complex. It's been very busy and loud here the last couple weeks with heavy equipment and power tools, but it looks much better.
- I am very excited about the new book drop at Fruitland Service! I think this drop will be very popular, and the owners of the store are excited about it as well.

Kettle Falls from Katy Pike

- Storytime: The head start preschool has started attending story time again. The numbers are over 20 kids. My demographic has dramatically changed to 0-3 year-olds, so I have been adjusting story time to different toddler games and music. I am also looking to have a fire fighter and police officer come in for a special story time.
- Afterschool art: We had up to 32 kids last Wednesday. Pumpkin carving will be on October 25th. Donna Schmid donated 30 pumpkins to give out to the kids.
- WA Poet Laureate: Tod Marshall will be at the KF library on Tuesday, Oct. 24th at 6 pm.
- The budget for KF was presented to City Council and the advisory board. The next budget workshop I will be attending is on Nov. 14th. 6 p.m.
- We have a new confirmed advisory board member appointed by City Council on October 3rd, Judy McAbee, who will be starting January 2018. Judy is currently an active library volunteer shelver. She is a retired teaching aid with the elementary school and frequently volunteers with the Chamber of Commerce.
- I worked during Ciderfest and I was able to sign up 5 people with cards. Additionally, I gave away all the shirts! ☺
- The KF carpets got cleaned over the weekend.
- We have a new janitor, Skylar Cherry, thru the same program as our previous janitor. It is working out pretty well.
- I applied and received a grant on behalf of INCOL to make a fall training free for participants. This training was held down in Lewiston last Thursday and had about 40 participants between 2 workshops.

Lakeside from Brooke Golden

- Friends of Lakeside Library had a fall book sale and made over \$1200
- Lakeside is doing a pilot project of 1000 Books Before Kindergarten. We distributed 20 activity bags through the elementary school preschool and others across the library desk. So far, the interest has been high and feedback very positive.
- The Friends are considering doing a Ready for Kindergarten kit with book bag, reading lists, school supply, book to distribute at kindergarten registration and/or the Ride the Bus to Kindergarten Day.

Loon Lake from Bryan Tidwell & Kristy Dyck

- The new Loon Lake "Book Nook" has been a huge success as our Friends continue to spark new energy, and in their meeting last month, they tasked the library with investigating the possibility of adding a meeting room to the Loon Lake building. I've reached out to the county and will report in as we learn more about that possibility.
- We are looking forward to celebrating International Games Week in the first week of November and will each host gaming days that week for all ages.
- I also feel like we are making more head-way on networking with the Loon Lake Home Link (Homeschool group, in part of the old schoolhouse), as well as the Loon Lake Elementary.

- We continue to have new patrons moving into the area and coming straight in to get library cards.
- And, we have gotten feedback on the billboard, as well as how wonderful our Overdrive selection is.
- We have been feeling the love lately from our patrons. :-)
- So many after- school kids coming in that we are going to stay open late ('til 7) on Halloween to hand out candy and check out books. Exciting stuff!

Northport/Onion Creek from Katy Pike

- Window installation: This had to be put off just a bit longer because the bid was over \$5K. I have to secure another comparable bid as per state requirements.
- Storytime at the school has resumed twice a month at the school (Kids are loving it!)

Technology Report from Jessica Varang

- First, big thanks to the Board for the beautiful flowers and words of encouragement. It is very much appreciated! Hugs to you all.
- Second, I worked only half days the first half of the month. I am pacing myself, so not getting as much done as one would hope, but progressing.
- Did a "pulse" of each branch to check what is demanding vs. pending. Coordinating with ExBabylon as needed.
- Assisted coordination of new wiring install in basement of the Colville branch by Newport Alarm. Additional wiring for upstairs will occur on November 10, as branch will be closed
- Planning upgrades to all district computers with ExBabylon. Should have a plan to present at Staff Day.
- GSLCOC Chamber work and Friends of the Loon Lake Library work