

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
September 28, 2017
Lakeside Library
5919 Hwy 291, Ste 2, Nine Mile Falls, WA 99026

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 1:05 p.m. by Trustee Rick Moore. In attendance were Rick Moore, Chair; Linda Shaw, Trustee; JD Meacham, Trustee and Catharine Whitby, Trustee. Amanda Six, District Director; Brooke Golden, Lakeside Library Manager; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant were also present. Adena Sabins, Vice Chair was absent from the meeting.

VISITORS - None

GREETINGS - Rick welcomed everyone to the meeting.

PUBLIC COMMENT - None

AGENDA CHANGES - Rick added Library card renewal question to New Business.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of August 17, 2017 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of September 13, 2017 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 8/10 -8/31/17 - 77 Vouchers total \$101,532.86
Payroll Warrants August 2017 - 29 Direct Deposits for a total of \$72,585.39
- (4) Detailed Revenue & Budget Status Reports for August 2017.
- (5) The Director's August 2017 timesheets and accumulated vacation & sick hours were reviewed.

The Board would like to add the in depth discussion of how best to spend the extra fund balance to a future agenda. Get advice from another Board or someone who works in non-profit. Perhaps make it a topic for the January webinar. Amanda will also post the question on her listserv and check with some of the other Library Directors for feedback.

Motion made to accept the Consent Agenda.

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

UNFINISHED BUSINESS:

- (1) **Policy Review - Annexation of Incorporated Areas** - Amanda shared her research findings in several handouts to the Board: Annexation Policy Research Summary, Spokane County Library's Policy and the Jefferson County Library System's Information of Incorporated Areas to the Library District. During Amanda's discussion with the Library District's attorney, Roy Koegen, she was reminded that, as matter of practice, policies are not binding in a legal sense. The Board would like to assess what goals the District might have when considering the annexation of a City, and to be sure the guidelines are consistent with those goals. Amanda suggested that instead of a policy, these guidelines could be a "white paper" and made part of an Operations Manual so that guidelines and information are still available to future Board members. It was noted by both the Districts' attorney and some of the libraries that Amanda reached out to, that annexation is governed by RCW's and therefore is not necessary to be addressed in policy form. Timberland Regional Library has an operations manual that they will share with Amanda. After more discussion the Board called for a vote.

Motion made to rescind Policy 20 – Annexation of Incorporated Areas to the Library District, with the caveat that we have a white paper replacement guideline with RCW’s listed.

Motion made: Linda

Motion seconded: JD

All in favor: Unanimous

A copy of the white paper will be included in next month’s packet.

- (2) **Board Binder** – Becca presented the updated Board Binder. The Board reviewed the binder and gave feedback. Amanda will add a few paragraphs explaining the different roles of the Friends Groups, Advisory Boards, Improvement Club and Library Foundation. The Board would also like a list of State and National Library Organizations and what they do. Becca will put the rest of the Binders together and bring to the next meeting.
- (3) **Conflict of Interest** – Tabled until the October meeting.
- (4) **2018 Draft Budget** – The Board discussed the budget as presented with edits from last month’s meeting. Amanda shared a sheet with possible budget adjustments including some capital expenditures. The Board agreed the District should go ahead with the capital expenditures listed as soon as possible and will make a budget amendment if necessary. Rick would like to know if the District is allowed to give bonuses to staff. Amanda will check into that and report back at the October meeting.
- (5) **Library Director Evaluation Timeline** - The Trustees reviewed their portion of the Director’s Evaluation. Catharine will send out a reminder to complete the evaluation and have Becca send out the Word document. After the Trustees complete their portion they will make notes regarding any changes they would like to see on next year’s evaluation. Rick will compile the responses and share with the Trustees. They will discuss both their evaluation and Amanda’s self-evaluation in Executive Session after the November meeting before presenting to her in Executive Session after the December meeting.

NEW BUSINESS:

- (1) **Policy Review – At-Will Hiring** – Tabled until October.
- (2) **City of Colville Staffing Agreement** – Amanda presented the Trustees with the City of Colville Staffing Agreement. It now includes funding for the City Employees that retired in 2017. The Board reviewed it and called for a vote.

Motion made accept the City of Colville Staffing Agreement for 2018.

Motion made: JD

Motion seconded: Catharine

All in favor: Unanimous

- (3) **Library Card Renewal Notification** - Rick asked if it is possible to let people know that their card is about to expire? Amanda will check with the library’s integrated library system (The Library Corporation) about that and also about allowing patrons to renew their cards online.

REPORTS

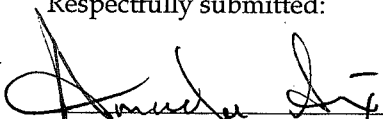
- (1) **Director’s Report: Attachment**
- (2) **Trustee/Liaison Report:** Catharine volunteered to meet with Amanda and Barbara Walters from North Central Regional Library (NCRL) regarding a partnership that would allow Ferry County patrons to use the Libraries in Stevens County, in exchange for services that could be offered by NCRL.
- (3) **Others:**

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 4:06p.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
September 13, 2017

The meeting was called to order at 9:06 a.m. by Adena Sabins. Present were Adena Sabins, Vice-Chair; JD Meacham, Trustee; Linda Shaw, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant. Rick Moore, Chair and Catharine Whitby, Trustee were absent from the meeting.

AGENDA

- OPENING
- PUBLIC COMMENT - none
- AGENDA CHANGES - none
- ACTION ITEMS
 - Staff Day October 9th – Library Closure – The Trustees called for a vote to close all library locations on October 9th for an All-Staff Training Day.

Motion made to close all Library locations Monday, October 9th for All-Staff Training Day.

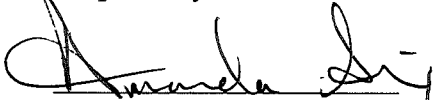
Motion made: Linda

Motion seconded: Adena

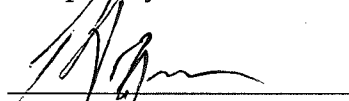
All in favor: Unanimous

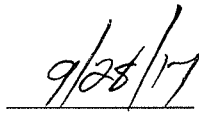
- DISCUSSIONS
 - September 28th – Regular Board Meeting – Agenda Changes – Add City of Colville Staffing Agreement to New Business.
 - It was noted that Vice Chair, Adena Sabins runs a very efficient meeting.
- NEW BUSINESS - none
- ADJOURNMENT - 9:11 a.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By:


Rick Moore, Board Chair


Date

Next Conference Call/Webinar is Wednesday, October 4th at 12:00 p.m. in Colville

Library Director's Report September 2017

Information Sharing

- Amanda has been reaching out to the North Central Regional Library system's Interim Director, Barbara Walters, to explore how our library system might better partner with them.
- Amanda and Bryan have been attending the Broadband Action Team (BAT) meetings. Most recently, we have reported on the library exploring the possibility of MiFi checkouts. We also continue to support the efforts of the local BAT team in advocating at the national level for improved broadband.
- Amanda and Jessica have both had a series of health issues and have missed a few weeks of work. Hopefully, things will soon be back on track, but it does mean that some projects have slipped.

Chewelah from Bryan Tidwell

- Our solar eclipse program was a huge success, with literally hundreds in attendance. People packed the lawns and shared solar specs while waiting in line to get a close-up view through our solar telescopes. We were very pleased with the coverage in *The Independent* that helped us spread the word.
- Otherwise, it's been business as usual. The Friends of the Library very generously donated a couple of baskets of books and comfort goodies to the local Chamber for their upcoming auction, and the new visibility of our weekly Tech Help sessions have helped increase attendance the last few weeks. And our technology questions have really been growing thanks to the new billboard just outside town.



Colville from Sarah English

- We had a fabulous time celebrating School Colors Day (raising awareness of the library's resources to help with school) and SRP Tshirt Day (literacy achievement) this month (photos attached). Angie has created a calendar of literary-focused special days--we look forward to many more celebrations to come.
- Practicing is fun when it means reading aloud to Augie, a very sweet therapy dog who loves to hear stories (photo attached).
- What do you wear when you're going to meet singer Michael Franti? Your favorite SRP Tshirt, of course (photo attached).
- Lisa was honored with full funding from the Washington State Library to attend the Association for Rural and Small Libraries conference in St. George, Utah. She returned with the latest "it" program idea that we will try--Breakout Box Kits--and proof that authors love the Libraries of Stevens County (see attached).
- Today Sarah is receiving the Outstanding Volunteer of the Year award from the Washington State University Foundation. She serves on the Boards for the Alumni Association, College of Education and Library; Chair of the Scholarship Committee for the Alumni Association; President of the Northeast Washington Cougs Chapter of the Alumni Association; volunteers at Northwest Public Radio; and is the Cougspondent for *The Chewelah Independent*. Go Cougs!



Hunters from Megan Bush

- Melinda has been cross trained in HN and has subbed twice. I'd also like to add that she did an amazing job and the patrons loved her!
- I have met with the Librarian at Columbia School to discuss putting books on hold for their students/staff and organizing a weekly drop off of materials. This is based on what Loon Lake has done in the past with Mary Walker School. We just met last week and will work out the kinks as we go along. I'm hoping this will encourage partnership between the school and the library to share resources and provide the best service to the youth in the area.

Kettle Falls from Katy Pike

- We celebrated "International Talk Like a Pirate Day" by having a Pirate Pizza Party. Kids had to walk the plank and tell me their pirate name before they could enter. They paid for their slices of pizza with gold coins. The 29 scalawags made hats, pirate hooks, and eye patches.
- We also had film scholar Lance Rhoades speak on the history behind Citizen Kane. 5 attendees (mostly from our book club).
- We started our "Reading with Augie the Doggie" I have had about 2-3 kids on average so far and one repeat.
- I compiled a budget that went before the advisory board, Amanda, and Raena (city accountant). I received approval from all three groups.
- INCOL: I successfully wrote a grant for our next INCOL training opportunity in Lewiston, ID
- Landscaping: Our next meeting will probably be at the beginning of November when Rob Blade will be able to present at least a basic concept drawing. TBA
- FOL Yardsale: The FOL made something like \$400 at the yard sale for the Landscaping project

Lakeside from Brooke Golden

- The Friends have a big used book sale scheduled on Saturday, October 7th.
- The art in the children's area has been installed.
- Tim Woods, volunteer extraordinaire came to the rescue when outside lights were not working. He also cleaned all the light fixtures inside the library, getting the summer bugs out. AND he refinished the table in the children's area that was scratched and banged up. It looks better than new now.
- We seem to be making a lot of new library cards. Lots of new people moving into our area.

Loon Lake from Bryan Tidwell

- The Friends of the Loon Lake Library recently elected a new President, Holly Shamberger, and she's been very excited to get started. She and the Friends are currently organizing a new "book nook" inside the library to help raise money for programming and other needs.
- There has also been some buzz spreading through the community about a regular Tech Help that will be starting in mid-November. I hope that I can keep up with what sounds like a lot of demand.

Northport/Onion Creek from Clifford Ward

- Here at NP we just had an estimate done on replacing all the windows..(gulp!)
- Our yard fella has been busy keeping up the yard and pecking away at fixing the redwood fence which surrounds the property.
- Everyone seems to appreciate the new lighting here!
- I am again taking the NP Storytime to the NP Schools. Starting in October, I will be going to the school at around 10:10am on the 1st and 3rd Tuesday of each month and doing a Storytime for the Pre-schoolers, Kinders and 1st graders starting at 10:20 and going until 10:50, which will just barely give me enough time to get back to the library to open. I do a combo of reading books and singing kids songs while playing my guitar. I also make some fun games for the kids to teach them all the parts of the guitar and some info about sound and how it is made. I have had a lot of fun with that! You would be surprised at how much (ALL!) of what the little tykes remember, as several times this Summer I've had one of the preschooler kids come in with their granny or parent and ask me to get the guitar out and then proceed to name all the parts and blow away their adult with naming all the parts of the guitar!
- It has been a quick transition from running the A/C to needing to heat.....
- See you all soon at All Staff!
- From Katy: Clifford has been in KF, while I have been subbing for him a couple of times in NP as he recovers with his back.
- From Katy: I will be contacting the robotics teacher about doing a series of coding classes in NP (still up in the air!)

Summer Reading Program County Wide Stats (PDF attached)

- Children Sign Ups: **993** (up 312--46%--from last year's 681) *2nd highest since 2013's 1,090 **includes online participants
- Children Finishers: **312** (up 93--42%--from last year's 219) *most finishers since at least 2013 **includes online participants
- Teen/Adult Finishers: **301** (up 230--324%--from last year's 71) *most finishers since at least 2013