

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
April 19, 2018
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 11:33 a.m. by Trustee Chair Catharine Whitby. In attendance were Catharine Whitby, Chair; Rick Moore, Vice Chair; JD Meacham, Trustee and Linda Shaw, Trustee. Amanda Six, District Director; Brooke Golden, Lakeside Library Manager and Becca Moore, Administrative Assistant were also present. Janet Eide, Business Manager was absent from the meeting.

VISITORS – none

GREETINGS – Catharine welcomed everyone to the meeting.

PUBLIC COMMENT – none

AGENDA CHANGES – none

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of March 15, 2018 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of April 11, 2018 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 3/8 - 4/12/18 – 103 Vouchers total \$98,478.60
Payroll Warrants March 2018 – 26 Direct Deposits for a total of \$73,074.67
- (4) Detailed Revenue & Budget Status Reports for March 2018.
- (5) The Director's March 2018 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

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

UNFINISHED BUSINESS

- (1) **Board Retreat, April 25th, 9:30-3:00 - plan agenda** – With so many schedules to coordinate between the City of Colville and Colville Library Advisory Board there has been difficulty in getting everyone together for a meeting. The Trustees are also waiting for a replacement member to be appointed. After some discussion the Trustees decided to postpone the Board Retreat until August in hopes that city meetings will happen and a new Trustee will be appointed. Amanda will conduct a mini-orientation with the newest City of Colville Advisory members and will send another meeting request for May or June. Rick would like, as a Board, to meet and discuss all the consequences/motivation of and for annexation in Colville before meeting with the City. Amanda suggested a Colville Building Sub-Committee of Rick, Linda and herself. The Board agreed.
- (2) **Review Draft of Inter-Local agreement with North Central Regional Library System** – There is no new information at this time but North Central Regional Library is still very interested in the agreement.

They have other pressing matters that are currently taking up a lot of time and hope to get back to us in the next few months.

- (3) **Chewelah Roof** – There is not a lot of new information. The City’s first bid came back too high and they are resubmitting for bids on a different type of roof and will let us know when they receive it.
- (4) **Proctoring for Community Colleges of Spokane** – Amanda investigated and reported that she has touched base with each branch regarding proctoring exams. Amanda sent an email to her contacts at the Community College letting them know the Library is happy to offer additional help if needed but she has not heard back. Amanda would like to hear more from Scott who contacted Linda about what the needs are. Linda stated that she also had not heard back from him.

NEW BUSINESS

- (1) **Policy Review: Break up current Personnel Policy into distinct policies** – The Trustees reviewed the suggested breakdown of the Personnel Policy. They agreed it looks like a good format and will begin by reviewing Personnel Definitions next month.

REPORTS

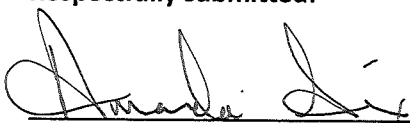
- (1) **Director’s Report: Attachment**
- (2) **Trustee/Liaison Report:** JD and Linda are working on the Annual Report to be shared soon. JD reported that the Library Foundation will be meeting next week. Amanda and the Trustees met with the County Commissioners and were well received with positive feedback. JD was impressed with the Commissioners and the attention they gave to Amanda’s presentation. Amanda appreciated the Trustees sharing at the meeting as well.
- (3) **Others:**

ADJOURNMENT

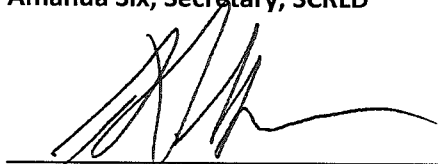
The meeting of the Board of Trustees was adjourned at 1:19 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Catharine Whitby, Board Chair

5/17/18

Date

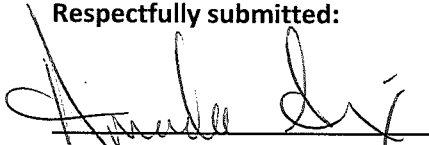
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
April 11, 2018

The meeting was called to order at 9:03 a.m. by Catharine Whitby. Present were Catharine Whitby, Chair; JD Meacham, Trustee; Linda Shaw, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant. Trustee Rick Moore was absent from the meeting.


AGENDA

- **OPENING**
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – Linda asked that we add Proctoring for Community Colleges of Spokane to Discussions
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **April 19th – Regular Board Meeting - Agenda Changes** – Catharine reminded everyone that the meeting will start at 11:30 am instead of 10:00 am, at the Lakeside Library. Staff will add “Proctoring Follow-up” to the agenda.
 - **Board Retreat, April 25th** – Amanda is working to schedule a meeting to discuss the option of annexation with various stakeholders (Colville City Council, Improvement Club, Colville Library Advisory Board, etc.) in Colville during the coming week. A similar meeting with Kettle Falls is also being planned. If needed, Linda suggested that the Board Retreat be postponed, if necessary, so that these meeting occur prior to the retreat. Amanda would like to move forward with the hope that these meeting will happen before the retreat.
 - **Proctoring for Community Colleges of Spokane** – Linda was approached by an instructor from Community Colleges of Spokane requesting that the Libraries be a place for distance students to receive proctored exams. Amanda stated that all library locations area available for test proctoring for distance learners and that our libraries regularly do proctor tests; including for the Community Colleges of Spokane. However, in the past the Community Colleges preferred to have Colville area students take proctored exams at the College Library on the Colville campus. Amanda will contact the new Colville site manager and determine if that procedure has changed, and to discover what ways the public library might better support Community College students.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:34 a.m.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By:


Catharine Whitby, Board Chair


Date

Next Conference Call will be Wednesday, May 9th at 9:00 a.m.

Library Director's Report

April 2018

Information Sharing

- Amanda, Bryan, and Jessica attended a special Broadband Action Team meeting on March 29 in which all ISPs that serve Stevens County were invited. Approximately fifteen ISPs attended.
- Amanda attended a Reach Out and Read meeting at Mt. Carmel Hospital on April 10 and learned the program is prepared to become active in late May or early June!
- Amanda and trustees, Rick Moore, Catharine Whitby, Linda Shaw, and JD Meacham presented information about the Library District to the Board of County Commissioners on April 17.
- Amanda attended the Colville Rotary meeting on April 18th where partners from the Library Foundation, the Colville School District, and a Colville 4th grade student, Eva McKeraghan, were recognized for their work on the project.

Chewelah from Bryan Tidwell

- Chewelah wrapped up an incredibly program-heavy end of March. After spreading the word at Chewelah's Home and Garden show, we had fantastic turnout for our Seed-Starting program, Flash Fiction Workshop and After School Games Day all in the last week of the month. And our first ever Flash Fiction Contest went great! The Independent published the winning stories in their April 5th issue and we had entries from all over Stevens County. We were so grateful for all the wonderful support from our local media folks in town to spread the word.
- And if you were lucky enough to tune in to KCHW's morning show on the 27th, you would have heard me hosting with Scott and Jean, and fortunately I didn't make a fool of myself. :) They were wonderfully supportive and I was given lots of air time to spread the good gospel of library services. We also talked about our title for Reading Radio, and we hope to finish up the final editing for the program in the next week or two.
- I also had a couple of good community meetings this month. I met with the group that puts on Chataqua last week to see how we might get the library involved. Initial conversations were positive. And I attended a "Mobility Summit" at TEDD where the library's role in spreading information throughout the county was discussed in great detail.

Colville from Sarah English

- The Northeast Washington Genealogical Society weeded six bins of materials from the Genealogy collection, mostly due to the material now being readily available online. We appreciate this partnership and the expertise they bring.
- A staff meeting was held last Tuesday to clarify staff roles, with the Library Assistant II's--Lisa and Angie--assuming more responsibility; Lisa for circulation/desk functions and Angie for youth programming and outreach.
- Once again Anna hosted a very successful scavenger hunt during school vacation time, drawing 16 people (including 4 adults) to downtown locations. A new twist this time was a crossword puzzle clue generator.
- Angie is a new mother! Her kitten, Mononoki ("Spectre"), was selected with assistance from Raine, who volunteers her time at the Colville Valley Animal Sanctuary.

- Sarah served as a celebrity judge for Washington State University Libraries' Edible Book Festival for the third year. The winner for presentation was *Cloudy With a Chance of Meatballs*, the punniest was *Gourd of the Rings and Two Sours* with honorable mention to *The Grapes of Wrath*, and people's choice was *The Very Hungry Caterpillar*. Jessica has suggested the Northeast Washington Fair as a possible host for a local edible book contest.

Hunters from Megan Bush

- Melinda subbed for me while I was out and did a GREAT job!!

Kettle Falls from Katy Pike

- I am back from vacation. Japan was great (I got to visit the International Children's Library at Japan's Diet Library).
- Donna took two weeks off from After School Art. Art resumed the week I got back.
- Storytime crowds have doubled: Siena worked really hard to host 30-40 kids per storytime.
- Megan, Melinda, Siena, and Raine worked at KF while I was away. Sarah was acting manager. They were all terrific help. I couldn't have done it without them!
- We have a "Successful Transplanting Plants" class on 4/18 with a former master gardener.
- Genealogy class had 10 people in attendance.
- I attended a Lady Lion's meeting before I left for vacation. The Ladies are willing to donate some funds to the library for a new flag pole and flag.
- Our landscaping committee met with Rob Blade on March 19th. We viewed the plans and discussed a real plan of action for the library. It looks like there is some necessary infrastructure that needs to be addressed for the building before any serious planting can be done. Specifically, I have to arrange a bid for getting exterior bibs installed. Our City superintendent reported that we have the necessary plumbing all around the building to put in exterior bibs at key points.
- The day before I was to leave for Japan, we had some issues with bullying outside and near the library. As a result, our local police officer came to discuss with me different security options for the building. Our front porch light was replaced while I was away. An increased presence by police between the skate park and the library has helped decrease problems during library open hours. I am hoping for other things (new lights, etc.)
- The KF FOL hosted its annual BookLover's Tea. We had a fair turnout. Thanks to Catharine for being the MC for the event. A FOL meeting is scheduled May 8th and we will find out how much was raised.

Lakeside from Brooke Golden

- Friends of Lakeside Library had a very successful book sale this past Saturday
- The STCU kiosk is supposed to be finished by May 1. The whole parking situation has been terrible with this going on, but I guess that is the price of progress.
- Speaking of progress, we are getting an ACE hardware store here in Suncrest!!! Look across the street next to Rosauers!
- Lakeside Library, with the support of the Friends, is going to participate in the Kindergarten Experience in a few weeks. Prospective kindergartners get to try out kindergarten one late afternoon. They even get to ride the bus! We are putting together book bags with reading lists,

library card applications, bookmarks, surprises and a paperback book about the first day of kindergarten.

- The Friends purchased a lovely hardback book for each child who finishes the 1000 books before kindergarten program. Right now we have about 5 kids who are actively tracking their books. One is even at 600 right now!!

Loon Lake from Kristy Dyck

- Spring has come to Loon Towne. Loon Lake the 2nd is just a mere pond now. Our daffodils are budding, in front of the building. Lots of young bicyclists are cruising in after school every day.
- It is obviously tax season as well. People are coming in, with panic in their eyes, looking for tax forms. They are all so grateful that they can get paper copies here, as well as having a reliable turbo tax connection. The other day, a patron phoned to ask for IRA forms. Chuck told her that he thought The Irish Republican Army was probably still looking for new members. Sure. We can help with that too! (He ended up just getting her a 1040 form.)
- Happy Spring!

Northport/Onion Creek from Clifford Ward

- All the windows are now replaced at NP and they are working on finish work. They look great!!!! And the crew from Merle was quite nice and easy to get along with, and got the job done pretty quickly. Pretty exciting!
- While the library has been closed, Amanda, Katy and I have been madly going through much of the collection and deleting some items, and rerouting some to other libraries. I will be making a run to Chewelah library and get some of their Adult Non Fiction and DVD's. On my way back Lisa will have a bin of DVD's and a bin or more of Adult Fiction, and possibly more J Fiction waiting for me to pick up from Colville.
- In readying for the window replacement I had to cut back the bushes in front of the library and went ahead and raked and pruned and cut back some crazy branches in the yard. I also did a dump run and recycled as many books as possible. A Better World Books shipment was also sent out the week before.
- I will need to find NP a new yard maintenance person soon, as the fella we have been employing will be graduating this year and will not be here after graduating.
- There is more work to finish up at NP: New doors/screen doors, siding, blinds, etc. (from Katy)
- Many THANKS for the support by The Board!!!

Technology Report from Jessica Varang

- Preparing surplus computers for sale
- Out sick :(
- Preparing marketing materials for library events
- Updating spare laptops for trivia, genealogy night, after school games, etc.
- Preparing summer mailer
- Discussing upcoming cataloging transitions with Kristy/prep work
- Coordinating VOIP transition with ExBabylon
- Preparing Loon Lake adult and tween/teen program ideas for May/June