

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**August 16, 2018**  
**Onion Creek Library Station**  
**2191 Onion Creek Rd., Colville, WA 99114**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:07 a.m. by Chair Catharine Whitby. In attendance were Catharine Whitby, Chair; Rick Moore, Vice Chair; JD Meacham, Trustee and Linda Shaw, Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant were also present.

**VISITORS** – none

**GREETINGS** – Catharine welcomed everyone to the meeting and everyone welcomed Catharine back to the States.

**PUBLIC COMMENT** – none

**AGENDA CHANGES** – none

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of June 20, 2018 were reviewed.
- (2) The following vouchers and warrants were approved for payment:  
Accounts Payable 6/16 – 8/1/18 Vouchers total \$140,035.83  
Payroll Warrants June & July 2018 – 55 Direct Deposits for a total of \$144,118.01
- (3) Detailed Revenue & Budget Status Reports for June & July 2018.
- (4) The Director's June & July 2018 timesheets and accumulated vacation & sick hours were reviewed.

**Motion made to accept the Consent Agenda.**

Motion made: Rick

Motion seconded: JD

All in favor: Unanimous

Rick requested that the Trustees talk about comp time during the policy discussion.

**UNFINISHED BUSINESS**

- (1) **Board Retreat** – Amanda presented the agenda survey results completed by the board members and a draft agenda for review. Based upon the results, priorities for the board to discuss at the meeting included: a way to create some content for the board to improve their advocacy via storytelling and elevator speeches; asking staff and Facebook for some real stories or anecdotes about how the Library has made a difference in the life of a family, an individual, or the community where they work; and setting goals and board direction for 2019. The state library just sent out a report listing the population served and salary of library directors that Amanda can share before the retreat to go along with that agenda discussion. Everyone can bring a dessert, salad or a side dish. The board would love to have a new Trustee prospect by the retreat.

- (2) **Review Draft of Inter-Local agreement with North Central Regional Library System** – There has been no movement on the agreement, but Barbara Walters has officially been named the Director and hopes to have more info soon. Update next month.
- (3) **Chewelah Roof** – Mike Frizzell shared new information regarding the roof. The city will be collecting bids. He estimates the Library's part to be around \$15,000. A library rep has been invited to the meeting. The Trustees discussed possible benefits in the long run to include the whole roof instead of just a portion. Some questions that arose: Would the seam cause a problem down the road if only the older half was repaired at this time? Could the roofing company include 2 bids – one for the whole roof and one for the old ½. Amanda will contact Mike with these questions. The Trustees agree that it should be taken care of.
- (4) **Policy Review: 0015-200 Personnel Policy – Employment (includes eight sub-sections)** – Trustees reviewed edits.

**Motion made to accept the updated 0015-200 Personnel Policy – Employment (includes eight sub-sections)**

Motion made: Rick

Motion seconded: Linda

All in favor: Unanimous

**NEW BUSINESS**

- (1) **Policy Review: 0015-300 Personnel Policy – Compensation** – Reviewed, made a few edits and will review more in depth next month.
- (2) **2019 Draft Budget** – Amanda presented the first draft of the 2019 Budget for review. Amanda noted that \$200,000 had been included for the possible purchase of the old Loon Lake Fire Station. At this time, this is just a place-holder while we discuss further funding possibilities. The space could be used for storage, parking the van, a meeting room etc. Amanda and Janet will explore possible loan and grant options. Amanda and Janet will know more about staff health insurance costs next month and will provide an updated draft agenda at the September meeting.

**Motion made to move September meeting from Lakeside to Loon Lake.**

Motion made: JD

Motion seconded: Linda

All in favor: Unanimous

- (3) **Review Director's Evaluation timeline, staff survey, director's survey and self-evaluation** – Trustees reviewed the evaluation timeline. Staff survey will go out on the 4<sup>th</sup> through the 21<sup>st</sup>. Amanda and the Trustees surveys will go out 10/22 and be due back by 11/3. The Trustees suggested that Amanda create her own survey to send to staff for more specific feedback.

**REPORTS**

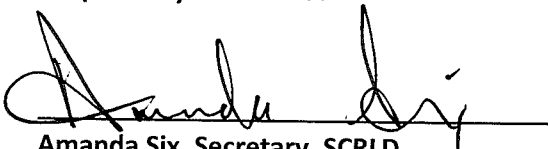
- (1) **Director's Report: Attachment**
- (2) **Trustee/Liaison Report: none**
- (3) **Others: none**

**ADJOURNMENT**

The meeting of the Board of Trustees was adjourned at 1:16 p.m.

Chair adjourned the meeting.

Respectfully submitted:

  
Amanda Six, Secretary, SCRLD

  
Catharine Whitby, Board Chair

10/4/18  
Date

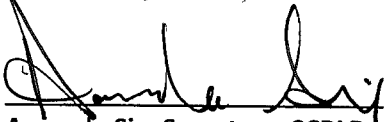
**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Conference Call**  
**August 8, 2018**

The meeting was called to order at 9:08 a.m. by Catharine Whitby. Present were Catharine Whitby, Chair; Rick Moore, Vice-Chair; JD Meacham, Trustee; Linda Shaw, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant.

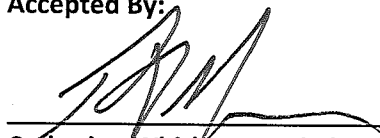
**AGENDA**

- **OPENING**
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
  - **August 16<sup>th</sup> – Regular Board Meeting - Agenda Changes** – none
  - **Board Retreat** – The Board Retreat will be August 28<sup>th</sup>, 9:30-3:30 at Catharine's house. Becca will send out a list of potential agenda items today. Trustees can edit or add to this list within 24 hours. A survey will be created to finalize the agenda and results will be shared at the regular meeting next week.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:20 a.m.

Respectfully submitted:

  
Amanda Six, Secretary, SCRLD

Accepted By:

  
Catharine Whitby, Board Chair

  
Date

**Next Conference Call/Webinar will be Wednesday, September 12<sup>th</sup> at 9:00 a.m.**

## Library Director's Report

June 2018

### Information Sharing - Amanda

- Early literacy in Stevens County is finally gaining real traction. Colville Rotary has now expanded the Dolly Parton Imagination Library program to all of Stevens County.
- The Reach Out and Read Program with Providence physicians providing early literacy guidance and materials to families is starting this month.
- Amanda is working to apply for grant with Spectrum that would improve digital literacy and job-seeking skills by partnering with Worksource. The grant requires that only communities with access to Spectrum can qualify. In our library system, that includes Kettle Falls, Colville, Chewelah, and Loon Lake.

### Chewelah from Bryan Tidwell

- Summer reading has been a huge success again in Chewelah with hundreds signing up and loving the wonderful bags we're giving out this year.
- We were pleased to make an appearance in Chataqua this year as part of the Children's Pavilion (Story Time On-Demand) and just had a hugely successful outing at the Valley Fair in addition to all of the wonderful programming we've done this summer.
- Top of our achievements this summer would also include the incredible Backyard Wilderness display that we'll be featuring in August and September that has already generated a lot of visitors looking for animals inside the library. :)
- Reading Radio is still ongoing and will come to its exciting conclusion in a few short weeks (Don't forget to tune in on Sunday morning at 8!). I'm currently negotiating for our next book and hope to begin recording it soon.

### Colville from Sarah English

- Our libraries reached a crescendo this summer as 523 kids attended system-wide summer enrichment programs the last week of June and the month of July. Attendance at these programs was up 36 kids--7%--from 2016 (2017 featured informal come-and-go programs where attendance was not tracked), but still significantly down from 2015 (-293 attendees or 36%) and 2014 (-373 attendees or 42%). The most popular program this summer was Painted Rock Art with 232 participants system-wide, followed by Instrument Petting Zoo (141), Musical Make and Take (94) and World Music Discovery (56). The average cost to the library to offer this kit-based programming was \$1.55/participant/program. This is significantly less than the cost of previous years' programs, with 2016 costing \$9.99, 2015 costing \$5.86, and \$3.63 for 2014, where a large part of the cost came from the presenter fee and transportation costs. Stay tuned for information about our participating readers in August!
- Everyone loves a parade and we would love you to be part of our walking team for the Northeast Washington Fair parade. Wear your Read Books Not Shirts T-shirt, bring your Libraries of Stevens County tote (bonus: can be used to haul candy from other parade entries!) and join us at the Colville pool at 9:30 am on August 25th.
- We are looking forward to hosting what we hope will be the first annual Teacher Library Resources Breakfast and Book Sale on August 30. Teachers will be treated to a light breakfast, courtesy of the Improvement Club, and then get a refresher about library resources that might be of interest to them.

Then the book sale room doors will be thrown open and the teachers can shop to their hearts content. We anticipate this will be a win-win-win event for teachers, the Library, and the Improvement Club.

### **Hunters from Megan Bush**

- Summer reading programming has wrapped up here in Hunters, and overall we had pretty good attendance. The most popular event was "Creatures and Curiosities" with Raine. The kids loved her and had so much fun learning about animals and looking for bugs outside.
- The Friends group has been a huge help in getting ready for the Hunters Fair this year. They are making a float and I will be in the parade throwing candy, which will be a new experience for me :)
- I've been tracking foot traffic at Hunters for the entire year. At the halfway mark (June) Hunters has seen an average of 23 patrons per day.
- From Katy: Megan's pretty much set for the HN fair this weekend. Additionally, Jessica and Elijah are working on getting a MiFi spot to see if that will be a better option than CenturyLink.

### **Kettle Falls from Katy Pike**

- This month we dealt with some problems with the building. The front door being bent out of shape, which is causing it not to latch without a good pull. Also, I have found further damage to our AC units on the south part of the building. This week fencing was installed around the units. Our garbage disposal unit was broken, but the crew fixed it again.
- It turns out the cameras that were purchased on behalf of the library require wiring the exterior of the building for electricity. It looks like they will be moving forward with wiring the building and I requested exterior lighting as well.
- Two landscapers will be submitting bids for sprinklers around the building next week. The FOL has arranged this.
- Part of the old book nook deck now has a ramp! The plan for the back of the building will include fencing, a security light, and a camera.
- NPS: So our program on Thursday drew 18 kids in attendance. And the second program drew 9 kids. K.S. Brooks showed up as a surprise visit and there is an article in the Statesmen.
- I found out two days before the event, that the meeting room at the Library was reserved for Cathy McMorris Rodgers. The evening event seemed to go quietly. No more than 30 people showed up. Law enforcement was present just in case anything happened.
- Melinda will be gone for 2 weeks: Sept. 4th-14th.
- I will be celebrating "Talk Like a Pirate Day" with a Pizza Party as a welcome for the kids to the library. Additionally, I am inviting community members for the "Who is in your Neighborhood?" storytime series in Sept. and Oct. We did a pilot run last year with the fire department and it turned out great!
- Donna will be running afterschool art starting October 2nd. Additionally, Reading with Augie the doggie has been put on hold until Kathleen gives us an updated schedule.
- Proctoring: I had one successful run for Boise Cascade. Hopefully they will take advantage of this library service in the future.
- I received notice this afternoon (Wednesday) that the whole group of agencies that are fighting the Boyd's Fire were to host a community information meeting at the library this evening. Jessica was awesome to post it on the library FB page. As you can see a lot of people showed. I made sure to make it known that the library system was here to help...



- The current shelter is at KF Highschool. Rick (I don't have his last name!) from Red Cross inquired about our room as a possible shelter (manned 24 hours) relocation if the fire continues beyond the end of August and they cannot host people at the high school anymore. I showed him the facility, and said we might be open to the possibility. I did mention it was, ultimately, a city building and would have the challenges that come with a public building.

#### **Loon Lake from Kristy Dyck & Jessica Varang**

- Loon Lake has had a lot going on this summer. Lots of kiddos hanging around, with the lunch program still happening on our lawn for a couple more weeks.
- The SRP programs were a lot of fun. Had really strong numbers; some programs had kids/parents leave due to lack of space! We have also been having Kid's Craft Club on the first Tuesday of each month. And, we are now having Lego challenges and free play every Thursday afternoon.
- Adults and children are sheltering in the library as these hot, hot days just keep coming.
- The Friends of the Loon Lake Library group is having book sales twice per month at the old Loon Lake Fire Station, through the summer. They are gaining momentum, and bringing in a lot of very nice book donations. People are loving it and they are bringing in almost \$900/month!
- Our book club and the bullet journaling club are each meeting and having fun here once a month. Bullet Journal program has become a monthly club - lots of interest; adult program interest is growing; teens are a challenge, but we have ideas...
- Definitely still summer time around here! :-)

#### **Northport/Onion Creek from Clifford Ward**

- Northport has a new front door! Actually 2 of them, including the lovely screen door. Main door has a nice window placed so people can see through in case someone is coming the other way, which is nice because we had quite a few crashes throughout the years!
- The screen door is 2 pieces of glass with no visible screen.....you grab a tab on top of the top window and pull it down. As it goes down it is attached to a rolled up screen above it, which unrolls as you are opening/dropping down the top window. Pretty cool. I had never seen one of them prior to this.
- A seemingly better turnout/more interest in SRP this year. Thanks to Siena for coming up to do the 2 programs, and to Raine for her Creatures and Curiosities program which was a big hit. She was great with the kids and they loved her and the program.

- The new windows and doors have made a difference in keeping the building a more stable temperature. Unfortunately, I cannot open the windows at night to cool the place off, however I do keep the basement door open and have a large fan at the bottom of the stairs that blows the cooler basement air up, and the old air conditioner seems to do a much better job cooling the place off during open hours. Yesterday when it was mid 90's outdoors and it stayed around 75 indoors Yay!!
- Katy has been working on getting siding bids. These should be completed by the end of next month in time for the 2019 budget.
- From Katy: Clifford dropped off some important paperwork from NP city hall (I will scan and email it to you tomorrow morning around 10:30 am) NP historic society purchased the property adjacent to the library. They are going through the same process the NP library did to change an old residential property house into a commercial space. City council needs Amanda's signature and other neighbors surrounding the property for the ok that the space can be rezoned to commercial!

#### **Technology Report from Jessica Varang**

- VOIP installed at KF since June report; equipment ordered for HN, NP
- Spectrum Internet back-up connection installed at Loon Lake as secondary internet in case of K20 internet outages, work, etc. Now that phones and the district are tied to Loon, it is essential to keep this location up (about \$65/month). Strongly encouraged by other IT agencies/approved by K20
- Lots of flyers/advertising/etc.
- Showcase in the Park booth for Springdale/ cardboard car contest for Clayton Community Fair movie night.



SRP 2018 Program Attendance  
Libraries Rock

	2018: Libraries Rock					2017: Build a Better World Informal, Come & Go Programming	2016: On Your Mark...					2015: Escape the Ordinary					2014: Fizz Boom Read					
	Petting Zoo	Make & Take	Painted Rocks	World Music	Totals		1st	2nd	3rd	Mobius	Totals	1st	2nd	3rd	Mobius	Totals	1st	2nd	3rd	4th	Mobius	Totals
CH	51	8	53	10	122	8	4	4	35	51	22	17	11	35	85	20	15	16	7	45	103	
CV	26	28	40	14	108	32	23	22	49	126	51	48	44	58	201	34	34	53	23	53	197	
HN	n/a	n/a	8	n/a	8	5	11	5	n/a	21	8	5	4	n/a	17	4	5	2	5	n/a	16	
KF	25	24	60	27	136	17	16	15	80	128	21	7	5	118	151	40	32	26	22	43	163	
LL	26	29	36	5	96	10	5	10	n/a	25	14	31	12	n/a	57	40	10	25	15	n/a	90	
LS	12	n/a	20	n/a	32	12	17	11	41	81	50	42	44	98	234	60	50	50	35	50	245	
NP	n/a	5	15	n/a	20	3	4	8	n/a	15	9	15	16	n/a	40	15	12	15	8	n/a	50	
OC	1	n/a	n/a	n/a	1	8	11	21	n/a	40	10	10	11	n/a	31	12	12	8	0	n/a	32	
<b>Totals</b>	<b>141</b>	<b>94</b>	<b>232</b>	<b>56</b>	<b>523</b>	<b>95</b>	<b>91</b>	<b>96</b>	<b>205</b>	<b>487</b>	<b>185</b>	<b>175</b>	<b>147</b>	<b>309</b>	<b>816</b>	<b>225</b>	<b>170</b>	<b>195</b>	<b>115</b>	<b>191</b>	<b>896</b>	

	Instrument Petting Zoo	Musical Make and Take	Painted Rocks	World Music Discovery	Totals
CH	51	8	53	10	122
CV	26	28	40	14	108
HN	n/a	n/a	8	n/a	8
KF	25	24	60	27	136
LL	26	29	36	5	96
LS	12	n/a	20	n/a	32
NP	n/a	5	15	n/a	20
OC	1	n/a	n/a	n/a	1
<b>Totals</b>	<b>141</b>	<b>94</b>	<b>232</b>	<b>56</b>	<b>523</b>

Cost/Kit	\$329.97	\$158.93	\$219.86	\$101.03	\$809.79
Cost/Attendee	\$2.34	\$1.69	\$0.95	\$1.80	\$1.55