

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**December 13, 2018**  
**Colville Public Library**  
**195 South Oak St., Colville, WA**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:10 a.m. by Chair Catharine Whitby. In attendance were Catharine Whitby, Chair; Rick Moore, Vice Chair; Linda Shaw, Trustee and Lisa Wolfe, Trustee. Amanda Six, District Director; Sarah English, Colville Library Manager; Janet Eide, Business Manager and Becca Moore, Administrative Assistant were also present. Trustee JD Meacham 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 November 15, 2018 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of December 5, 2018 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 11/7-11/28/18 Vouchers total \$60,244.42  
Payroll Warrants November 2018 – 27 Direct Deposits for a total of \$73,744.92
- (4) Detailed Revenue & Budget Status Reports for November 2018.
- (5) The Director's November 2018 timesheets and accumulated vacation & sick hours were reviewed.

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

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

**UNFINISHED BUSINESS**

- (1) **Review Draft of Inter-local agreement with North Central Regional Library System** – No new information to share at this meeting. Report again next month.
- (2) **Policy Review: 0015-300 Personnel Policy – Compensation (includes eight sub-sections)** – Trustees reviewed 300.000 and 300.100, edited and called for a vote. The rest of the policy will be reviewed in January.

**Motion made to accept Personnel Policy 0015-300.000 with edits.**

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

**Motion made to accept Personnel Policy 0015-300.100 with edits.**

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

**NEW BUSINESS**

- (1) **Nominations** – Catharine opened the floor for nominations. Rick asked Lisa if she would be willing to assume the position of chair or vice-chair. She agreed that she would be comfortable serving as vice-chair. Catharine asked Rick if he would be willing to take on the Chair position for this year. He agreed.

**Motion made to accept nominations of Rick for Chair and Lisa for Vice-Chair.**

All in favor: Unanimous

**REPORTS**

- (1) **Director's Report: Attachment**  
(2) **Trustee/Liaison Report:** Rick reported that the Colville City Board will have a meeting next week. The Library Foundation meeting was cancelled for December. The Improvement Club luncheon was a great event attended by several Trustees.  
(3) **Others:** none

**Executive Session – Library Director's Evaluation** – The Board adjourned to Executive Session beginning at 12:43 ending at 2:20. The session was held to review and evaluate the performance of a public employee (Library Director) per RCW 42.30.110.g. No items were voted on during the Executive Session.

**ADJOURNMENT**


The meeting of the Board of Trustees was adjourned at 2:20 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCLD



Rick Moore, Board Chair

1/24/19

Date


**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Conference Call**  
**December 5, 2018**

The meeting was called to order at 9:02 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. Trustee Lisa Wolfe was absent from the call.

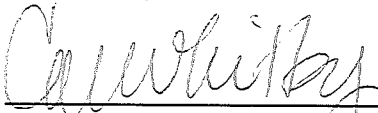
**AGENDA**

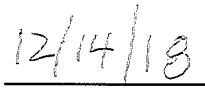
- **OPENING** – Catharine welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
  - **December 13<sup>th</sup> – Regular Board Meeting - Agenda Changes** – none
  - **Website** – Amanda shared great news that the Library has received a proposal from Zipline Website Development and Management to upgrade the Library website. The website has had many broken parts for several months and since the software is outdated it cannot be upgraded in its current state. This company will be converting the website from a Drupal platform to Wordpress. Zipline will build the website but trained library staff will be able to update content once it is complete. The Trustees realize this is a very important part of the Library District and are pleased that the upgrade is happening. Catharine asked about requesting a donation from the Foundation for building of the website. Amanda and JD will bring it up at the next Foundation meeting.
  - **Budget** – Amanda shared that the District had not yet received the latest installment of property taxes and therefore, the expenditures are exceeding revenue. Janet and Amanda will do additional research and report to the board via a memo in the regular meeting board packet.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:25 a.m.

Respectfully submitted:

  
Amanda Six, Secretary, SCRLD

Accepted By:

  
Catharine Whitby, Board Chair

  
Date

Next Conference Call will be Wednesday, January 9<sup>th</sup> at 9:00 a.m.

## Library Director's Report

December 13, 2018

### Information Sharing - Amanda

- Amanda has been working on a committee with a group of library directors, Washington State Library staff, and WLA representatives to present information to the State Legislature regarding capital facility funding for public libraries.
- Amanda has also been working with the State Library to help provide some Virtual Reality (VR) trainings for staff around the state.

### Chewelah from Bryan Tidwell

- Chewelah is still moving along as we near the end of the year. We've started to experience some of our winter lull with snowy weather on the rise, and we're planning to spend a lot of it planning programming and cleaning up our collection. We've been so pleased with the community feedback as we've refreshed both our picture books and juvenile fiction collections this year, and we look forward to finishing our adult fiction work soon with non-fiction the focus of the new year. One of our primary goals as a branch has been to help the community see that we value them by what they see in the library, and this is certainly the main role of making sure our materials both look good physically and are filled with content that the community wants to see.
- Programming in the New Year will look to include some more workshops with wool thanks to a local artisan, and we're working diligently to see how else we might expand children and tween/teen programming with a limited staff as well as revamp our art offerings and hold another program through Humanities Washington.

### Colville from Sarah English

- It's DeSTEMber in Colville! Every Friday at 3:30 there will be a special brain challenge--paper airplanes (December 14), coding (December 21) and catapults (December 28). Adults can join in on the catapult fun at a special session for them on Monday, December 17 at 4 pm. (A teen coding class and another presentation by the State Library on open source data mining occurred earlier in the month).
- In an effort to provide some focused planning time we are implementing an off-desk schedule. Everyone has at least an hour in our office suite downstairs for creative "think and do" time--developing programs, gathering materials, or team collaboration.

### Hunters from Megan Bush

- I don't have a lot to report for Hunters this month, as November tends to be fairly slow here. Many of my regular patrons are snowbirds, so most of them have left for the winter. I came down with the flu and took a week off to visit the Redwood National Forest over Thanksgiving, so Melinda did lots of subbing for me, which I so appreciate. Whenever I come back from being gone, all my patrons tell me how thankful they are for Melinda and how helpful she is!
- I have had quite a few requests come in from Columbia School, so I've been up there at least once a week to drop off holds for students and teachers alike.
- Lastly, I wanted to say how much I appreciate our board, Amanda, Janet & Becca for doing everything they can to keep up our COLA increases year after year. Thanks for everything and Happy Holidays to you all :)

### Kettle Falls from Katy Pike

- Starting Jan. 1st 2019 I will officially have two new staff members shared with CV! Raine will be working 4 hours for KF on Wednesdays and Anna will be working 4 hours for KF on Fridays! Siena will no longer be at KF.
- NaNoWriMo: We had a decent attendance this year (averaging 6 writers). We also drew a young demographic as well.
- "WWI in Stevens County" talk by Sue Richart was just wonderful. Unfortunately, only 4 people showed up for the talk. I hope to invite her to come speak again.
- Writer's Workshops: Kat Brooks has put on her workshop, Self-Publishing which only drew 3 people. Hopefully the workshop on Flash Writing will draw more people on the 13th.
- FOL: Jo Nullet has agreed to step up as interim president for the KF FOL. The Friends are looking for ways to expand membership especially since the annual tea is planned for March 9th and they need table hosts.

- A new flag pole was purchased by the Lady Lions for the Kettle Falls Public Library. The flagpole has been installed early. If you get the chance, drive by the library to see it!
- I found out starting next year, I will be the INCOL (Inland Northwest Council of Libraries) Continuing Education Committee Chair.

#### Lakeside from Brooke Golden

- The Friends of Lakeside Library donated \$250 worth of new books to the local toy drive. There are 87 children signed up to receive toys.
- The coop preschool is coming to the library for the first time on a field trip for a special storytime.

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

- Loon Lake has lots of Holiday cheer going on. We are having Make-A-Gift Tuesdays to use up left-over craft supplies and to give the kids a chance to do some Holiday crafting. (Thanks to the genius of Jessica!)
- And, most exciting, Santa is coming to Loonsville again this year. This time, it will be at the Library with FREE Santa Pictures and Holiday Book Sale through Friends of the Loon Lake Library on Saturday, Dec 15 10am-2pm.
- Planning spring programming; coordinated Teen Financial Literacy program with Washington Federal in Deer Park, still trying to work on a Roundabout program with WADOT
- Safe merry making to the board! And, thanks for what you do all year. ---The Loon Crew

#### Northport/Onion Creek from Katy Pike & Clifford Ward

- After many good years with LOSC, Clifford has decided to decrease his hours in NP! The additional LA2 position has been filled by Siena and she will be starting in Northport this month. We are hoping to expand services to our Northport/Onion Creek communities in a variety of ways. Stay tuned! More to come! (Katy)
- The KF FOL and I donated 50 children's books for the OC Christmas stocking give-away (Katy)
- Tuesday 12/11 I will be doing my yearly evaluation here at NP with Katy, and the following Tuesday morning I will be meeting again with Katy and Amanda and Siena to discuss and come up with a new plan for NP and OC and a reduction in my LOSC working hours.
- I hope to be able to get 5 minutes at a NP Schools awards ceremony before school lets out for Christmas vacation to talk about LEX, and possibly setting up a drop off at the schools for patron ordered materials. We are hoping for the same at Onion Cr. School.
- I am hoping to again begin a Storytime at the NP school K/1 class after the Holiday break. The 1st grade teacher believes that she has trained the new Kindergarten teacher up enough now that they can begin a Storytime again. Yay!
- Shortly after 3pm I get an influx of some tweens who love to play games on the computers. After a small discipline problem with a young lady, she, her mother, and I made a deal that girl may use the computer after she has completed some work for me here in the library. I was careful to begin with simple and short tasks like helping me empty the bookdrop, and moved on to other easy tasks like facing book shelves and dvds. Besides those other jobs she is now helping to shelve books, which was a bit of a challenge for her, but she takes great pride and joy in being a helper here now. It's been fun and rewarding and because of this I now have excellent interaction with all of the other tweens. They've even stopped messing with the outside reader board. I just have to remember to leave a little work for my new helper to do!
- HAPPY HOLIDAYS!!!!

#### Technology Report from Jessica Varang

- Scavenger Hunt for Learning Express for Staff
- Cataloger's Mini-Summit finished - lots of positive feedback! Really grateful we did this.
- Please ask Lisa about her Trivia Night placement ;)
- Merry Christmas, Board Friends!