

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
January 18, 2018
Chewelah Public Library
307 E Clay, Chewelah, WA 99109

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:06 a.m. by Trustee Chair Catharine Whitby. In attendance were Catharine Whitby, Chair; Rick Moore, Vice Chair; JD Meacham, Trustee and Linda Shaw, Trustee. Adena Sabins, Trustee, joined the meeting via conference call. Amanda Six, District Director; Bryan Tidwell, Chewelah Library Manager; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant were also present.

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 December 21, 2017 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of January 10, 2018 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 12/14 -1/3/18 – 64 Vouchers total \$110,365.96
Payroll Warrants December 2017 – 27 Direct Deposits for a total of \$70,481.95
- (4) Detailed Revenue & Budget Status Reports for December 2017.
- (5) The Director's December 2017 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

JD would like for staff training to be doubled for 2019. Catharine asked that we start a file for 2019 budget and add this to that file.

UNFINISHED BUSINESS

- (1) **Policy for Refunds** – The Trustees discussed the policy as presented and discussed needed edits. Trustees were asked to send all edits to Becca by Monday the 22nd and she will send a draft to the Trustees before the Conference Call.

Motion made to accept the Policy for Refunds with revisions.

Motion made: Rick

Motion seconded: Linda

No vote was called: motion was rescinded by Rick, and asked that this be added to unfinished business at the February Conference Call meeting.

- (2) **Review of Library Director Evaluation Surveys** – The Trustees reviewed the current evaluation format while it is still fresh on their minds from the December evaluation. They discussed any areas they would like to change or update. The general consensus was that quantifiable is desirable. The Trustees decided they are happy with what they have at this time.

NEW BUSINESS

- (1) **Plan a Board Retreat** – JD would like to have a retreat and suggested the agenda deserves to be more of the day – a full day or overnight to discuss the future of the Library District. He feels that the purpose of a retreat should be “to think bigger.” Rick stated that the agenda should be a time to look at the strategic plan – review what has been accomplished and what needs to be worked on, where to go and how to get there. Amanda suggested picking a date, location and fine tuning the agenda: spring perhaps, lid lift discussion, or some of the categories from the Director’s evaluation. Catharine agreed to host. A suggestion was made to consider the April 11th conference call/webinar day.
- (2) **Ptera Contract** – tabled until February
- (3) **2018 Legislative Day** – Amanda has made contact with all the Representatives offices and asked to schedule meeting for March 1st. The American Library Association (ALA) will be providing a Legislative Bootcamp on February 28 to tie in with Legislative Day. Amanda will make housing reservations. JD will not be able to attend.
- (4) **Mileage Rate 2018 and Policy** – The Board will vote every January on the mileage rate for the year.

Motion made to set the mileage rate for 2018 per the IRS rate to \$.545/mile.

Motion made: Rick

Motion seconded: Linda

All in favor: Unanimous

- (5) **Resolution 01-2018 Amendment to the 2017 Budget** – The Trustees reviewed the Resolution and called for a vote.

Motion made to accept Resolution 01-2018 Amendment to the 2017 Budget.

Motion made: Linda

Motion seconded: JD

All in favor: Unanimous

REPORTS

- (1) **Director’s Report: Attachment**

- (2) **Trustee/Liaison Report:** Rick is working on the year-end report and will share via email with the Trustees. JD reported that the Library Foundation will be meeting at 11:00 am on January 31st at the Colville Library.
- (3) **Others:** Catharine asked Bryan about his experience thus far and what he has seen as short and long term challenges for the District thus far. One challenge he has noticed is the implementation of consistent programming since every branch does not have the same space in which to host programming. He sees programming as a colossal part of the future of libraries. Money is also a barrier for staff, training, programming but that is standard for most library systems. He noted that many libraries need to rely heavily on Friends groups for programming or extras. Bryan is very impressed with how far money does go here in this District. Everyone is innovative and creative including use of the State Library resources and grants. He loves how this Library District gets creative and is continually blown away by the expertise of the staff at all levels.


JD would like to know if a staff assessment has been done in Colville regarding what is needed to bring the Colville building up to speed. Amanda stated that yes, about 7 years ago some assessment was done, they looked into other creative solutions and discussed options with the City of Colville.

ADJOURNMENT


The meeting of the Board of Trustees was adjourned at 12:53 p.m.


Chair adjourned the meeting.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted by:


Catharine Whitby, Board Chair


Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call/Webinar
January 10, 2018

The meeting was called to order at 12:31 p.m. by Catharine Whitby. Present were Catharine Whitby, Chair; Rick Moore, Vice-Chair; Adena Sabins, Trustee; JD Meacham, Trustee; Linda Shaw, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant.

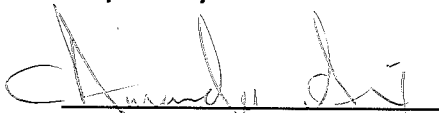
AGENDA

- **OPENING**
- **PUBLIC COMMENT** - none
- **AGENDA CHANGES** - none
- **ACTION ITEMS**
- **DISCUSSIONS**
 - **January 18th – Regular Board Meeting - Agenda Changes** – add “2018 Legislative Day” to New Business
 - **Mileage Rate 2018** – as of January 1st the IRS has raised the mileage rate from \$.535 to \$.545. Becca will send the Trustees an updated mileage reimbursement sheet.
 - **Review of Library Director Evaluation Survey** – Catharine asked that the Trustees review the current evaluation, while it is fresh on their minds, for any changes they might want to make before next year’s evaluation period. Becca will send a copy to Catharine for dispersal to the other board members.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 12:44 p.m.

Training Sessions for the Board of Trustees:

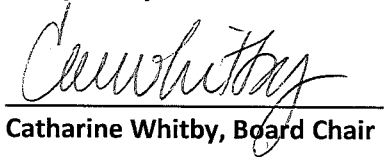
- **WEBINAR (12:00 – 12:20 pm)** – *Legislative Day 101* with Craig Seasholes, 2018 Washington Library Association President
- **CONFERENCE CALL (1:00 – 1:45 pm)** - *Washington State Legislature Advocacy* with Abby Moore, Public Affairs, LLC, and lobbyist for public libraries.

Respectfully submitted:

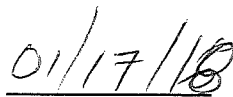


Amanda Six, Secretary, SCLRD

Accepted By:



Catharine Whitby, Board Chair



Date

Next Conference Call is Wednesday, February 7th at 9 a.m.

Library Director's Report January 2018

Information Sharing

- Amanda will be attending the January public library directors' meeting next week, January 24-26 in Federal Way. Topics to be discussed include: levy success stories, The Department of Natural Resources and the Department of Commerce's roles in strengthening rural and underserved communities in Washington, and privacy and third party contracts.
- The Library Board had a winter-quarter training via webinar and conference call on Wednesday, January 10. Craig Seasholes, WLA president, presented a sort of Legislative 101, and Abby Moore, who works as a lobbyist for Washington public libraries, gave a helpful discussion on the workings of the day-to-day in the legislature and how best to advocate for libraries.
- Summer Reading planning is moving ahead nicely, with many fun, music-related activities planned.
- March 9, 2018 – Library In-service Training Day. All locations will be closed.

Chewelah from Bryan Tidwell

- We've had a fairly straightforward few weeks as we transition into the New Year at Chewelah.
- Numbers at Tech Help have continued to be good.
- Storytime attendance has dwindled a little bit, but weather has played a big part in that.
- Questions about Overdrive and eBooks are way up with new devices finding their way into the hands of our customers and our advertising continuing to preach the good gospel of digital inclusion.
- Upcoming programs look to include a games day for Chewelah schools' early release and a class on hand-spinning wool from a local artisan.
- I've also finished recording "Mrs. Frisby" for our radio program, so the next steps are just editing and advertising. I hope to finish that in the next couple weeks.

Colville from Sarah English

- I am very proud of the Colville Staff for making fabulous library service happen during this winter weather when it has not been "commute as usual."
- Our new fridge is here and we are welcoming it with a magnet of our choice, with our names and start-years on the back.
- The collection is more streamlined with the interfiling of Northwest History in the regular nonfiction collection. Prior to this move patrons had to look three places--regular fiction, Northwest, and Northwest Reference--to browse for materials on local history.
- We were grateful for the opportunity to hold a CV Staff Day, Wednesday, January 18. Topics include strategies for dealing with sexual harassment (Rural Resources), mental illness and drug abuse (NEW Alliance), library values (Amanda), the Employee Assistance Program (Janet), finding happiness (Sarah), and our partnership with the Improvement Club. We will also have time to brainstorm outreach opportunities, programming ideas. The day will start off with a fabulous Breakout Box activity created just for us by Lisa.

Hunters from Megan Bush

- I presented at Columbia School on Friday 1/12 to the 1st-6th grade classes. I handed out packets that I made that contained a library card application, information on the Hunters Library location & hours, an overdrive flyer, and a few bookmarks and stickers. Together with Jo Budweg, the school librarian, we are trying to encourage the kids to request books from our system for pickup at Columbia School - much like Loon Lake does with Mary Walker School. So far, one student has placed a request and he picked his book up on Friday!
- I've recently refreshed the entire collection at Hunters and brought in some new (to us) material from Chewelah, Colville, and Kettle Falls. The staff at Chewelah and Colville were really accommodating and I really

appreciate their flexibility. It's a big job and it took me a little over a month to complete with large shipments every Tuesday and Thursday. The patrons really appreciate the fresh material.

- Things have been really busy at Hunters recently - I thought I was imagining it until I saw the December circulation numbers (920 when our average is between 400-600). It's been a little hectic and people have had to wait for computers and for help from me, but I'm adjusting to what feels like a new normal.
- Katy will be offering device help in HN 12-2pm on 1/17/18.

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Kettle Falls from Katy Pike

- I participated in the follow-up planning for the City of Kettle Falls "City that Moves" (This is a planning meeting for projects to "flip your town" as a follow through for Ron Drake.)
- I am providing device help at Kettle Falls 1/16/18, 12-2PM.
- Reading with Augie has changed its schedule to better accommodate with winter weather: 3:30-4:30 pm.
- We are trying to offer genealogy classes every last Thursday of the month from 2-4 pm. for the next 3 months (hope this works!)
- After School Art will be changing days to Tuesday starting in Feb. to better accommodate Donna's schedule.
- Lighting: We are waiting for our main front door light to be replaced (out on order), however, we have a temporary replacement.
- Our library was closed Tuesday 1/9/18 for computer installation. Thanks to Jessica and Elijah we have a full set of working computers! Wahoo!

Lakeside from Brooke Golden

- Lakeside continues to make a lot of new library cards.
- Many of our patrons tell us they are enjoying Overdrive.
- Storytime statistics show more attendance in 2017 than 2016. We continue to enjoy new families and kiddos at storytime.
- Parents are very impressed with our picture book and easy reader collections.
- Jesse continues to do Tech Help on Friday's at Lakeside. He does an excellent job working one on one with patrons of all ages during Tech Help.
- We continue to enjoy our lovely library space. The addition of some colorful birds in our trees in the children's area makes us smile. We are planning to put some raised planting beds in the back area of the library to grow a garden with our storytime kids this spring and summer. That should be fun!! Luckily I have a master gardener in Sally, and an avid gardener in Kathe, my Friends' president to lead the charge (and keep the plants alive and happy).

Loon Lake from Kristy Dyck

- The exciting re-routing of patrons at Loon Lake has been happening due to flooding and ice. All good now; except for Loon Lake Junior, which is trying to run uphill to the drainhole.
- All of this is not deterring the influx of new patrons. There has been an interesting new flock of people moving into the area. Mostly in the Springdale\Hunters region.
- Tech Days, with Bryan, at Loon Lake seem to be going well. It is incredibly nice to have a designated time and person on this constant issue. We are switching to Mondays, starting in February.

Northport/Onion Creek from Katy Pike & Clifford Ward

- Windows installation has been officially scheduled for April 9-13th.
- Katy will provide device help at NP, 1/23/18 12-2PM and OC 1/24/18 1-3PM.
- There has been a slight increase in computer usage @ NP since the computer center closed. We are monitoring usage at this time.

- Storytime @ NP Schools every 1st and 3rd Tuesday is going fabulously! The kids and the teachers (and I!) all look forward to it and have a lot of fun. I teach them a little about the guitar, (by now every kid can identify many parts of a guitar including: the top, back, sides, sound hole, bridge, neck, strings, fretboard, head, and tuning pegs). We sing The Wheels on the Bus, do a story, and then another song, another story, etc. until it's time to go. Then I get back just in time to open the library at 11.
- Not much else happening now in Northport. Northport is Turkey Town! The town keeps the sidewalks clean of snow... and the birds take advantage of that.....
- Early this morning Donna-Gay and I were called out (we are both volunteer firefighters) to help the ambulance and local EMT with a lift assist, to help load a large patient onto a backboard and then out of the house and onto the stretcher and into the ambulance. We parked across the road and when we got to the other side and while crossing that sidewalk there was a huge gaggle of turkeys trotting down the sidewalk and they looked like they meant business....we got out of the way quickly and had a few seconds of fun watching them cruise by like they owned the place. Turkey Town!
- And thank you and congrats to the Board members I saw attending Foodstock. Thanks for supporting our communities! Party Animals!!!

Technology Report from Jessica Varang

- Computer installs going well - lots of new improvements and working out the initial bugs. Think we are in a groove and getting to a good place! Not long now...
- Self-checks have been replaced at Colville and Kettle Falls. Kettle Falls has scratches on the screen, so it will be damaged out and replaced.
- Once computers are installed throughout district, plan will be made for VOIP phone connections..