

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**June 20, 2018**  
**Hunters Public Library**  
**5014 Columbia River Rd., Hunters, WA 99137**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:00 a.m. by Vice Chair Rick Moore. In attendance were Rick Moore, Vice Chair; JD Meacham, Trustee and Linda Shaw, Trustee. Amanda Six, District Director; Megan Bush, Library Assistant II; Janet Eide, Business Manager and Becca Moore, Administrative Assistant were also present. Trustee Chair Catharine Whitby was absent from the meeting.

**VISITORS** – none

**GREETINGS** – Rick welcomed everyone to the meeting. The Trustees were very impressed with the mailer, Jessica did a great job!! JD brought Catharine's Christmas card with him and placed on the center of the table so she could have a presence at the meeting. 😊

**PUBLIC COMMENT** – none

**AGENDA CHANGES** – none

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of May 17, 2018 were reviewed.
- (2) The following vouchers and warrants were approved for payment:  
Accounts Payable 5/16 – 6/7/18 – 89 Vouchers total \$74,860.41  
Payroll Warrants May 2018 – 28 Direct Deposits for a total of \$75,885.42
- (3) Detailed Revenue & Budget Status Reports for May 2018.
- (4) The Director's May 2018 timesheets and accumulated vacation & sick hours were reviewed.

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

Motion made: JD

Motion seconded: Linda

All in favor: Unanimous

**UNFINISHED BUSINESS**

- (1) **Board Retreat** – No new information. Amanda is coordinating meetings with both Colville and Kettle Falls to discuss annexation in July. Rick is available to attend the city meetings if Amanda needs him. Currently Colville has more momentum to accept the advantages of annexation. Amanda will update everyone at the August meeting. Becca will send out a doodle poll to find the best date for the retreat in August.
- (2) **Review Draft of Inter-Local agreement with North Central Regional Library System** – Amanda shared the Trustees comments/changes with Barbara at North Central and should receive the updated agreement this week. She will share with the Board and the District's Lawyer as soon as she receives it and report back in August.

- (3) **Chewelah Roof** – No new information to report at this time.
- (4) **Proctoring for Community Colleges of Spokane** – Amanda had a great meeting last month with representatives from the college. One of the main issues they see is students with no internet access at home. Amanda suggested that the college check equipment out to those students and they could come in (or park outside) and use the internet for their class needs. Amanda also stated that the Libraries could coordinate proctoring during special hours if needed. Their main concern is for outlying areas where internet connections are more difficult, not such a concern for Colville and Chewelah.
- (5) **Webinar topic for July 11<sup>th</sup>** – Due to Trustees scheduling conflicts the conference call/webinar will be cancelled for July.

**Motion made to cancel the July Conference Call/Webinar.**

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

**NEW BUSINESS**

- (1) **Policy Review: 0015-200 Personnel Policy – Employment** – The Trustees reviewed and edited the current eight subsections of the Employment section of the Personnel Policy. Becca will update the edits and Amanda will get some examples from other libraries for the Same Family subsection and share with the Trustees in August for more edits or approval.

**Rick temporarily adjourned the meeting at 11:23 a.m. and reconvened at 11:35 a.m.**

**REPORTS**

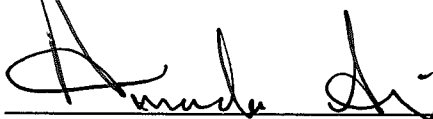
- (1) **Director's Report: Attachment**
- (2) **Trustee/Liaison Report: none**
- (3) **Others: none**


**ADJOURNMENT**

**The meeting of the Board of Trustees was adjourned at 12:50 p.m.**

**Chair adjourned the meeting.**

**Respectfully submitted:**

  
\_\_\_\_\_  
Amanda Six, Secretary, SCRLD

  
\_\_\_\_\_  
Catharine Whitby, Board Chair

  
\_\_\_\_\_  
Date

**STEVENS COUNTY RURAL LIBRARY DISTRICT**

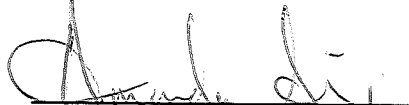
**Board of Trustees Conference Call  
June 13, 2018**

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


**AGENDA**


- **OPENING**
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
  - **April 19<sup>th</sup> – Regular Board Meeting - Agenda Changes** – none
  - **Review Draft of Inter-Local Agreement with North Central Regional Library System** – The Trustees reviewed and discussed the draft with Amanda. There are certain concerns and edits they would like to see. Amanda will make suggested changes to NCRL staff and will submit the agreement to the District’s Lawyer for further review. The Trustees will discuss again at the regular meeting.
  - **Webinar topic for July 11<sup>th</sup>** – The Trustees will prepare suggestions for the webinar topic and report back to Rick at the regular meeting to make a decision.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:37 a.m.

Respectfully submitted:

  
Amanda Six, Secretary, SCRLD

Accepted By:

  
Catharine Whitby, Board Chair

  
Date

**Next Conference Call/Webinar will be Wednesday, July 11<sup>th</sup> at 12:00 p.m. in Colville**

## Library Director's Report

June 2018

### Information Sharing - Amanda

- I was part of the Stevens County Broadband Action Team (BAT) roundtable that presented information about rural broadband issues to Governor Jay Inslee last Thursday in Chewelah.
- I attend a CERB (Community Economic Revitalization Board) training for a grant opportunity that impacts rural broadband infrastructure, in Newport, WA on June 12.
- I was a judge at the Lakeside Middle School's annual "We The People" constitutional competition for all 8<sup>th</sup> graders.
- Bryan Tidwell and I attended a community leadership luncheon sponsored by the Springdale Chamber of Commerce on May 24.
- Becca, Brooke, Jessica, and I met with our representative from OverDrive to review our usage and spending over the past year.

### Chewelah from Bryan Tidwell

- We were pleased last month to invite David George Gordon (aka "The Bug Chef") to our branch to present his former Humanities Washington Program on the future and history of bugs as food. And yes, I did eat some crickets. :)
- We also got to host the State Library's amazing Lego Mindstorm Kits, with our own Katie Park touring around Stevens County, teaching the kids how to code robots in addition to our regular lineup of programming.
- But as always this time of year, most of my time the past few weeks has been spent spreading the news about summer reading. We were able to visit all the elementary schools in the area and the kids were so excited about reading! We've already signed up dozens of kids, and we've also had a lot of interest in our Reading Radio program that will finally premier on June 24th at 8AM. It was such a pleasure to work with Scott at KCHW 102.7, and I hope the county enjoys the program I've put together.

### Colville from Sarah English

- The Summer Reading Program is off on a good note! In the first 3 days of sign-ups we had 132 kids and 115 teens/adults registered.
- We are looking forward to the Kickoff Concert on June 30 from 4-7 pm at Yep Kanum Park in Colville.
- Our self-checks have moved to their new home, to specially-created counters near our front door. This helps the flow of traffic around the service desk by moving this activity to another area.
- Speaking of new homes, we will soon have three staff members living in Colville. Anja and her husband are purchasing their first home together and they have selected Colville for their residence.

### Hunters from Megan Bush

- Megan has presented on SRP to Columbia and Evergreen. (She has made a bit more headway with Columbia.)
- Megan and Amanda have been working together to develop procedures for any Hunters Library Staff person to deal with difficult patron issues.

### Kettle Falls from Katy Pike

- After School Art: Donna ended the "Every Kid's an Artist" after school art program with a wonderful art show during Town and Country Days. Donna, George, and Penny worked really hard this year to provide wonderful programs to our youngsters. She donates all the material, a snack, and time for the kids. We saw upwards of 35 kids and as low as 12 through this year.



- Town and Country: I signed up 63 kids and about 30 teens/adults at the local festival. I think I might have scared a couple people in my super rad hairdo, but I had a great time anyway!
- FOL Book Sale and Pie sale had made a little over \$500 total.
- School Visits: I had a great trip to the elementary and middle school to promote the Summer Reading Program.
- SRP: We started signing up kids pretty early this year compared to other branches because our biggest sign up day is Town and Country Days. We have a total (as of June 13th) of 115 kids and 109 adults/teens.
- Programming: Raine, her sister, and her dad came and provided excellent origami programming for 13 kids.
- Please join us for Librewry Trivia. Megan and Melinda have been working so very hard at this!
- Air Conditioner: The library has been out of Freon off/on for the last couple of summers. At first, we thought this was due to a faulty AC system, but it turns out someone has been tampering with the the units. As a result, the City will be building fencing around the exterior units to keep people from messing with the system.
- The KF FOL donated an *extra* \$500 towards the kickoff concert!

### Lakeside from Brooke Golden

- Brooke judged the 8th grade We the People competition for the ninth year. Amanda judged for the second time, also!

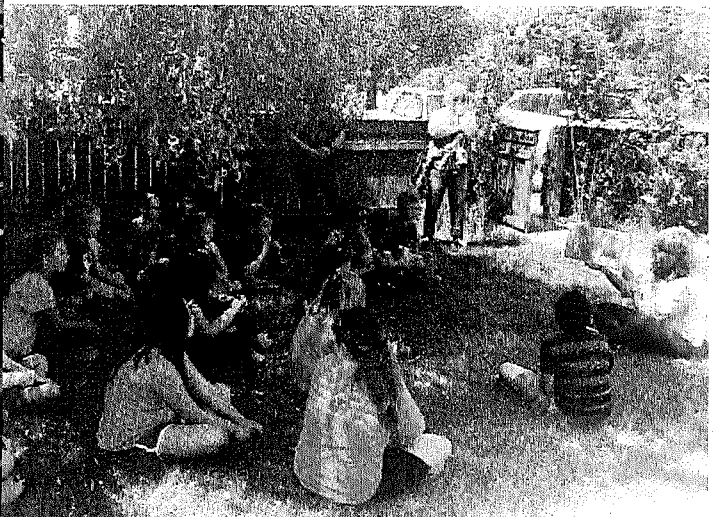
- The storytime kiddos planted a garden behind the library and we are watching it grow daily. They seem to love this little project!
- Went to the elementary school to promote summer reading last week. Expect we will get a pretty good turnout.

### Loon Lake from Kristy Dyck

- Loon Lake kids are beginning to flock in already to sign up for Summer Reading. We are curious to see how many new kids show up after Bryan does the school visits and our flyers go out in the mail! So far, the kids and the adults Love the book bags and backpacks. A lot of people are still proudly wearing last year's t-shirts as well.
- This week, all of the schools are getting out, and more of our summer population is showing up. Here we go!!

### Northport/Onion Creek from Clifford Ward

- Today NP had a fella come up and install the new blinds, which look great and will help keep the library secure, help regulate heat and cold and provide shading in areas that need it.
- ABC came back today to re-install the front entryway light they had done a poor job of installing. A couple of weeks ago I arrived to open and found the fixture hanging by its two electrical wires.....
- Getting lots of kids and teens and adults signing up for Summer Reading.
- Looking forward to having Augie the therapy dog visiting NP on some coming Tuesdays.
- Big KUDOS to our new yard maintenance man Trenton Baribault, who is doing a great job so far. I arrived to work this morning to find the yard mowed and all weed whacking done, as usual. But also saw he had put the sprinklers out to the areas where water is needed the most at this time, AND when I went to turn the water spigot on I found that he had installed a timer of his own. Nice! Trenton is a 10th or 11th grader at NPHS and is quite industrious. His mom told me last week that he is pulling in about \$800/week doing yard work locally!
- Clifford conducted a Firefighter Story time for Northport Elementary.
- Siena greeted 2nd and 3rd graders at the library for the annual visit and promoted the SRP.



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- Personally, I had a wonderful week of vacation last week as our youngest daughter Kita returned home for the week to visit. She and I had some great QT as her Mom had to go to the wildland fire near Kennewick on a State Mobilization for a couple of days. Also, many of you know that we have had our 120 acre ranch up for sale for a little over 4 years, and that we need to sell it in order to develop our riverfront 7 acres downriver from NP on the Flat creek side. We got an offer yesterday that we cannot refuse! If all goes well it will close at the end of July! YIPPEEEEE!!!! But again, that means lots of work and things to do! Drill a well. Move the power closer to the house site. Dig a septic system. Build the dream house and garage. Transplant all the grape plants we have in our nursery....just to name a few....
- Many THANKS for all the Board does and your support!

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

- Project managed new cabling in Chewelah branch - will result in better end user internet use, no cabling hanging from ceiling panels, and a cleaner, safer, faster, professional setup in the conference room.
- Loon Lake programming going well - yay!
- Assisted Loon Lake Friends with massive book migration to old Loon Lake Fire Station
- Assisting transition of officers for area Chamber (outgoing Secretary)
- Mailer - yay!
- Facebook programs and promos
- VOIP - done at four branches with some glitches still needing to be addressed; KF is still waiting.