

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**January 24, 2019**  
**Chewelah Public Library**  
**311 E Clay Ave., Chewelah, WA**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:08 a.m. by Chair Rick Moore. In attendance were Rick Moore, Chair; Lisa Wolfe, Vice Chair; JD Meacham, Trustee; Linda Shaw, Trustee and Catharine Whitby, Trustee. Amanda Six, District Director; Bryan Tidwell, Chewelah Library Manager; Janet Eide, Business Manager and Becca Moore, Administrative Assistant were also present.

**VISITORS** – none

**GREETINGS** – Rick wished everyone a Happy New Year and welcomed them to the meeting.

**PUBLIC COMMENT** – none

**AGENDA CHANGES** – add succession planning for Trustees to New Business, Colville Annexation Update

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of December 13, 2018 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of January 9, 2019 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 12/3/18-1/10/19 98 Vouchers total \$85,389.21  
Payroll Warrants December 2018 – 26 Direct Deposits for a total of \$71,492.41
- (4) Detailed Revenue & Budget Status Reports for December 2018.
- (5) The Director's December 2018 timesheets and accumulated vacation & sick hours were reviewed.

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

Motion made: Catharine

Motion seconded: JD

All in favor: Unanimous

**UNFINISHED BUSINESS**

- (1) **Review Draft of Inter-local agreement with North Central Regional Library System** – Amanda spoke to Barbara Walters, Library Director at North Central Regional Library System, and they are meeting to discuss moving forward after the Director's Meeting next week.

\*\*With this discussion having been on the unfinished business portion of the agenda for quite some time the Trustees realize that Lisa is not up to speed on the history of this item. Rick suggested that new Trustees receive the previous six months of Board Packets to get a grasp of what has been discussed recently and to get up to speed. Becca will send Lisa the PDFs of the last 6 months packets.

- (2) **Policy Review: 0015-300 Personnel Policy – Compensation** – Trustees reviewed and edited 300.200 and called for a vote. They also edited a portion of 300.600 and will continue the review in February. It was suggested that Amanda add some procedures for tracking flex or comp time to keep an accurate time sheet. There is potential for abuse without proper tracking. Should add a definition for "Flex-time"

to 0015 Personnel Policy 100.000 Definitions and confirm that this is the current language in the fair labor standards act. Possibly say “as per the fair labor standards act” instead of spelling it out. Trustees will keep their copies and continue the discussion next month. They also agreed in the future to spend no more than one hour per meeting on policy review.

**Motion made to accept Personnel Policy 0015-300.200 with edits.**

Motion made: Catharine

Motion seconded: Linda

All in favor: Unanimous

**Motion made to eliminate page 4 from subsection 300.600.**

Motion made: Catharine

Motion seconded: JD

All in favor: Unanimous

**NEW BUSINESS**

- (1) **Resolution 01-2019 Amendment to the 2018 Budget** – The Trustees reviewed the resolution and called for a vote. This resolution was to move money into 2018 revenue and expenditures in order complete payments for all vouchers due.

**Motion made to accept Resolution 01-2019 Amendment to the 2018 Budget.**

Motion made: Linda

Motion seconded: Catharine

All in favor: Unanimous

- (2) **All Staff Day, April 26<sup>th</sup> Close all library locations** – The District would like to hold an All-Staff Training day Friday April 26, 2019. After discussion the Trustees called for a vote.

**Motion made to close Libraries for Staff Day, Friday, April 26<sup>th</sup>.**

Motion made: Catharine

Motion seconded: JD

All in favor: Unanimous

- (3) **Succession Planning for Trustees** – JD’s term will be up at the end of 2019. He will not be asking to be renewed.
- (4) **Colville Annexation** – Lisa, Linda, Sarah, Amanda and Rick got together and discussed pros and cons of library annexation of the City of Colville from the Library District’s perspective. If the City of Colville chooses to annex and decrease the amount residents currently pay in city tax, it could make a tax-neutral possibility. If the City of Colville chooses to annex and the residents also see an increase in their taxes by adding a layer of taxation for the library, then it will be a harder to communicate this to city residents. Rick, Amanda, and Sarah (Colville Library Manager) will meet with Mayor Janke and City Council and City Board representatives on January 28<sup>th</sup> to continue this discussion.

**REPORTS**

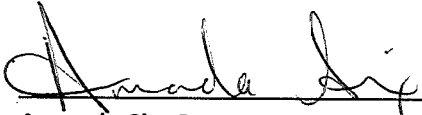
- (1) **Director's Report:** February 6<sup>th</sup> is Legislative day unfortunately this is not a good day for Trustees this year. When our representatives are home this summer Amanda suggested they make a point to invite them to an open house. **Attachment**
- (2) **Trustee/Liaison Report:** JD reported on the Foundation Meeting. Dolly Parton Imagination Library stats: 545 currently enrolled, 56 have graduated. Linda added that having books in the home elevates literacy of everyone in the home not just small children.
- (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

  
\_\_\_\_\_  
Rick Moore, Board Chair

4/19/19  
Date

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Conference Call**  
**January 9, 2018**

The meeting was called to order at 9:05 a.m. by Rick Moore. Present were Rick Moore, Chair; Lisa Wolfe, Vice-Chair; Linda Shaw, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Rebecca Moore, Administrative Assistant. Trustees JD Meacham and Catharine Whitby were absent from the call.

**AGENDA**

- **OPENING** – Rick welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – Move Resolution 01-2019 regarding a budget amendment to the January 24 Regular Meeting agenda. Add Reach Out & Read and Colville Annexation to Discussions.
- **ACTION ITEMS**
  - **2019 Mileage Rate (IRS has gone from \$.545 to \$.58)** – The Trustees discussed the increase and how it would affect the budget. The Board and Amanda discussed that if the increase creates a burden on the budget, then programming travel could be reduced. They called for a vote. Rick would also like to add mileage discussion to the February Webinar/Conference Call meeting agenda in regards to staff compensation.

**Motion made to accept the 2019 Mileage Rate \$.58.**


Motion made: Linda

Motion seconded: Lisa


All in favor: Unanimous

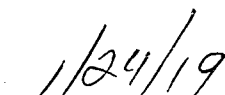
- **DISCUSSIONS**
  - **January 24<sup>th</sup> – Regular Board Meeting - Agenda Changes** – add Resolution 01-2019 Amendment to 2018 Budget to New Business
  - **Reach Out and Read** – Linda spoke to a doctor in Kettle Falls who is not yet participating. She asked Amanda how the program was going and wondered if there anything she could do to help. Amanda will check in with Dr. Katrina Gardiner to see if there is anything she needs help with and get an update to share at the meeting.
  - **Colville Annexation** – Rick attended the Colville City Library Board meeting in December as a Trustee liaison. The new Chair Bill Pifer is keen on making a recommendation to the City about annexation. Rick would like to meet with Amanda and come up with a white paper from the Library's point of view about the benefits for Colville citizens were they to annex. Amanda will email Rick, Linda and Lisa to set up a meeting as a first step in this process
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:36 a.m.

Respectfully submitted:

  
Amanda Six, Secretary, SCRLD

Accepted By:

  
Rick Moore, Board Chair

  
Date

**Next Conference Call/Webinar will be Wednesday, February 13<sup>th</sup> at 12:00 p.m. in Colville**

## Library Director's Report

January 24, 2019

### Information Sharing - Amanda

- January 9, at the Colville Library, Amanda attended an Open Data training conducted by Will Saunders from the Washington State Office of Privacy and Data Protection. Will is overseeing the State's Open Data project.
- Amanda continues to represent the Libraries of Stevens County at the Broadband Action Team meetings, held once a month.
- On January 14, Amanda met with representative from the Washington State Library, the Community Colleges of Spokane, and Mandy Walters, Library Director from the Pend Oreille County Library to discuss ways that we might implement an HS21+ program which helps people attain high school diplomas.
- Amanda attended the Libraries of Stevens County Foundation meeting on January 22 to discuss marketing, fundraising, and possible projects that the Foundation could help fund.
- Amanda will be meeting with representatives of the City of Colville and the Library District to discuss the procedure for, and the possibility of, annexation of the City into the Library District.

### Chewelah from Bryan Tidwell

- Chewelah keeps chugging along. I'm so grateful to have such a great staff! We've had some illnesses off and on the past few weeks, but they didn't bat an eye and stepped up to make sure our services stayed consistent. We've been quiet on the programming front the past few weeks with holidays and such, but things will pick up significantly with movie nights, raptors, fiber arts and even a special story time all coming up very soon this winter.
- Another reason I'm so grateful to have such a dependable staff is that it often frees me up to reach out into our community more. I've been to multiple board meetings in Addy and Valley in the past weeks, and have been watching closely the work being done in Chewelah to build a Creative District with help from the state Arts Commission (we've just submitted a collaboration agreement on this). My first meeting as part of the county Developmental Disabilities Board will be this week, and I'm looking forward to seeing what role the library can play through all of these connections in Stevens County.

### Colville from Sarah English

- We have had an unofficial writers' colony for the past several months and are now proud to announce that it has produced a published author. James Brickell's *The Lion In the Shadows* just came out, and he was full of excitement when he presented a copy for the collection.
- With the help of library staff sharing contact information and program dates, Angie put out the first of what will be a regular programming e-newsletter.
- We have begun earnest exploratory talks into the possibility of annexation, considering pros and cons. Stay tuned!

### Hunters from Megan Bush

- The Friends group at Hunters has decided to install several honor bookshelves at local businesses in Hunters and Fruitland. So far, we have confirmed bookshelf locations for Lora's Kitchen and the Hunters Post Office. The shelves were hand made by a local volunteer and I will stop by once a week or so to refill them. I think this will be a great way to reach out to our community and I am so thankful to have such a dedicated and innovative FOL group!

### Kettle Falls from Katy Pike

- Holiday Cheer: Jessica and Kristy did such a great job of planning the staff holiday party. I had fun!
- I now have two new staff members shared with CV! Raine is working at KF on Wednesdays and Anna is working on Fridays! They have just been great!

- Kettle River Raptor Rescue: We had Tina Matney from the Raptor Rescue bring two owls. I didn't realize how popular the program would be! We had at least 70 people.
- Afterschool art has been popular since we got back from holidays. We had 25 kids and about 6 adults.
- Leap into Science Balance kids program is planned for Wed. Jan. 23rd. Katie Park is scheduled to run the workshop.
- Pajama Jam Storytime is set for Thursday, Jan. 31st 6-7pm
- Feb. programming will be centered around "Responsible Pet Ownership". Staff district wide have sent some great photos of their favorite pets. I have also invited Colville Pet Hospital and Colville Pet Sanctuary to provide programs at our library branch.
- Librewery Trivia is set for Feb. 16th 3pm at Northern Ales.
- FOL: The Friends have rescheduled the annual tea. It will be Sat. April 13th. They are in great need of table hosts.
- We had a couple of issues since the last update to the Board: the men's room toilet overflowed the Thurs. before Christmas. We found out that the bathroom flooring is not level and the liquid did not drain into the floor drain as expected. It leaked through the opposite wall and into the hallway. Both Megan and Melinda were amazing at helping me clean up the mess. The second incident happened Jan. 10th. We had an intoxicated teen come into the library and become sick. Melinda did a great job dealing with the situation - all of this prompted the purchase of a carpet cleaner. :)

#### Lakeside from Brooke Golden

- Friends of Lakeside Library have a book sale planned for spring.
- Jesse is helping Jessica with tech projects and will be assigned website responsibilities once the website has been redesigned.
- Sally has been cataloguing many new DVDs, since we were able to purchase some new releases after the first of the year.
- Brooke offered storytime crafts over the holidays when she did not take a break this year, since the holidays fell on the days that they did. It was a fun little change of pace for a few weeks. I am going to try and incorporate a take home craft into storytime this year, once a month.

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

- Pretty quiet around here. Especially in the mornings and evenings. (It's cold out there!) And a lot of people are getting sick.
- However, tax season is already making itself known.
- And, when school gets cancelled, we are popular with the bored teens in the neighborhood.

#### Northport/Onion Creek from Siena Smith

- Exciting things happening in NP & OC! We will be offering to provide resource delivery to both schools, waiting on details to be worked out but I anticipate things will move forward.
- Also NP branch will be open on Friday afternoons tentatively 2-6pm. We will have a Pajama Jam story time with refreshments Friday Feb. 8th 5-6pm to celebrate our new hours.

#### Technology Report from Jessica Varang

- ExBabylon Meeting to discuss roles/relationship management and better communication for projects
- Implement savings onto checkout receipts

Title: CIZE  
Item ID: 34111507377138  
Due: 01/11/2019

You're currently saving  
\$371.90  
by using your library!

- Currently working with TLC and ExBabylon to figure out cataloging issue

- Currently working with ExBabylon and Becca to reconfigure and re-script our VOIP phone system, including the voicemails, routing, etc.
- Jesse is working on discovering On-the-Fly materials which were added and sitting on shelves but not properly cataloged (85), blocking patrons with fines over \$25 on a weekly basis, and holdings codes projects.
- Working to promote all library programs via Facebook/Instagram/Pinterest
- Coordinating details of project with UW Professor Jason Yip
- Finalizing WSL implementation of Lynda.com database (which will become LinkedInLearning in the spring)