

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**March 21, 2019**  
**Colville Public Library**  
**195 S Oak, Colville, WA 99114**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:15 a.m. by Chair Rick Moore. In attendance were Rick Moore, Chair; Lisa Wolfe, Vice Chair and Catharine Whitby, Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Administrative Assistant were also present. JD Meacham, Trustee and Linda Shaw, Trustee were absent from the meeting.

**VISITORS** – none

**GREETINGS** – Rick welcomed everyone to the meeting.

**PUBLIC COMMENT** – none

**AGENDA CHANGES** – none

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of February 21, 2019 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call Meeting of March 21, 2019 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 2/13-3/13/19 82 Vouchers total \$70,342.03  
Payroll Warrants February 2019 – 27 Direct Deposits for a total of \$72,855.11
- (4) Detailed Revenue & Budget Status Reports for February 2019.
- (5) The Director's February 2019 timesheets and accumulated vacation & sick hours were reviewed.

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

Motion made: Catharine

Motion seconded: Lisa

All in favor: Unanimous

**UNFINISHED BUSINESS**

- (1) **Review Draft of Inter-local agreement with North Central Regional Library System** – Nothing new to report. Will report again next month.
- (2) **Policy Review: 0015-300 Personnel Policy – Compensation** – Trustees reviewed the policy. Perhaps managers need to work on recording exchange time. Add an E column to timesheets for managers to add up regular time/exchange time to equal 8 hours a day. Edited 300.200 and leaving it open for further review.
- (3) **Colville Library – Planning for the Future** – Two recent meetings have brought forth conversation on more than just when/if annexation is happening but what is the overall future of the Colville Library and the current library building. Discovered that the city could sell the building for a small price if they chose – there is no law against it. Lisa asked about the possibility of a partnership with the Community College in Colville perhaps an additional branch. Amanda thought that was very intriguing.

- (4) **Staff Compensation** – Amanda sent out a 3 question survey for staff. Trustees discussed the responses and will work on their homework from the conference call and will discuss further at the work session on April 10.

**Motion made to move the Work Session (Conference Call/Webinar) in April to 10 am April 10, 2019.**

Motion made: Catharine

Motion seconded: Lisa

All in favor: Unanimous

**NEW BUSINESS**

**REPORTS**

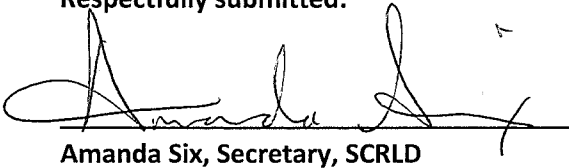
- (1) **Director's Report: Attachment**  
(2) **Trustee/Liaison Report:** Catharine is working on 2018 in review and will share when she has completed.  
(3) **Others:** none

**ADJOURNMENT**

The meeting of the Board of Trustees was adjourned at 1:05 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**  
**March 13, 2019**

The meeting was called to order at 10:05 a.m. by Rick Moore. Present were Rick Moore, Chair; Lisa Wolfe, Vice-Chair; Catharine Whitby, Trustee; JD Meacham, Trustee; Linda Shaw, Trustee; Amanda Six, Director and Janet Eide, Business Manager. Administrative Assistant Becca Moore was absent from the call.

**AGENDA**

- **OPENING** – Rick welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** - none
- **DISCUSSIONS**
  - **March 21<sup>st</sup> – Regular Board Meeting - Agenda Changes** – none
  - **Staff Compensation Update** – After checking with the state auditor we are unable to use our credit card rewards for staff gift cards as it would be considered gifting of public funds. Amanda has not heard back from many other libraries with feedback, in part because many library systems have employee unions and are less flexible about being able to offer these types of incentives. However, the Whitman County Library District shared that staff who have capped out on their sick leave hours (480), can choose to accrue a ½ time of vacation if sick leave is not used that month. We will need to come up with a minimum amount of sick time that staff should keep, perhaps ask the staff what they think is a good amount. Amanda asked the Trustees to think about when they would like to implement this. First need to do a cost analysis, think about what the hidden costs are. Talk more about the process. What should the sick leave conversion rate be? What items should be offered every year and what should be offered increasingly every three years? Rick suggested before the Board meeting next week that Trustees do a little homework to answer these questions. JD suggested it be a topic at all staff day. Amanda will send out a mini survey ahead of time to ask the staff some questions and for feedback and report back at the Board meeting next week. Rick reminded everyone that these benefits will most likely be offered in lieu of a raise. If possible some years a raise may be an option as well but with rising costs it is impossible to keep giving raises with the Districts current revenue. Perhaps do away with step increases all together and have the Trustees review and set the salary scale every year. The April “Webinar” meeting will be to discuss all these compensation items and nail down specifics. Linda asked how many staff are behind in steps? Janet will look and report back. Trustees requested to move the webinar to 10:00 a.m. from noon on April 10th.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 10:48 a.m.

Respectfully submitted:

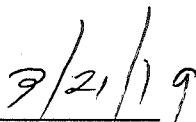


Amanda Six, Secretary, SCRLD

Accepted By:



Rick Moore, Board Chair



Date

Next Conference Call/Webinar will be Wednesday, April 10<sup>th</sup> at 10 a.m. in Colville.

## Library Director's Report

March 21, 2019

### Information Sharing - Amanda

- Amanda, Jessica, and Bryan meet with two professors and a PhD student from the University of Washington ISchool who are doing a study on human-centered design with regards to STEM programming. They are conducting some studies in the Seattle area and in southern California and have chosen Stevens County as a "rural sample." We will be working with them in the fall on some programming at the Chewelah Library.
- Amanda and Sarah attended a Colville annexation meeting with City Council, Improvement Club, and City Library Board members. The result of the meeting was to develop a future planning committee for the Colville Library.
- We have had many applications for the Library Assistant 1 position and will be doing interviews next Tuesday.

### Chewelah from Bryan Tidwell

- Bryan has been on a two-week vacation to Washington DC through the middle of March.
- Matt Varang is about to graduate from the Community Colleges of Spokane with an AAS Library Information Services Degree! We are all very proud of him!
- Katie has been helping to take the lead system-wide on our Virtual Reality programs, sponsored by the Washington State Library.

### Colville from Sarah English

- March is shaping up to be a mysterious month in Colville. Anja started us off with a murder mystery event, with clues posted throughout the basement. Attendees made notes as they used their observation and deduction skills to figure out who did it. Angie continued the theme with a forensics event the next week where participants learned about ways that doers of dastardly deeds are caught and had their own fingerprints taken (so now they are all on their best behavior!). Both Angie and Anja are working on making these programs available to other locations in a kit format.
- We are also exploring new worlds as Lisa leads us on journeys through virtual realities. So far the most popular program has been the introductory one, where users meet dinosaurs and look over the edge of a skyscraper and work alongside animated characters.
- Women's history month with local poet Lynn Schott on March 20 at 5:30. This has turned into an annual event, which we look forward to every year.
- With the departure of Raine to Portland and several staff members taking some time off, we are discovering that though it is possible to keep the location running with just three staff members it is not sustainable over the long term. We are grateful to old-timers Julane and Kathy for jumping back in to the swing of things and subbing for us.

### Hunters from Megan Bush

- There is lots happening at Hunters lately - the hours are changing on 3/15 to 10-4 (instead of 12-5), which many of my patrons are very excited about! To celebrate this big change, my FOL group has agreed to sponsor some refreshments (coffee, cookies, etc) for a 'Grand Re-Opening' on Wednesday, April 3rd at 10am. Katy and Amanda were so fast to review my request for a change of hours and all this came together very quickly; which is so awesome! I'm excited to be able to better serve my community with more convenient hours at the library.
- I was able to meet with the Technology Coordinator at Columbia School on Friday, March 8th and confirmed two dates (so far) for Virtual Reality programming at the school. Once school is back in session after spring break, I will reach out again to see if they'd like to schedule additional dates for VR. I owe Katie Park a huge THANKS for being so willing to bring this cool program all the way over the mountain!
- The Kids Craft Club and Bullet Journal are my two ongoing programs at the moment and they're both going well. Thankfully, I've had volunteer help with Kids Craft Club as it can be a little overwhelming with all the kids needing help with glue, etc. It's been a lot of fun.

- The agreements have been finalized and the locations added to our circ system for the School Resource delivery at Evergreen School. This program has been fairly successful at Columbia so far and I'm looking forward to bringing this to Evergreen. BIG shout out to Katy, Amanda, and Jessica for getting this off the ground!
- Becca has been an enormous help to me lately in getting some much needed new shelving for Hunters (which I'm picking up in Loon Lake this week!) and I am so grateful. Like all the other branches, DVDs are the big pull here, so I've ordered another large cart for movies that will be easier for patrons to browse than the smaller carts I have set up now. My husband is going to help me get everything set up so I'm very glad to have his assistance.

### Kettle Falls from Katy Pike

- Librewery Trivia is set for April 6th 3-5PM at Northern Ales. Please come!
- All the best laid plans of mice and librarians don't work out because of staffing changes. However, thanks to Lisa and Anna, I am set for 2 programs at the very end of the month. Virtual Reality and a teen break out box.
- After school art had 2 cancellations due to Donna's being gone for a family emergency.
- Family Prime Time: CV received this grant last year to provide literacy intervention nights through the HumanitiesWA. However, due to low recruitment, Sarah got permission to split this program between CV and KF. So I will be promoting and planning for Family Prime Time with Sarah in March. Roll out (if we have enough families signed up) will be Wednesday nights April 10-May 15th.
- The Friends has rescheduled the annual tea for Sat. April 13th. Please let me know if any of the board would like to attend. There might be open spots for this fundraising event.
- Vandalism: It still continues. I had to deal with graffiti on the front and back part of the building. I also had to scrape off toilet paper wads on the ceiling in the men's bathroom and lastly an energy drink poured into the library book drop. All these are symptoms of a restless group of teens. :( I was promised outdoor security cameras on the building this Spring.
- Landscaping is set for the first full week of August with Long Irrigation.
- Melinda and I helped a college student pass a class. She didn't have enough people to attend her final 5 min. speech for Art History, so we sat for her presentation.

### Lakeside from Brooke Golden

- Friends of Lakeside Library are preparing for their Spring Book Sale on April 13th
- At a recent Friends meeting, the group voted to fund potted flowers, prizes for Peeps contest, purchase books for the local Christmas toy drive, buy Easter treats for storytime, and several other projects
- The Mobius Passes have been consistently checking out, and people are very appreciative of the generosity of the Friends in purchasing the passes
- Jesse and Sally continue to work on district level projects when they have quiet time in the branch. Jesse is now working at Loon Lake on Mondays, taking a shift from Chuck
- Tim Woods is going to build another raised bed in the back of the library so that we can increase the size of our children's garden. It was such fun last summer!!
- Oh, I am doing another Fairy Tea Party, partnering with the elementary school librarian who took all my fairy stuff a couple years ago. She is doing two for the school kids and I am doing one for mostly my storytime kiddos and patrons.

### Loon Lake from Kristy Dyck

- Pretty quiet at Loon. We feel like the weather complaint board; just here to field people's dissatisfaction with this winter. At least they still include us in their survival rations, when they do make it out.
- The big exception has been in the children's programming. Jessica had 10 kids here for the rock painting craft. A handful of bookworm makers at our craft club, and a roomful of girl scouts to see the 3D printer in action. It helps the moral of everyone to have a room full of gigglers!

### Northport/Onion Creek from Siena Smith

- Northport has been very busy lately! The community is embracing our new hours on Friday and I have had a lot of positive feedback about the extended hours.
- We have delivered students applications to both schools, NP & OC! We are excited to create student cards and start delivering library materials!
- Clifford is doing story time on Tues at the NP school with the preschool. I will also read "stories" to the kiddos at OC, not exactly a full story time but will also bring a "traveling book display" with me.
- At some point in the near future, we will offer a once a month craft program for the younger kiddos and may try introducing a teen book club. Exciting stuff happening at NP!

### Technology Report from Jessica Varang

- Working with Jesse to finalize borrower purge, finish up Borrower Types, Holdings Codes, and starting Rules Profiles/Rules Links: we are also in process of updating teen cards who are above 18 years of age
- Once the above processes are complete, we will be much closer to being able to upgrade to the newest TLC software 5.x, which includes an upgrade to our Cataloging module
- Coordinating Virtual Reality schedules for social media promotion
- Lynda.com training for staff and promotional launch for April
- Website content production with Jesse
- Parking lot management with Kristy/Amanda/ (flooding)