

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
April 18, 2019
Lakeside Library
5919 Hwy 291, Ste. 2, Nine Mile Falls, WA 99026

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:05 a.m. by Chair Rick Moore. In attendance were Rick Moore, Chair; Catharine Whitby, Trustee; Linda Shaw, Trustee and JD Meacham, Trustee. Amanda Six, District Director and Becca Moore, Administrative Assistant were also present. Brooke Golden, Lakeside Library Manager joined during the meeting. Lisa Wolfe, Vice Chair and Janet Eide, Business Manager were absent from the meeting.

VISITORS – none

GREETINGS – Rick welcomed everyone to the meeting.

PUBLIC COMMENT – none

AGENDA CHANGES – Add Leave without Pay policy 400.500 to New Business

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of March 21, 2019 were reviewed.
- (2) The minutes from the Board of Trustees Work Session Meeting of April 10, 2019 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 3/20-4/3/19 52 Vouchers total \$49,181.17
Payroll Warrants March 2019 – 29 Direct Deposits for a total of \$73,982.42
- (4) Detailed Revenue & Budget Status Reports for March 2019.
- (5) The Director's March 2019 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 will be meeting with Barbara Walters in Keller the first week in May. They have changed their name to North Central Washington Library and created a new strategic plan. Amanda hopes to have more to report in May.
- (2) **Policy Review: 0015-300 Personnel Policy – Compensation** – Table until May.
- (3) **Colville Library – Planning for the Future** – Nothing new to report this month. Possibly create a basic needs assessment for the District in the near future. JD feels it should be a job we give to the Foundation to go out and find funds for a Library consultant to complete this assessment. JD asked Amanda to talk to the PLA, ALA or ARSL and ask what monies they have to fund a consultant for a needs assessment.

- (4) **Staff Compensation** – Trustees reviewed and discussed the draft spreadsheet Amanda created for alternative staff compensation. They suggested some edits and commended Amanda on putting all the information down in spreadsheet form. Rick requested a table to compare the current accrual of vacation versus the suggested new steps of vacation accrual depending on years of service. Amanda will put together a table for both full time staff and a 20 hour staff member.

NEW BUSINESS

- (1) **Policy Review: 0015-400.500 Leave without Pay** – Trustees reviewed, edited and updated this policy to allow leave without pay.

Motion made to accept policy 0015-400.500 Leave without Pay with the most recent revisions.

Motion made: Catharine

Motion seconded: Linda

All in favor: Unanimous

REPORTS

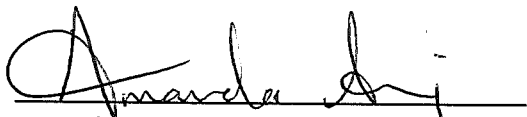
- (1) **Director's Report: Attachment**
(2) **Trustee/Liaison Report: none**
(3) **Others: none**

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 1:56 p.m.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Rick Moore, Board Chair

5/16/19
Date

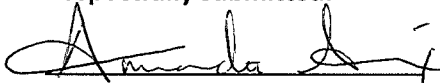
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
April 10, 2019

The meeting was called to order at 10:15 a.m. by Rick Moore. Present were Rick Moore, Chair; Lisa Wolfe, Vice-Chair; Catharine Whitby, Trustee; JD Meacham, Trustee; Linda Shaw, Trustee and Amanda Six, Director. Janet Eide, Business Manager and Becca More, Administrative Assistant joined via conference call.

AGENDA

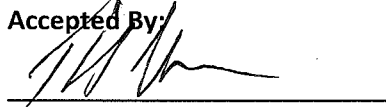
- **OPENING** – Rick welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** - none
- **DISCUSSIONS**
 - **April 18th – Regular Board Meeting - Agenda Changes** – none
 - **Staff Compensation Work Session:**
 - Develop two complimentary compensation packages: salary (based upon job descriptions with increased responsibility) and perquisites (based upon longevity)
 - Should there also be a salary step piece increase for longevity?
 - Should managers be re-classified by location and assigned duties?
 - All positions would have an introductory salary level for 6 months – managers could work up job descriptions and Amanda will do some math
 - Yearly salary review – budgetary discussion, is an across the board raise possible or to a specific classification, annual review for specific classification, is there a disparity between job classifications that needs to be addressed
 - Should we lower our cap on sick leave payout? – it is currently 960 hours
 - What is the minimum sick leave to keep when converting time is available? Is 2 weeks a good number?
 - Leave without pay – staff will continue to work on revising this policy such that it can be used prior to vacation and sick leave being exhausted – new staff can't use in introductory period – Amanda will work something up for meeting next week.
 - How much time can you take off before it impacts payment to insurance? Is there a specific number? Our current policy states that is can be no longer than 5 days.
 - Converting sick leave to vacation leave - need an initial rate, incremental rate, and budgetary thoughts
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 12:12 p.m.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Rick Moore, Board Chair

4/19/19

Date

Next Conference Call will be Wednesday, May 8th at 9 a.m.

Library Director's Report

April 18, 2019

Information Sharing - Amanda

- We said goodbye to Sally Cooper this month. Sally has worked for the Libraries of Stevens County for 12 years and was a tremendous asset to our organization.
- With Sally's departure, management staff have worked across three locations (Chewelah, Loon Lake, and Lakeside) to rethink staffing levels and work assignments). In the first wave of these changes, a 20-hour LA1 position that will have hours at both Chewelah and Loon Lake will be advertised this week. An internal-hire LA2 position with hours in Chewelah and Lakeside has been opened to staff.
- Amanda attended the ribbon cutting of the Reach Out and Read project at the medical clinic in Colville. In attendance were community funders that included Colville Rotary, Colville Library Improvement Club, Libraries of Stevens County Foundation, and the Colville School District.

Chewelah from Bryan Tidwell

- Chewelah had a surprisingly dull spring break as far as attendance numbers, but we've been VERY busy the last couple of weeks.
- Our VR programming has caught the eye of most of the community, and we were even featured on the front page of the Independent a couple of weeks ago, and I was invited to bring VR to KCHW, too.
<https://chewelahindependent.com/chewelah-libraries-vr-program-takes-people-into-different-realms/>
<https://www.youtube.com/watch?v=YJ55sX3GozU>
- We've also been working closely with the Independent on our annual Flash Fiction contest (entries are due Thursday at 6 if anyone on the board wants to enter!). We had over 100 people in our building during our event with the Kettle River Raptor Center (about 60+ for the program), and all of our programming has seen success so far this spring.
- Outreach in the area continues to be positive, and I was able to attend a meeting at the Addy Grange that is working on re-opening its doors.

Colville from Sarah English

- We have a new smiling face at the front desk! Debbi Esvelt will be joining us on Mondays. She is a gardener and motorcyclist and has some counseling knowledge and bar-tending experience. We look forward to working with her.
- Two Colville staff members, Anna Keating and Lisa Vos (joined by Jessica Varang from Admin) will be representing us at the OLA/WLA joint conference this month. We send them wishes for safe travels and an enriching experience.
- Thanks to support from the Improvement Club, we have 12 new talented felters in Stevens County. They learned the craft from Dean Hyden, a local shepherd, who brought wool from his own sheep for the artisans to craft into pouches.
- Two more talented folks, Mayor Lou Janke and Councilwoman Anne Lawson, successfully navigated the virtual world (photos attached). They joined dozens others to explore space (in training for our summer reading Universe of Stories, no doubt!), summit Everest and tour the White House.



Hunters from Megan Bush

- Hunters hours have officially changed and the patrons here are loving the switch! On average, I've had about a dozen people come in before noon, and quite a few people have commented on how much they appreciate the morning hours. So far, so good!
- I was sick all last week and want to recognize Katy for being flexible and understanding. We've been short staffed with Raine's departure and it was a terrible time to fall ill, but Katy handled it like a champ and I was able to get some much needed rest and recovery time.

Kettle Falls from Katy Pike

- Debbi started this month. She is just great and will be a wonderful asset for KF landscaping.
- The Friends of the Library Tea raised about \$2000.
- We had some marshmallow peeps dioramas turned in. Winners will be announced Friday!

Lakeside from Brooke Golden

- The Friends of Lakeside Library held their Spring Used Book Sale this past Saturday. The sale was a big success!
- For the second year, the Friends are putting together "swag bags" for the Kindergarten Experience. Incoming kindergartners get to ride the bus, attend class and meet the teachers on this one afternoon. The Friends are putting together bags with library information, bookmarks, sticker and a book for each child.
- The Friends also purchased books from the school book fair to put away for the local Xmas toy drive, which they have contributed to for several years.
- Matt is taking the Virtual Reality show to the high school Thursday night for Science and Arts Night. The school district is super excited about this opportunity.
- Brooke partnered with the school librarian to host a fairy tea party at the elementary school a couple Saturdays ago. Young library patrons attended and a marvelous time was had by all. The cuteness was over the top!!!!

Loon Lake from Kristy Dyck

- The summer residents are starting to show up already. It must have been a long winter everywhere!
- Virtual Reality has been a hit so far. Word is spreading and people are very intrigued and excited to give it a try. And, let me just say that having had the chance to 'climb mount Everest' has made me a VR fan for life!

Northport/Onion Creek from Siena Smith

- Northport is starting our "craft club" for after school kiddos once a month. We will start with rock painting this Friday.
- VR will make its first stop at Northport tomorrow!
- At some point, we will try out a "teen night" or teen book group.
- The snow is gone, yah! and the lilacs are starting to bloom.
- We did lose our cleaning lady who has been there for several years, but sounds like Clifford has a good replacement. 😊

Technology Report from Jessica Varang

- Jessica attended the Microsoft MakeCode Arcade training
- Jessica is attending the WLA/OLA conference
- Virtual Reality & kids craft club programs
- ExBabylon meeting to discuss future server migration and budgeting