

**STEVENS COUNTY RURAL LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
December 17, 2009
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 4:05 p.m. by Tracey Rice. In attendance were Trustee, Keith Reilly & Melissa Stalp. Bill Swartz attended by telephone. District Director Amanda McKeraghan and Business Manager Kathy Weber were also present. Krista Ohrtman, Manager of the Kettle Falls Library arrived at 4:25

VISITORS - None

AGENDA CHANGES - None

PUBLIC COMMENT - None

ACTION ITEMS

(a) The minutes from the Board of Trustees Work Session and Regular Meeting of November 19, 2009 were approved as corrected. A typing and grammar error was noted.

(b) The following vouchers and warrants were approved for payment: Accounts Payable Voucher Numbers 900851 through 900911 for a total of \$30,481.26 certified on the following dates:
(att.#1)

November 11, 2009 - 900851 through 900872 for \$7,354.62
November 23, 2009 - 900873 through 900875 for \$13,884.40
December 3, 2009 - 900876 through 900911 for \$9,242.24

(c) Payroll Warrants November 2009 Direct Deposit #54841 through #54864 for the total of \$48,582.55 (att.#1)

(d) The 2009 November budget status & revenue reports were reviewed.
(att.#2)

(e) The Director's November 2009 time sheet was reviewed. (att.#3)

Motion made to accept the consent agenda approval as submitted.

Motion made: Keith
Motion seconded: Melissa
All in favor: Unanimous

UNFINISHED BUSINESS:

Creation of a Library Foundation - Tracey Rice reported that she has completed the final application for the IRS. She met with Keith Reilly

who is assisting her. A draft of the completed Articles of Incorporation will be distributed to Foundation Board Members.

Lake Spokane Fusion Center Update - Amanda reported that there has been no new news about the ARRA grant application submitted for the Fusion Center project. Nationwide, some winning applications have been announced, but the NTIA reported that they will continue to make announcements of winning applications through February 1, 2010.

Education & Training Policy #26 - Motion to accept the revised policy as submitted. (att#4)

Motion made: Keith
Motion seconded: Tracey
All in favor: Unanimous

Director's Salary - Motion made to increase the Directors salary to Step 1 \$5,773.73 per month starting January 1, 2010. The salary scale will be six steps with a 3% increase between steps.

Discussion: The Board discussed the salary of the Director's position in comparison to Directors from comparable size and type of libraries in Washington State. It was determined that the current salary was well below the state average. The Board noted that being able to recruit and keep excellent employees is the cornerstone of a public library and that they must be fairly compensated for their work.

Motion made: Keith
Motion seconded: Melissa
All in favor: Unanimous

Library Assistant I - Motion made to increase the step 1 scale by 5% starting January 1, 2010.

Discussion: The Board discussed the salary of the Library Assistant I position in comparison to comparable jobs from comparable size and type of libraries in Washington State. It was determined that the current salary was well below the state average. Amanda also noted that staff are expected to maintain a high level of professionalism and to continue on-going training and education. The salary increase reflects the high expectations of all staff.

Motion made: Keith
Motion seconded: Melissa
All in favor: Unanimous

Library Assistant II - Motion made to increase the step 1 scale by 5% starting January 1, 2010.

Discussion: The Board discussed the salary of the Library Assistant II position in comparison to comparable jobs from comparable size and type of libraries in Washington State. It was determined that the current salary was well below the state average. Amanda noted that the Library Assistant II position has high levels of responsibility and includes supervision duties.

Motion made: Keith
Motion seconded: Melissa
All in favor: Unanimous

Resolution 03-2009 - 2010 Salary & Wage Scale - Motion made to accept the Resolution including the Director and the Library Assistant I & II wage increases. (att#5)

Discussion: The Board agreed that the Director should start at Step 1 of the new wage scale. All wage changes will be effective January 1, 2010.

Motion made: Keith
Motion seconded: Melissa
All in favor: Unanimous

Resolution 06-2009 - 2010 Meeting Dates & Locations - Motion made to accept the chosen dates & locations. The meeting start time will stay at 4:00 pm. (att#6)

Motion made: Keith
Motion seconded: Tracey
All in favor: Unanimous

NEW BUSINESS:

2010 Holiday Closers - Motion made to set the following as Holidays, New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day and Christmas Day along with four Personal Leave Days. (att#7)

Motion made: Keith
Motion seconded: Melissa
All in favor: Unanimous

Election of Officers - Motion made to elect Keith Reilly Chair and Tracey Rice as Vice Chair.

Motion made: Bill
Motion seconded: Melissa
All in favor: Unanimous

CORRESPONDENCE:

Letter received from the City of Colville acknowledging an automatic renewal of the Interlocal Agreement for another year.

REPORTS

Director's Report (att#8)

Handouts included

November Circulation Stats (att#9)

ADJOURNMENT

The regular meeting of the Board of Trustees was adjourned at 5:37 p.m.

Motion made: Tracey

Respectfully submitted:

Amanda McKeraghan, Secretary, SCRLD

Accepted by:

Keith Reilly, Board Chair

Date