

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MAY 19, 2009

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held May 19, 2009 in Meeting Room A of the Downtown Spokane Public Library, 906 West Main Avenue, Spokane, WA, following a special meeting at the same location. Jacob Laete, Chair, called the meeting to order at 5:04 p.m. and welcomed guests in attendance.

PRESENT:

Jacob Laete - Chair
Tim Hattenburg - Vice-Chair
Frank W. Payne - Trustee
Ann Apperson - Trustee
Mary E. Lloyd - Trustee

Michael J. Wirt - Director and Secretary
James C. Sloane - Legal Counsel

EXCUSED:

Also Present: Linda Dunham and Ellen Miller, Branch Services Managers; Andrea Sharps, Collection Services Manager; Bill Sargent, Business Manager; Beth Gillespie, Communications Specialist; Stacey Goddard, Adult Services Supervisor; Kristy Bateman, Librarian; and Pam Davis, Administrative Assistant.

AGENDA APPROVAL

Mr. Payne moved and Mr. Hattenburg seconded to approve the agenda.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF APRIL 21, 2009 REGULAR MEETING MINUTES

Mr. Laete called for corrections to the April 21, 2009 regular meeting minutes. There being no corrections, the minutes stand approved as written.

APPROVAL OF APRIL 2009 BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Ms. Apperson seconded approval of the April 2009 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 34891 through 35067 totaling	\$ 476,835.94
	Payroll numbers: 34982PR and 35066PR totaling	\$ 313,492.02

Total \$ 790,327.96

The motion was unanimously approved.

NEW BUSINESS

DISPOSAL OF SURPLUS PROPERTY POLICY. Ms. Apperson moved and Ms. Lloyd seconded that the Disposal of Surplus Property Policy be revised as presented.

Business manager Bill Sargent reviewed the policy and recommended several minor changes which are mostly editorial or for purposes of clarification. The only substantive revision is an increase of two threshold amounts from \$1,000 to \$5,000.

At the meeting, Mr. Sargent replied to several questions and noted the revision that emphasizes donating surplus equipment when appropriate. There was no public comment.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

CITY OF AIRWAY HEIGHTS CONTRACT FEE

Mr. Laete opened discussion to determine whether to consider the request for a reduction in the City of Airway Heights 2009 and 2010 contract fees and provide direction on acceptable terms. He reviewed the options suggested by Mr. Wirt and there was considerable discussion related to the issue. Mr. Wirt provided background information and District legal counsel James Sloane answered questions. Contrary to expectations, Airway Heights' city manager Albert Tripp didn't attend the meeting to support his request.

Following discussion, Mr. Payne moved and Mr. Hattenburg seconded to authorize Mr. Wirt to present the following general terms that the Board feels are equitable, consistent with precedent, and legal for inclusion in an interlocal agreement for approval by both the Airway Heights City Council and the District Board.

1. City placement of a proposal before Airway Heights voters in the November 2009 General Election to annex into Spokane County Library District. If approved, the District's property tax levy would therefore be collected from property owners beginning in 2011.
2. Reduce the 2009 contract fee by an amount equal to the fair market value of the city-owned library site, determined by independent appraisal, with title to the property transferred to the District within a specified time period after execution of the interlocal agreement.
3. Defer the remainder of the 2009 contract fee owed and 50% of the 2010 fee for a period of up to two years with three equal annual payments beginning in 2011, the third year.
4. If there isn't a successful annexation into the District prior to August 1, 2010, the balance of the 2009 and 2010 fees would be due in 2011 and the full contract fee for 2011 and future years would be paid.

The motion was unanimously approved.

In addition, there was consensus by the Board to delay the second quarter 2009 payment due by May 31 until the interlocal agreement is in place or the District is notified that the city no longer wishes to pursue its contract fee proposal. It's the Board's desire that an interlocal agreement be drafted for its approval no later than its July 21 regular meeting.

FUTURE BOARD MEETING AGENDA ITEMS

A list of potential agenda items tentatively scheduled for future meetings was distributed prior to the meeting. Mr. Laete reminded of the special board meeting scheduled for Saturday, June 13 that will be a workshop on library capital facilities master planning. He also reviewed dates and locations of upcoming meetings. An upcoming meeting location change to the Otis Orchards branch will be taken under consideration due to an inquiry from Ms. Lloyd.

REPORTS

TRUSTEES

Mr. Payne asked about dates of upcoming Friends' groups meetings with interest in visiting the Airway Heights and Medical Lake groups. Ms. Dunham reported that the Airway Heights Friends are scheduled to meet June 4 at noon, but the Medical Lake Friends do not have a meeting currently scheduled.

Ms. Lloyd inquired if the District produces a flyer that lists all Friends' groups upcoming booksales. Communication specialist Beth Gillespie responded that they generally provide their own flyers.

DIRECTOR

The Director's written report provided prior to the meeting included information on the following topics: Library Services – April customer use measures and branch services reports; Collection Services – collections, technical services; Administration – Hastings Road property demolition, City of Airway Heights contract fee, 2009 legislative session, West Plains annexation meeting, Federal stimulus funding, swine flu precautions; Professional and Community Activities; Communications; Human Resources; Information Technology; and Finance, Facilities, & Purchasing.

At the meeting, Mr. Wirt had no additions to his written report. Mr. Laete commented that the Hastings Road property demolition appears to be completed.

FISCAL

Revenue and Expenditure Statement through April 30, 2009.

<u>Fund 001</u>		
Revenues	\$	4,384,210
Expenditures	\$	3,318,037
Ending Fund Balance	\$	3,366,861

Fund Budget Expended

33.01%

Mr. Sargent reported that the 2008 final financial statements were sent to the state auditor this week. In addition he noted that the 2007/2008 audit will take place in June, with Martin Kittridge, who is experienced with reviewing District financial records, performing the audit.

OVERVIEW: RELATIONSHIPS WITH COMMUNITY ORGANIZATIONS

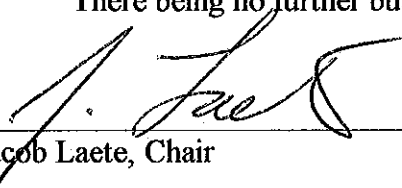
Branch services manager Linda Dunham's introduction to the overview reminded that the District's mission is to connect resources with people. With that in mind, adult services supervisor Stacey Goddard and librarian Kristy Bateman described the District's efforts to develop formal and informal relationships with community organizations in our service area. Their presentation included a list of both youth and adult organizations where community partnerships have been established.

PUBLIC COMMENT

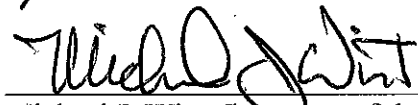
There were no public comments.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:55 p.m.



Jacob Laete, Chair



Michael J. Wirt, Secretary of the Board of Trustees