

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: DECEMBER 21, 2010

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held December 21, 2010, in the public meeting room of the Argonne Library, 4322 North Argonne Road, Spokane, WA. Chair Jacob Laete called the meeting to order at 4:00 p.m. and welcomed guests.

PRESENT:

Jacob Laete - Chair
Tim Hattenburg - Vice Chair
Ann Apperson - Trustee
Daniel Davis - Trustee
Mary E. Lloyd - Trustee
Michael J. Wirt - Director and Secretary

Also Present: Paul Eichenberg, Human Resources Manager; Priscilla Ice, IT Manager; Patrick Roewe, Branch Services Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Branch Services Manager; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

Mr. Hattenburg moved and Ms. Lloyd seconded to approve the agenda.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF NOVEMBER 16, 2010, REGULAR MEETING MINUTES

Mr. Laete called for corrections to the November 16, 2010, regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF NOVEMBER 2010 BILL PAYMENT VOUCHERS

Ms. Apperson moved and Mr. Hattenburg seconded approval of the November 2010 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 38487 through 38660 and CC0007 and W00011-13 totaling	\$ 419,230.52
	Payroll numbers: PR1110201 and PR11242010 totaling	\$ 306,386.61
	Total	\$ 725,617.13

There were no questions or comments.

The motion was unanimously approved.

UNFINISHED BUSINESS

2011 BUDGET.

2011 REVENUE & EXPENSES: DIRECTOR'S FINAL BUDGET MESSAGE. Mr. Wirt reported there were few changes from the 2011 budget presentations in October and November. In response to questions, he clarified and confirmed the state Department of Labor and Industries confirmed the minimum wage increase to be 1.4%, all but \$4,000 of this increase was already included in the October budget, and the cost for inclusion of 3.9 FTEs for branch staffing is in addition to current staffing levels to help ensure SCLD has adequate staffing when needed; a second and new IT support position is to better manage ever-increasing technology. Business Manager Bill Sargent explained what's meant by annualizing 2010 expenses for 2011.

There were no other questions or comments.

REVISING THE 2010 BUDGET (RESOLUTION NO. 10-11). Ms. Lloyd moved and Mr. Davis seconded that Resolution No. 10-11, Revising the 2010 Budget, be approved.

RESOLUTION NO. 10-11

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REVISING THE DISTRICT'S FINAL 2010 BUDGET ADOPTED ON DECEMBER 15, 2009, WITH RESOLUTION NO. 09-08 AND SUBSEQUENTLY REVISED WITH RESOLUTION 10-04; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

The Bond Redemption Fund remaining balance, \$2,554, will be transferred to the General Operating Fund. Contrary to the previous recommendation, it is not essential to dissolve this fund, as it can be retained with a \$0 balance until needed for any future District bond debt service. The Capital Reserve Fund remaining balance, \$883,205, will be transferred to the Capital Projects Fund; Resolution No. 10-12 dissolves the fund. The Construction Fund will be renamed the Capital Projects Fund, with the transfer of the Capital Reserve Fund remaining balance, \$883,205, to create an Estimated Ending Committed Fund Balance of \$891,074.

There were no questions or comments.

The motion was unanimously approved.

DISSOLVING THE CAPITAL RESERVE FUND (RESOLUTION NO. 10-12). Mr. Davis moved and Ms. Apperson seconded that Resolution No. 10-12, Dissolving the Capital Reserve Fund, be approved.

RESOLUTION NO. 10-12

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, DISSOLVING THE CAPITAL RESERVE FUND AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Because of changes to Governmental Accounting Standards Board (GASB 54) changes, reported and reviewed by Business Manager Bill Sargent at the November meeting, the Capital Reserve Fund remaining balance, \$883,205, will be transferred to the Capital Projects Fund, effective immediately upon adoption and approval of Resolution 10-12.

There were no questions or comments.

The motion was unanimously approved.

ADOPTING A 2011 FINAL BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION No. 10-13). Mr. Laete moved and Mr. Hattenburg seconded that Resolution No. 10-13, Adopting a 2011 Final Budget, be approved.

RESOLUTION NO. 10-13

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2011 FINAL BUDGET; SUPERCEDING THE 2011 PRELIMINARY BUDGET ADOPTED ON NOVEMBER 16, 2010, WITH RESOLUTION No. 10-09; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY, PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

The Director's Final Budget Message summarized the entire budget and explained the small increase in the property tax revenue estimate, the beginning fund balance and the Estimated Ending Unassigned Fund Balance. There were no other changes to the preliminary budget adopted at the November 16, 2010, regular meeting.

General Operating Fund Revenues total \$11,488,067; expenditures total \$10,816,620. The Estimated Unassigned Ending Fund Balance 12/31/11 is \$1,710,807. Capital Projects Fund Total Revenues and Transfers In is \$421,660; Total Expenses and Transfers Out are zero, and the Estimated Ending Committed Fund Balance 12/31/2011 is \$1,312,734.

There were no questions or comments.

The motion was unanimously approved.

NEW BUSINESS

DISTRIBUTION OF COMMUNITY-INTEREST INFORMATIONAL MATERIALS POLICY. Mr. Hattenburg moved and Ms. Lloyd seconded that the Distribution of Community-Interest Informational Materials Policy be reaffirmed as written.

There were no questions or public comments.

The motion was unanimously approved.

2011 BOARD OF TRUSTEES MEETING LOCATION AND SCHEDULE. Ms. Apperson moved and Mr. Davis seconded that the 2011 Board of Trustees meeting dates and locations schedule be adopted.

Mr. Laete noted the schedule includes meetings at four branches other than the Argonne Branch and also lists the dates of special meetings and upcoming conferences. The PNLA Conference will be held in Spokane this year on August 3-5, and will be added to the schedule.

There were no questions or public comments.

The motion was unanimously approved.

2011 BOARD OF TRUSTEES OFFICERS ELECTION. Mr. Davis nominated Mr. Hattenburg to serve as chair and Ms. Lloyd to serve as vice chair for the 2011 calendar year. Ms. Apperson seconded the nominations. Both candidates expressed their willingness to serve and there were no other nominations.

The elected officers will serve from January 1, 2011, through December 31, 2011.

There were no questions or public comments.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

LIBRARY LEGISLATIVE DAY TRUSTEE ATTENDANCE

Mr. Wirt provided details and following brief discussion, it was decided Ms. Lloyd and Mr. Laete will attend Library Legislative Day with Mr. Wirt in Olympia, WA, on Friday, February 4, 2011. Mr. Hattenburg will not be available to attend.

FUTURE BOARD MEETING AGENDA ITEMS

A list of potential agenda items tentatively scheduled for future meetings was distributed prior to the meeting. Mr. Laete reviewed upcoming meeting locations. Mr. Hattenburg and Ms. Lloyd confirmed at this time, each is available for all meeting dates.

REPORTS

TRUSTEES

Mr. Davis expressed personal pleasure for his first year's involvement with the board and its many accomplishments in 2010, particularly the levy lid lift. He looks forward to 2011.

Ms. Lloyd congratulated Priscilla Ice and wished her well with the Library Council of Washington of which she was recently elected chair. Ms. Lloyd expressed appreciation for how SCLD conducts business and reiterated the importance of attending Library Legislative Day in Olympia, February 4.

Mr. Hattenburg expressed appreciation to Jake Laete for all his extra effort as board chair.

Mr. Laete said his involvement as chair has been a pleasure. He expressed appreciation to the director for his willingness to travel to downtown, which made meeting logistics easier; and extended kudos to SCLD staff, for its great customer service, Internet connections and providing assistance with job searches, handling of incidents and more. All the great community service is reflected by voter support of SCLD. Thanks to all.

DIRECTOR

Mr. Wirt said good customer service is the best public relations, and it goes a long way. Generally, the reason the community supports SCLD is because staff do their jobs well.

The Director's written report provided prior to the meeting included information on the following topics: Library Services – November customer use measures and branch services reports; Collection Services – collections, technical services; Board of Trustees – Mr. Hattenburg's reappointment and director recruitment workshop; Administration – 2011 budget, Moran Prairie Capital Facility Area, Airway Heights potential annexation, SCLD August election costs, WLA Legislative Planning Committee meeting; Professional and Community Activities; Communications; Human Resources; Information Technology; and Finance, Facilities, & Purchasing.

FISCAL

Mr. Sargent reported the County Treasurer's Office will accommodate SCLD fund title changes and distribution before year's end. For the next audit, scheduled for 2011, internal controls will be emphasized; ID theft and cash handling are the current trends.

Revenue and Expenditure Statement through November 30, 2010

<u>Fund 001</u>	
Revenues	\$ 10,308,325
Expenditures\$	9,104,637
Ending Fund Balance	\$ 4,020,189
Fund Budget Expended	86.88%

There were no questions or comments.

PUBLIC COMMENTS

There were no comments.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:33 p.m.



Tim Hattenburg, Chair



Michael J. Wirt, Secretary of the Board of Trustees