

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 21, 2012

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held Tuesday, February 21, 2012, in the public meeting room at Argonne Library, 4322 N. Argonne Road, Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed those in attendance. He recognized new trustee Mark Johnson, and noted this meeting as Executive Director Michael Wirt's final before retirement Friday, February 24, after 40 years of service to SCLD.

PRESENT:

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

EXCUSED:

None.

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

AGENDA APPROVAL

Ms. Apperson moved and Ms. Lloyd seconded to approve the agenda. There were no questions or comments.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF JANUARY 17, 2012, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the January 17, 2012, regular meeting minutes. A correction was noted to remove duplication of a seconded motion toward the trustee appointment recommendation to the Board of County Commissions. Otherwise, the minutes stand approved as written.

APPROVAL OF JANUARY 2012 BILL PAYMENT VOUCHERS

Mr. Davis moved and Mr. Hattenburg seconded approval of the January 2012 bill payment vouchers.

Fund

L01	Voucher numbers: 41226 through 41399 and W00059-W00062 totaling	\$ 585,626.73
	Payroll numbers: 01102012PR and 01252012PR totaling	\$ 326,886.54
	Total	\$ 912,513.27

In response to a trustee's question, Business Manager Bill Sargent responded elevator repair service was not recently done at Spokane Valley; however, invoices are at times delayed, thus the January payment for services rendered by Otis Elevator Company.

The motion was unanimously approved.

NEW BUSINESS

FACILITY USE FOR POLITICAL PURPOSES POLICY. Ms. Lloyd moved and Ms. Apperson seconded that the Facility Use for Political Purposes Policy be revised as presented.

Under RCW 42.17.130, public facilities may not be used, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition, except for activities which are part of the normal and regular conduct of the office or agency. WAC 390-05-271 provides that this statute does not prevent a public agency from making facilities available on a nondiscriminatory, equal access basis for political uses. Under federal First Amendment case law, public library spaces specifically designated for public expression are considered limited public forums.

Minor editorial changes to this policy were recommended by legal counsel and approved in July 2005, and the policy was reaffirmed in 2007 and 2009. The recommended revision clarifies that only spaces in a public library designated for public expression constitute public forums.

In response to a trustee's question, Mr. Wirt reiterated petition signature gathering is not allowed outside the doors of library branches. There were no public comments.

The motion was unanimously approved.

AUTHORIZING LIFETIME RESIDENT CARD PRIVILEGES (RESOLUTION NO. 12-02). Mr. Hattenburg moved and Mr. Davis seconded that Resolution No. 12-02, Authorizing Lifetime Resident Card Privileges for Retiring Executive Director Michael J. Wirt, be adopted as presented.

RESOLUTION NO. 12-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING LIFETIME RESIDENT LIBRARY CARD PRIVILEGES FOR RETIRING DISTRICT EXECUTIVE DIRECTOR MICHAEL J. WIRT; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

In recognition of his years of outstanding leadership and service to the District and its residents, Board of Trustees Chair Tim Hattenburg proposes that the board grant Mr. Wirt lifetime eligibility for a Spokane County Library District resident library card following his retirement, regardless of his place of residence, allowing him access to online services and downloadable library materials not available to non-residents in the City of Spokane where he resides. He would be subject to the same terms and conditions applicable to District residents, including any applicable fees and overdue charges.

For the record, Mr. Hattenburg read the resolution to provide background of Mr. Wirt's accomplishments of over nearly 40 years, having served as executive director to SCLD since April 1, 1980, and as acting director seven months prior. As a result, he has served in his current position longer than any director in the district's history and longer than any library director now serving in Washington State. He is retiring from district employment, February 24, 2012.

Under Mr. Wirt's leadership, the District has built a reputation for excellent customer service; had seven successful levy elections--three for maintenance and operations and four for capital improvements; replaced or expanded every branch library and added three new branches; fully integrated technology into its customer services and internal operations, all while branches remained fiscally sound.

Mr. Hattenburg presented a Director Emeritus Lifetime Library Card to Mr. Wirt. There were no public comments.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

EXECUTIVE DIRECTOR TRANSITION PLAN FINAL REVIEW

Each task as part of the Executive Director Transition Plan list was ranked according to discussion and subsequent decisions at last month's regular meeting, and provided for final review. A more formal discussion will be held with executive director designate, Nancy Ledebauer, during a special meeting scheduled for Tuesday, February 28, at 4 p.m. The meeting will be held at Argonne Library Public Meeting Room.

In response to a trustee's question, Mr. Wirt responded individual meetings with city officials are recommended particularly for those areas where activities such as the proposed Airway Heights' annexation or building projects are planned.

Because the SCLD board is a governing board and the new executive director's previous work experience is with an advising board, trustees determined by consensus that individual meetings with Ms. Ledebauer would be essential and thereby will be scheduled.

EXECUTIVE DIRECTOR PERFORMANCE EVALUATION FORMAT REVIEW

As follow up to January's regular meeting, Mr. Wirt met on Tuesday, February 7, with trustees Ms. Apperson and Mr. Davis, and Human Resources Manager Paul Eichenberg, to develop a performance evaluation format for the incoming executive director. The resulting evaluation format was shared with the board prior to this meeting, and will also be reviewed with Ms. Ledebouer at the special meeting scheduled for February 28.

Mr. Eichenberg explained standard operating procedure for SCLD is a review at two-months prior to the six-month probationary period before temporary status becomes regular. By consensus, trustees decided to conduct a review at three months, and preparation for the annual review at nine months. In advance, a group of staff will be selected to provide performance-review input.

FUTURE BOARD MEETING AGENDA ITEMS

A list of potential agenda items scheduled for future meetings was distributed prior to the meeting and Mr. Hattenburg reviewed the highlights.

In response to Mr. Davis' suggestion, it was decided by consensus Mr. Wirt will send an advance copy of the performance evaluation by email to Ms. Ledebouer to enable her to prepare for discussion at the upcoming February 28 special meeting, as her personal professional goals will become part of the performance plan and evaluation document. Target dates will also be established for components of the Executive Director Transition Plan, to ultimately become part of the executive director performance goals as well.

REPORTS

TRUSTEES

Mr. Davis expressed gratitude to Mr. Wirt for his leadership to the district.

Ms. Apperson seconded Mr. Davis' remarks and added her appreciation for Mr. Wirt's attention to detail.

Ms. Lloyd said what a pleasure it has been to work with Mr. Wirt, and expressed her appreciation for the nice reception held in honor of Mr. Wirt, Friday, February 17, at Beacon Hill.

Mr. Hattenburg added the work done by Mr. Wirt was reflected by all the positive remarks of recognition made at the retirement reception by all of those associated with Mike in the community, region and state.

DIRECTOR

The Director's written report provided prior to the meeting included information on the following topics: Library Services – January customer use analysis, customer payments, security incidents, adult and youth services and branch services reports; Collection Services – collections, other; Board of Trustees – Trustee position filled, Spokane Valley City Council presentation; Administration – Communications Manager position filled, holiday closures, 2012 Legislative session—proposed legislation and Library Legislative Day, City of Spokane annexation proposal, Public Library Directors meeting; Professional and Community Activities; Communications; Human Resources; Information Technology; and Finance, Facilities, & Purchasing.

Mr. Wirt introduced Communications Manager Jane Baker to trustees. Ms. Baker noted the community open house to introduce incoming executive director Nancy Ledeboer has been changed from March 14 to Thursday, March 8, 5-7 p.m., and will be held at Argonne Library Public Meeting Room.

For the record, Mr. Wirt expressed appreciation to trustees and staff, past and present, for their encouragement and support as he led the district into sometimes uncharted territory—most often successfully though sometimes not. He went on to say we have an excellent public library system with top-notch customer service, a product of staff working together with common goals. He reflected on the satisfaction of leaving SCLD in better condition than in September 1979, when the position was thrust upon him.

Mr. Wirt provided an overview of the proposed property purchase for the new Spokane Valley Library and City of Spokane Valley park expansion and noted Branch Services Manager Doug Stumbough going forward will become liaison for the district to City of Spokane Valley.

Mr. Wirt distributed a draft copy of the interlocal agreement for acquisition of real estate to trustees for review.

FISCAL

Revenue and Expenditure Statement through January 31, 2012.

<u>Fund 001</u>	
Revenues	\$ 72,092,000
Expenditures	\$ 1,085,353
Ending Fund Balance	\$ 2,922,751
Fund Budget Expended	9.49%

Mr. Sargent reported the audit exit briefing was conducted today prior to this meeting. All documents from the meeting are on track to be filed upon response from General Counsel James Sloane and copies will be sent by email to trustees. Mr. Sargent will post all final numbers for 2011 and anticipates the excess of revenue over expenses will be three times the budgeted estimate because of higher than anticipated revenue and lower

than anticipated expenses. Mr. Hattenburg commended Mr. Sargent, as SCLD was found as compliant and “free of findings” by auditors. There were no questions or comments.

OVERVIEW: RESPONDING TO CUSTOMER COMMENTS AND COMPLAINTS

Branch Services managers Patrick Roewe and Doug Stumbough presented an overview of customer comments and complaints, a breakdown of types with examples and procedural handling of each.

PUBLIC COMMENT

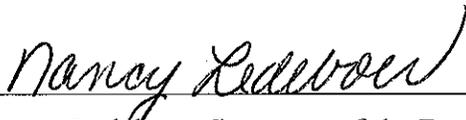
There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:42 p.m.



Tim Hattenburg, Chair



Nancy Ledboer, Secretary of the Board of Trustees