

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: APRIL 17, 2012

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held April 17, 2012, at Argonne Library Public Meeting Room, 4322 N. Argonne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed those in attendance.

PRESENT:

Tim Hattenburg - Chair
Mary E. Lloyd - Vice-Chair
Ann Apperson - Trustee
Daniel Davis - Trustee
Mark Johnson - Trustee
Nancy Ledeboer - Director and Secretary

Also Present: Mary Kay Anderson, Branch Supervisor; Jane Baker, Communications Manager; Paul Eichenberg, Human Resources Manager; Sonia Gustafson, Librarian; Priscilla Ice, IT Manager; Christie Onzay, Librarian; 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

Ms. Apperson moved and Ms. Lloyd seconded to approve the agenda.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF MARCH 20, 2012, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the March 20, 2012, regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF MARCH 2012 BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Ms. Apperson seconded approval of the March 2012 bill payment vouchers.

Fund

L01	Voucher numbers: 41572 through 41798 and	
	W00066-W00068 totaling	\$ 633,859.06
	Payroll numbers: 03092012PR and 03232012PR totaling	\$ 334,353.06
	Total	\$ 968,212.12

There were no comments or questions.

The motion was unanimously approved.

NEW BUSINESS

MEMBERSHIPS IN ORGANIZATIONS POLICY. Mr. Davis moved and Ms. Apperson seconded that the Memberships in Organizations Policy be reaffirmed as presented.

The Memberships in Organizations Policy authorizes District organizational memberships consistent with our mission, values and goals. It was adopted in 1998 at the recommendation of the Washington State Auditor's Office and was last reaffirmed in February 2010. Following the policy's direction, memberships are reviewed and approved by the Board of Trustees as part of the budget development process the following year. For 2012, that review took place in October 2011 with no recommended changes. There were no questions or public comment.

The motion was unanimously approved.

MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF SPOKANE VALLEY AND SCLD.

Ms. Lloyd moved and Mr. Hattenburg seconded that the Memorandum of Understanding between City of Spokane Valley and SCLD be approved as written, and Executive Director Nancy Ledebouer be authorized to work with the City of Spokane Valley on behalf of the District to conduct a traffic study.

In response to trustee questions, Branch Services Manager Doug Stumbough confirmed the traffic study will be outsourced by City of Spokane Valley with cost to SCLD not to exceed \$8,000, half of the anticipated total cost. There were no further questions or public comment.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

DRAFT INTERLOCAL AGREEMENT FOR ACQUISITION OF REAL ESTATE

Mr. Hattenburg opened discussion of the inter-local agreement by noting action is not required at this time and then called attention to pages 4-5 where site requirements and amenities were listed by the City of Spokane Valley. The proposed agreement to address joint purchase of property on Sprague Avenue for the purpose of a library and expanded Balfour Park may be presented at a later date, depending on the outcome of the traffic analysis.

In response to a trustee's concern for adequate restroom facilities, Branch Services Manager Doug Stumbough responded five concepts, which included an additional restroom facility, were addressed at the recent City Council meeting. Trustees also expressed

concern for insurance coverage during property development, historic uses of the property, and future maintenance costs.

FUTURE BOARD MEETING AGENDA ITEMS

A list of agenda items tentatively scheduled for future meetings was distributed prior to the meeting. Mr. Hattenburg reminded the group its regular meeting will be held at Cheney Library next month on Tuesday, May 15. He also noted the duration of the executive session planned for June will not exceed an hour. Ms. Apperson apprised the group she is unable to attend the July regular meeting at Moran Prairie.

REPORTS

TRUSTEES

Ms. Lloyd commented on how pleased she was to represent SCLD at the well-attended Our Kids: Our Business kickoff breakfast held Friday, March 30, at Martin Centre.

Mr. Hattenburg seconded Ms. Lloyd's comment about the kickoff breakfast and its worthy cause. He also noted and distributed copies of the story published in the Spokesman-Review last Sunday, April 15, about readers favoring books in print for all ages. Only 10 percent of survey respondents with e-readers said they had abandoned traditional books.

EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities; Collection Services; Communications; Human Resources; Information Technology; and Community Activities.

Ms. Ledeboer had no additions to the written report. In response to a trustee's comment, Mr. Sargent said it is consistent with prevailing wages in Spokane County for there to be no scheduled increases to accompany one-year contract extensions for custodial and grounds maintenance services for SCLD. Trustees expressed appreciation for the Communications' report, specifically how work activities led to advocacy results.

PUBLIC SERVICES

Branch Services managers Patrick Roewe and Doug Stumbough provided a written report prior to the meeting with March 2012 customer use measures, programming and branch activities. In response to a trustee's question about Book a Librarian services, Mr. Roewe responded the program thus far has mostly provided in-house tutoring to adults in need of technological assistance. Learning how to download eBooks is the most frequent request. In response to a trustee's comment about the successful AARP tax-aide sessions, Mr. Stumbough reiterated these valued and highly-utilized sessions have been made available over the years at several branches.

FISCAL

Revenue and Expenditure Statement through March 31, 2012.

Fund 001

Revenues	\$	919,663
Expenditures	\$	2,768,882
Ending Fund Balance	\$	2,074,740
Fund Budget Expended		24.22%

Business Manager Bill Sargent distributed copies of two audit reports prepared by the Washington State Auditor's Office for 2009-2010. Report details were discussed at an exit conference attended by Mr. Sargent, former Executive Director Mike Wirt and Chair Hattenburg on February 21.

BRANCH SPOTLIGHT: ARGONNE LIBRARY

Branch Supervisor Mary Kay Anderson reported on Argonne Library and its unique community, a result of its geographically central location to two of the busiest and iconic roads in Spokane County—Argonne Road and Upriver Drive—with close proximity and easy access to I-90 and the Centennial Trail. Ms. Anderson quantified customer use of materials and services and described branch participation in Millwood community activities, where enthusiastic Friends of Argonne Library are also active, and collaboration with West Valley School District as a Pace Partner, where library staff work with teachers to ensure relevant book titles are available to support current and corresponding school topics.

In response to a trustee's question, Ms. Anderson replied parking issues occasionally surface because of proximity to the Centennial Trail. With expansion of Argonne Library and Administration on the horizon, Ms. Lloyd encouraged Argonne staff to recommend future improvements.

OVERVIEW: PLAY AND LEARN STORYTIMES

Librarians Sonia Gustafson and Christie Onzay provided an overview of Play and Learn Storytimes, a facilitated adult-child program opportunity designed to prepare all children for success in school and life. Play and Learn was initiated by state and non-profit agencies with interest in quality child care and made available in nine Eastern Washington counties through a state planning grant to offer support to adult non-parental caregivers.

Ms. Onzay provided program history from its inception in May 2009 to the present. Ms. Gustafson described training for which she and Ms. Onzay attended to learn how to extend half-hour Storytimes into Play and Learn hour-long sessions; its purpose to encourage caregivers and children to play together at math, science and early literacy play stations. A grant through Family, Friend and Neighbor (FFN), and an Early Childhood Reading grant provided by Target made it possible to purchase enough materials to offer Play and Learn Storytimes at each of the 10 SCLD library branches.

Play and Learn provides an example of how traditional library services have been enhanced to incorporate research-based methods for development of pre-literacy skills, thus preparing preschoolers for school while helping parents and caregivers gain knowledge and confidence to be a child's first and best teacher.

Ms. Apperson commented it is impressive how SCLD has met current requirements to help children prepare for kindergarten. Mr. Hattenburg validated the program through personal experience involving his grandchild.

PUBLIC COMMENT

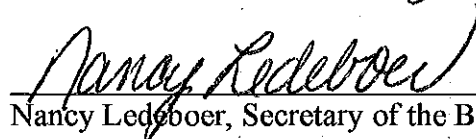
There were no public comments.

ADJOURNMENT

The meeting adjourned at 4:58 p.m.



Tim Hattenburg, Chair



Nancy Ledboer, Secretary of the Board of Trustees