

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: JUNE 19, 2012**

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**CALL TO ORDER**

The regular meeting of the Spokane County Library District Board of Trustees was held June 19, 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 Ledebor - Director and Secretary

Also Present: Jane Baker, Communications Manager; Kris Barnes, Branch Supervisor Deer Park Library; Paul Eichenberg, Human Resources Manager; Priscilla Ice, IT Manager, Patrick Roewe, Branch Services Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection 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 MAY 15, 2012, REGULAR MEETING MINUTES**

Mr. Hattenburg called for corrections to the May 15, 2012, regular meeting minutes.

There were no corrections; minutes stand approved as written.

**APPROVAL OF MAY 2012 BILL PAYMENT VOUCHERS**

Mr. Davis moved and Mr. Hattenburg seconded approval of the May 2012 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 41998 through 42189 and	
	W00072, W00073, W00074 totaling	\$ 507,053.39
	Payroll numbers: 05102012PR and 05252012PR totaling	\$ 344,979.04
	Total	\$ 852,032.43

In response to a trustee's question, Mr. Sargent said occasionally an honorarium or mileage is paid to a program provider in lieu of fee. Friends of the Library also cover program costs. In response to a question about immunization charges, Mr. Eichenberg said the District covers Hepatitis B series immunization to staff on a voluntary basis as part of its First Aid training. There were no other comments or questions.

The motion was unanimously approved.

## UNFINISHED BUSINESS

### FINAL TRAFFIC IMPACT ANALYSIS FOR SPOKANE VALLEY LIBRARY/BALFOUR PARK:

Following discussion of the final Traffic Impact Analysis, Ms. Ledeboer said if Trustees agree to move forward, the District will begin a year-long site plan to address parking, visibility and accessibility to the library if the City concludes its plans to purchase the property. According to the study, the site would generate around 50 trips an hour during weekdays and 350 on Saturdays, which would include park visits. The study did not recommend mitigation; however, Trustees raised similar concerns as fire administrators about increased traffic, access, parking, and adequate facilities to support park use.

**INTERLOCAL AGREEMENT WITH CITY OF SPOKANE VALLEY:** Mr. Davis moved and Mr. Hattenburg seconded that the Interlocal Agreement between SCLD and City of Spokane Valley for acquisition of real estate be approved with revisions of mention.

As outlined in written discussion from March 31, 2012, provided prior to the meeting, this agreement with the City of Spokane Valley would allow the District to move forward to build a library on vacant land at Herald Road and Sprague Avenue, while the city expands Balfour Park at the same location. Following discussion among trustees about future park amenities, modification to the language under Joint Site Development Plan was suggested to address joint-use parking, separate electrical metering, lighting and restrooms. Rather than amend specific items it was suggested the sections outlining what the City proposed and Library District proposed be amended to state the lists should "include but not be limited to the following:". This would provide more flexibility as we move forward with site planning. There were no additional or public comments.

The motion was unanimously approved.

## NEW BUSINESS

**COMPUTER SOFTWARE CONTROL POLICY.** Mr. Hattenburg motioned and Ms. Apperson seconded that the Computer Software Control Policy be approved as revised. IT Manager Priscilla Ice reviewed the policy initially adopted to affirm all District software be used to follow terms of legal license agreements. She recommends a minor change subsequent to a change in District operations, as currently staff in need of access to District software away from a primary computer can be issued a mobile device or access an internal computer via a Virtual Private Network. In response to a trustee's question about potential for disciplinary

action for not following policy, Mr. Eichenberg said circumstance would determine disciplinary action, if any. There were no other questions or public comments.

The motion was unanimously approved.

## **DISCUSSION ITEMS, POSSIBLE ACTION**

### **STRATEGIC PLANNING PROPOSAL AND TIMELINES**

In August, Branch Services Manager Doug Stumbough and Librarian Sonia Gustafson will attend PLA Strategic Planning Boot Camp. To follow, Branch Services Manager Patrick Roewe said a planning process timeline will be finalized by August 31. Strategic Planning will be the central topic of Staff Training and Development Day, Friday, September 28, and by consensus, trustees selected Saturday, October 13, to meet for a strategic planning retreat, venue to be determined. In response to Ms. Lloyd's question about budget impact, Ms. Ledebor said there would be none; budget reserved for FFE will instead be used for strategic planning.

### **SCLD BRAND-BUILDING**

Communications Manager Jane Baker reviewed changes to the SCLD logo by providing visual comparison of the new logo with former iterations. The current icon will be maintained, with more emphasis on the full District name in lieu of acronym for more immediate identification. Ms. Baker also reviewed the logo color scheme and fonts, and proposed letterhead and business card designs. The proposed rollout is to begin with business cards, letterhead and notepads, while first using current materials before replacement. In response to a Trustee's question, Ms. Baker said a QR Code has not been incorporated, yet could easily be added. Mr. Hattenburg commented favorably toward design changes which emphasize our District status, particularly as we move into the future.

### **FUTURE BOARD MEETING AGENDA ITEMS**

Mr. Hattenburg reviewed the list of potential agenda items for future meetings. He reminded trustees the July meeting will be held at Moran Prairie Library for which Ms. Apperson and Mr. Davis have excused absences. The August meeting is canceled. Ms. Ledebor noted discussion of a reciprocal borrowing agreement with Liberty Lake Library will be added to the September agenda, when the board will meet at North Spokane.

Ms. Ledebor invited trustees and their spouses to join the SCLD table at Humanities Washington Bedtime Stories, a gala to be held Friday evening, September 28, at Red Lion Hotel at the Park. This is the first event of its kind to be held in Spokane.

## **REPORTS**

### **TRUSTEES**

Mr. Davis commented on how much he enjoyed the summer events e-newsletter, considered a homerun with distribution to 50,000 readers; Ms. Apperson added it was timely and impressive. Mr. Hattenburg reported he and Ms. Ledebor met with County Commissioner Al French for what was an affirmative review and exchange about SCLD. Remaining “meet and greet” meetings with other commissioners are scheduled for July.

#### EXECUTIVE DIRECTOR

The Executive Director’s written report provided prior to the meeting included information on the Business Office, Finance and Facilities; Collection Services; Human Resources; Information Technology; and Community Activities. To learn more about the vision of the community and how the Library District can enhance that vision, Ms. Ledebor reviewed community meetings she arranged or was invited to attend last month.

Ms. Ledebor apprised Trustees we plan to issue a joint press release along with the Spokane Public Library stating support for an Urban Libraries Council initiative to ensure library users have the same open, easy and free access to e-books as physical books.

In response to a Trustee’s question about valuation notices, Ms. Ledebor responded we expect the overall assessed valuation to remain about even with our current year. While many taxpayers are receiving notice of a reduction in value, there should be new construction to offset value reduction for existing property. Mr. Sargent said we expect to receive preliminary projections in late September as we begin the budget process.

#### PUBLIC SERVICES

Branch Services Manager Patrick Roewe offered to answer questions about the Public Services report for May 2012, provided in advance of the meeting. Trustees noted they were pleased to see the drop in security incidents. Following the recent release of statistics to demonstrate elementary school reading difficulties as proxy for problems later in life, Mr. Hattenburg affirmed Youth Services’ community involvement and efforts to enhance reading skills of area youth.

#### COMMUNICATIONS

Communications Manager Jane Baker was available for questions about her May report, submitted prior to the meeting. Mr. Hattenburg asked if Comcast Channel 14 is still available to showcase the District; Ms. Baker will follow up to explore this opportunity.

#### FISCAL

Revenue and Expenditure Statement through May 31, 2012.

Fund 001

Revenues	\$ 10,877,151
Expenditures	\$ 4,606,110
Ending Fund Balance	\$ 10,195,000
Fund Budget Expended	40.75%

Mr. Sargent noted formats of May financial statements were adjusted to report revenues as received; we are now in accordance to auditor requests and GASB 54 requirements. If Trustees questioned why we are over 100% in revenue for taxes when only five months through the year, Ms. Ledebor noted it is because we are now required to report all taxes owed for the current year, even before actual collection. Mr. Sargent explained since we also receive some revenues (considered late) from prior years, this pushes our revenues above 100%. At the end of the year, however, revenues will be adjusted to account for taxes not collected. There were no further questions.

**DEER PARK LIBRARY SPOTLIGHT**

Branch Supervisor Kris Barnes captured the essence that is Deer Park Library, and emphasized in her report how members use the library to connect with community. Worksource Colville, AARP Tax-Aide, 4-H, Boy and Girl Scouts, Miniature Society, quilting and political groups exemplifies how community connects with services and information at the library. Seniors are apprised of library services at the Eagles Seniors Day. Local teachers are highly supportive of the library and bring their classroom students to check out books; a classroom card enables students from Stevens County to check out books as well. Ms. Barnes collaborates with local colleges to proctor four to six student exams each month; SFCC refers its Library Technician students to get first-hand knowledge by observing the Circulation Department. Deer Park has an active Friends group. The library display case is prime real estate to showcase collections of community members.

Mr. Roewe noted Ms. Barnes has become a local celebrity at the Settlers Days Parade. The community cheers for the library and Ms. Barnes as staff wave and distribute pencils.

Trustees expressed appreciation to staff for their efforts to make Deer Park Library an integral part of the community.

**OVERVIEW: RISK MANAGEMENT**

Business Manager Bill Sargent and Human Resources Manager Paul Eichenberg provided an overview of District risk management practices.

Mr. Sargent reported on insurance coverage for SCLD, and distributed a handout itemizing each type of insurance and its purpose. He noted we have contemporary replacement costs

annual premiums charges are just under \$68,000 per year. We work with a broker to review coverage each fall prior to January renewals.

Mr. Eichenberg reviewed a number of ways the District manages or minimizes risk of incidences, and provided a handout to accompany his report. A Safety Committee meets quarterly to address issues that could become potential safety issues, and safety orientation is provided to all staff. Safe Environment Training was provided to almost 100 employees last fall. Various HR training topics such as FMLA, FLSA, hiring and disciplinary procedures are ongoing. Risk is also transferred to various insurance companies for coverage; e.g., health, unemployment and Workers' Compensation. Mr. Eichenberg reported annual L& I coverage is \$17,000. There were no other questions or public comments.

#### **PUBLIC COMMENT**

There were no public comments.

#### **EXECUTIVE SESSION**

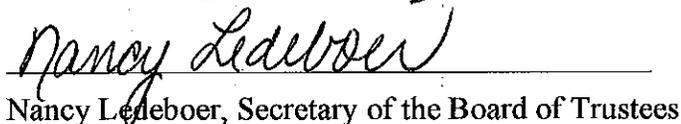
Mr. Hattenburg moved and Mr. Davis seconded for the Board to go into executive session at 6:03 p.m. to discuss the Executive Director's three-month performance evaluation.

The board returned from executive session at 6:52 p.m.

#### **ADJOURNMENT**

The meeting adjourned at 6:53 p.m.

  
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Tim Hattenburg, Chair

  
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Nancy Ledboer, Secretary of the Board of Trustees