

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: September 18, 2012

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held September 18, 2012, at North Spokane Library Public Meeting Room, 44 E. Hawthorne 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

EXCUSED:

None.

Also Present: Jane Baker, Communication Manager; Kris Barnes, Deer Park Branch Supervisor; Mary Ellen Braks, Youth Services Manager; Paul Eichenberg, Human Resources Manager; Stacey Goddard, Adult Services Manager; De Griffith, Desktop Administrator; Sonia Gustafson, Librarian; Gwendolyn Haley, Youth Services Manager; Judy Luck, Circulation Supervisor; Priscilla Ice, IT Manager; Gina Rice, Circulation Supervisor; Patrick Roewe, Branch Services Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Branch Services Manager; Amber Williams, Librarian; and Patty Franz, Administrative Assistant.

GUESTS:

Approximately 50 community members

AGENDA APPROVAL

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

The motion carried unanimously.

Chair Hattenburg addressed the board for its approval to amend the agenda by adding public comment to follow Unfinished and New Business items.

With no objection from the board, Mr. Hattenburg said the agenda is approved as amended.

ACTION ITEMS

APPROVAL OF JULY 17, 2012, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the July 17, 2012, regular meeting minutes. There were no corrections; minutes stand approved as written.

APPROVAL OF JULY AND AUGUST 2012 BILL PAYMENT VOUCHERS

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

Fund

L01	Voucher numbers: 42391 through 42569 and W00078, W00079, W00080 totaling	\$ 510,423.64
	Payroll numbers: 07102012PR and 07252012PR totaling	\$ 329,558.44
	Total	\$ 839,982.08
L01	Voucher numbers: 42570 through 42770 and W00081, W00082, W00083 totaling	\$ 519,601.87
	Payroll numbers: 08102012PR and 08242012PR totaling	\$ 350,229.44
	Total	\$ 869,831.31

In response to a Trustee's question, Ms. Ledebor responded the single payment to Mobius was for District Summer Reading events scheduled over the entire summer. There were no further comments or questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

INTER-LOCAL AGREEMENT FOR ACQUISITION OF REAL ESTATE. Mr. Davis moved and Ms. Apperson seconded to authorize the Executive Director to enter into an inter-local agreement with the City of Spokane Valley for acquisition of real estate to build a new Spokane Valley Library on Sprague Avenue for a future library and park, and affirm authorization to expend capital funds for the District's portion—2.5 acres—of the property.

Ms. Ledebor clarified changes to the agreement since the board's approval of the agreement in June, noting the size of the library was reduced from 50,000 to 30,000 square feet, joint selection of design consultants and site development costs identified by the traffic study to be shared. The City at its own expense may use the site for civic events prior to commencement of construction activities, and will not pay real estate fees associated with the property purchase. Attorney Phil Brooke, legal counsel to the District, has reviewed and approved the revised agreement.

Mr. Hattenburg noted members of the community are in strong favor of this development, as are Council members. There were no further comments or questions.

The motion was unanimously approved.

NEW BUSINESS

COMPUTER, WIRELESS NETWORK AND INTERNET USE POLICY. Mr. Hattenburg moved and Ms. Lloyd seconded that the Computer, Wireless Network and Internet Use Policy be revised and renamed as presented.

Ms. Ledeboer said the new draft policy includes significant changes to the current policy, which addresses only Internet use. The draft policy takes into consideration computer, wireless network and Internet use, and includes a proposal to filter content in a different manner than the current policy. This proposal reflects recent legal decisions over the last six months. Ms. Ledeboer and the Management Team met with Attorney Jim Sloane prior to drafting the new policy. In addition, Ms. Ledeboer met with staff to discuss implications for library operations if a new policy is adopted. The new policy follows the current Collection Development Policy and has a process to request a site to be unblocked or blocked. Three categories of content would be filtered at all times for all users: illegal, harmful to computer or network security and sexually explicit.

IT Manager Priscilla Ice provided an overview of the Barracuda Web Filter, the District's current web filtering and safety application. She reviewed how the current policy is implemented and explained how various websites are categorized for filtering purposes. She described the proposed levels of filtering that would go into effect if the new policy is adopted.

All member accounts, all library computers and the Wi-Fi network will be filtered at the basic level, blocking sites categorized as illegal, compromising to computers or network security, and sexually explicit material.

Additionally, all accounts for members under the age of 13 and library computers located in the children's area will be set to the "enhanced" filtering level. The enhanced filtering level blocks all of the same categories of information blocked with basic filtering, as well as other categories determined by the District to be for adult or mature audiences only.

Ms. Ice said filters can make errors; thumbnails can get through, and in some instances there are limitations. However, technically we can react quickly though not necessarily immediately to block or unblock sites. Ms. Ledeboer noted 10 years ago, a filter could be turned only on or off; today it is possible to filter by degree.

If the draft policy is approved, the District will use filtering technology to provide two levels of filtering, "basic" and "enhanced." A library member may request that an Internet site be blocked or unblocked for valid research or other lawful purposes, by completing a Website Review Form. Decisions about whether to block or unblock a site will be in agreement with District guidelines, within 72 hours of request.

Legal counsel for the District, Attorney Jim Sloane, added a court of law isn't able to answer all the questions, yet it is within the power of the library to manage its collection, and the Internet isn't anything more than an extension of book shelves.

In April of this year an Eastern Washington Federal District Court ruled that filtering library computers is consistent with the purpose of public libraries. The decision followed a state Supreme Court ruling from 2010 that also supported a library's right to filter the Internet. The ACLU of Seattle had sued the North Central Regional Library (NCRL), demanding filters be removed. In May, the deadline for the ACLU to file an appeal passed. The ACLU of Washington's website states the reason for not filing an appeal is that the "current facts of the case do not support an effective appeal." The ACLU commended the NCRL for "taking steps to narrow the range of materials" it filters.

Attorney Sloane said the federal Supreme Court ruled in 2003 that libraries must have a way to unblock sites upon request for adults. Mr. Sloane reviewed the complexity of that case and pointed out justices felt strongly adults should not be limited to the same content as children. They felt that as long as adults could request that sites be unfiltered in a timely manner, the First Amendment was not being violated. Recent court cases allow more discretion about what is filtered and how a library may respond to requests to unblock filtered content. He said analysis relies on the opinions of the justices. In recent rulings the court's opinion is that a library can apply its collection development policy to resources on the Internet in support of learning, research and entertainment. While there is no absolute certainty that this may not be challenged, the proposed policy supports what is in the best interest of the library.

Mr. Hattenburg said he is willing to risk future challenges and supports the draft policy. Mr. Davis asked if there would be safety in numbers, if other libraries followed, to prevent lawsuits in the future. Ms. Ledeboer responded staff found at least three other Washington libraries following the recommended filtering practice; SCLD would not be alone. Ms. Apperson asked for clarification of the proposed changes to which Ms. Ledeboer responded and added the new policy will continue to encourage parents to accompany and guide their children's use of library resources. She emphasized that no filter is 100% accurate and parents should talk with their children about what they view on the Internet. She also defined the term "whitelist," which is a list of sites that may be allowed at the local level until the Barracuda service has time to review requests to block or unblock sites. Barracuda relies upon a consortium of users to assist in updating how sites are categorized.

PUBLIC COMMENT

Thirteen representatives of the approximately 50 members of the community in attendance—all united in support of the District revising its Internet policy—separately addressed the board with concerns about content considered harmful to minors, members' use of library computers and placement of computers in library branches. Appreciation was also expressed to Trustees and the Executive Director for addressing concerns expressed at the August meeting and in subsequent communications. Public comments were

overwhelmingly in support of the revised Computer, Wireless Network and Internet Use Policy.

Chair Hattenburg expressed his appreciation to everyone in attendance for their concern, comments, email messages, letters and phone calls, and for speaking at the meeting. He commended those who spoke for taking time to participate and make their voices heard.

The motion was unanimously approved.

Mr. Hattenburg called for a five-minute recess at 5:05 p.m. The meeting reconvened at 5:10 p.m.

FINANCIAL MANAGEMENT POLICY. Mr. Hattenburg moved and Mr. Davis seconded that the Financial Management Policy be revised and renamed as presented.

Mr. Sargent noted the new Financial Management Policy provides a broader foundation for the board's fiduciary responsibilities for District financial operations.

In response to a Trustee's question about inter-fund loans, Mr. Sargent explained fund borrowing would be allowed for any amount that does not exceed funds available in order to continue business as usual. Such a transfer would most likely be to transfer funds from the Capital Fund to the General Fund until tax revenues are collected. Another Trustee asked if the doubled amount for library programs includes strategic planning. Ms. Ledeboer responded that the increased budget for programming will allow staff to implement new programming that will be identified during the strategic planning process. Mr. Sargent indicated, in response to a Trustee's question, budget for infrastructure improvements such as technology and facilities improvements was moved to the Capital Projects Fund.

It was noted a paragraph about visibly posting this policy in library branches was inadvertently included in the draft policy; it will be removed in the final version.

There was no public comment and the motion was unanimously approved.

MEMBER PRIVILEGES AND RESPONSIBILITIES POLICY. Ms. Apperson moved and Mr. Hattenburg seconded that the Member Privileges and Responsibilities Policy be revised and renamed as presented.

Ms. Ledeboer pointed out the proposed policy combines the existing Eligibility for Library Use Policy with an internal draft of what was previously intended to become a fines and fees policy. Following review of both the existing and proposed policies and similar policies at other libraries, it was decided to combine both policies into an overall policy covering requirements and obligations of membership in the District. In response to a trustee's question about the District's general policy, Ms. Ledeboer responded anyone can browse the library and use resources such as computers or reference materials; however, only members with library cards can checkout materials.

There was no public comment and the motion was unanimously approved.

CODE OF CONDUCT POLICY. Ms. Lloyd moved and Mr. Davis seconded that the Code of Conduct Policy be revised and renamed as presented.

Ms. Ledeboer said the recommendation to change the name from Rules of Customer Conduct better reflects a collaborative agreement among all library members regarding acceptable conduct in District facilities. Otherwise, there were no substantive content changes to this policy. Ms. Ledeboer noted the Computer, Wireless Network and Internet Use Policy will be added to this policy under the Related Policies category.

There was no public comment and the motion was unanimously approved.

LIBRARY MEETING ROOM USE POLICY. Mr. Hattenburg moved and Ms. Lloyd seconded that the Library Meeting Room Use Policy be revised as presented.

Ms. Ledeboer reviewed potential changes to the policy, which might have a minor fiscal impact. Recommended changes include elimination of fees for use of meeting rooms beyond the potential \$25 cleaning fee. This encourages more public use of meeting rooms and minimizes administrative oversight by staff. Upon approval, all meetings would become open to the public, and retention of registration data for operational purposes would begin.

In response to a Trustee's question, a discussion ensued about the definition of "open to the public." Ms. Ledeboer responded "open to the public" is akin to an open door; anyone can drop in to a meeting of interest.

In response to a trustee's question about the definition of "familial" and if it is necessary to include in the policy, Mr. Roewe responded the boilerplate term maximizes inclusiveness and prohibits denial of rights. Trustees agreed to maintain the term.

In response to a guest's question about meeting rooms and, if in the future, the District would allow extension of room reservations beyond two months, Mr. Roewe responded because of demand for space the decision ultimately comes down to fairness. The District has no plans at this time to change its policy. There was no further public comment.

The motion was unanimously approved.

RECIPROCAL USE AGREEMENT WITH LIBERTY LAKE MUNICIPAL LIBRARY. Mr. Hattenburg moved to table the Reciprocal Use Inter-local Agreement with Liberty Lake Municipal Library because of the length of this meeting. This item will be added to the agenda for the next Board of Trustees Regular Meeting, scheduled for October 16. Mr. Davis seconded the motion. There was no public comment.

The motion was unanimously approved.

EXTENSION OF SERVICE CONTRACTS. Mr. Davis moved and Mr. Hattenburg seconded that extension of service contracts be approved to authorize the Business Manager to extend the

custodial service contract until December 2013 and grounds maintenance contract until December 2014.

Mr. Sargent indicated these changes allow identification of actual service costs for the upcoming year for inclusion in the annual budget process. Prior to the meeting, Mr. Sargent consulted with Attorney Jim Sloane, who said a simple motion would suffice to authorize these extensions. There were no questions or public comment.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

STRATEGIC PLANNING UPDATE

Prior to the meeting Doug Stumbough, Region II Branch Services Manager for the District, provided a timeline of the planning process. In August, Mr. Stumbough and Librarian Sonia Gustafson attended PLA Results Boot Camp led by Sandra Nelson and June Garcia, a four-and-a-half day intensive education program designed around PLA's Results series. Both Mr. Stumbough and Ms. Gustafson indicated this was one of the best training opportunities they have attended. Together, Stumbough and Gustafson provided an overview of the planning process that has begun to unfold, with the final facilitator training session completed yesterday. Staff facilitators will conduct a series of community meetings over the next two months to identify community needs and potential library service responses (a list of 18 created by PLA Results Series). Staff will have an opportunity to provide input into the Plan during this year's annual Staff Day, September 28. Once service roles have been identified, a Staff Planning Committee will develop goals, objectives and activities to implement the Plan. Ultimately, implementation will require an assessment of current and future allocation of resources based on desired outcomes of the Plan.

Board of Trustees will be included in the process at its annual board retreat, Saturday, October 13. The retreat will be facilitated by Consultant Jeffrey Stafford.

In response to Trustee questions, Mr. Stumbough replied community participation will be promoted by media releases, radio, social media, District website, personalized invitations and at Valleyfest. Ms. Gustafson said if we find under-represented groups, we will go out into the community to interview people from these groups. Ms. Ledeboer indicated that Mr. Stafford has offered to assist the District in soliciting input from library non-users at a future date.

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of potential agenda items for future meetings. Preliminary 2013 budget review and discussion of a reciprocal borrowing agreement with Liberty Lake Library will be held October 16 at Argonne. Mr. Johnson noted he will be absent at the November 20 board meeting, and Ms. Apperson requested Trustee recruitment be added to

future agenda items in consideration of her December 31 retirement. Ms. Ledeboer noted the announcement of the Trustee opening is scheduled for October 3.

REPORTS

TRUSTEES

Mr. Hattenburg noted it is not too early to begin consideration of a bond issue for 2014.

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. Ms. Ledeboer noted potential purchase of new timesheet software, for which Mr. Sargent is responsible. Also, more and more, the District moves toward online materials as options for print become fewer; e.g., Morningstar data print publications recently became no longer available.

In response to a Trustee's question about Playaway, Ms. Ledeboer explained Playaway is an all-in-one device that provides simple and immediate access to audio content through easy-to-use, pre-loaded players. Library staff retrieved a sample to pass around.

Ms. Ledeboer indicated that plans for partnering with Mobius will be added to a future agenda, as its founder has interest in expanding STEM education into the community. Ms. Haley reported she is exploring offering Mobius passes for checkout at libraries in the future.

PUBLIC SERVICES

Branch Services Managers Patrick Roewe and Doug Stumbough provided written reports for July and August 2012 Public Services in advance of the meeting. There were no questions.

COMMUNICATION

Communication Manager Jane Baker was available for questions about her July and August reports, submitted prior to the meeting. For Media Relations, Ms. Baker pointed out coverage by KHQ-TV mid-day news and web channel, and said she looks forward to seeing Trustees at Spokane is Reading, Friday, October 12. There were no questions.

FISCAL

Revenue and Expenditure Statement through July 31, 2012.

Fund 001

Revenues	\$ 11,055,987
Expenditures	\$ 6,269,654
Ending Fund Balance	\$ 8,710,292
Fund Budget Expended	55.47%

Revenue and Expenditure Statement through August 31, 2012.

Fund 001

Revenues	\$ 11,149,212
Expenditures	\$ 7,282,437
Ending Fund Balance	\$ 7,790,734
Fund Budget Expended	64.43%

Mr. Sargent pointed out changes in the August financial report. In preparing mid-year budget review #2 he identified cost accounts with unused balances. Mr. Sargent reallocated \$125,000 toward library materials, mostly ebooks, and placed the remaining balance of \$109,000 in contingencies. Last Friday, Labor Statistics released August CPI-W figures, showing an increase of 1.7%. This could result in a minimum wage increase of 15 cents per hour, from \$9.04 to \$9.19. Next Tuesday, Management Team will discuss the 2013 preliminary budget. Mr. Sargent anticipates an overview of property taxes, new construction and valuation before month's end. There were no questions.

NORTH SPOKANE LIBRARY SPOTLIGHT

Branch Services Manager Patrick Roewe reported on North Spokane Library (NS), best defined by the community it serves. A microcosm of the District and Spokane County, urban, suburban and rural members who come through the doors of NS represent a broad socioeconomic spectrum and all life stages. Materials usage reflects the diverse interests and informational needs of students, retirees and members in need of English language proficiency. NS can also be defined by its geography and relationship connections. The library is located outside of any incorporated city or town and is within the designated Urban Growth Area (UGA). Twenty-five percent of materials usage is by residents of the City of Spokane. The building is surrounded by high-density housing and commercial establishments. The opening of the North Spokane Corridor is expected to bring additional economic growth, jobs, and thereby, more demand for library materials. Whitworth University students and Mead High School classroom visits are frequent and expected to increase. An example of this partnership is the project with Whitworth education students who assisted in categorizing early readers by reading level. This project was expanded to readers throughout the District, and parents can more easily select readers appropriate for their children. NS Friends of the Library are highly engaged and they enjoy raising funds for pilot projects such as the electronic display system.

Trustees expressed appreciation to Mr. Roewe for his informative report.

OVERVIEW: EMPLOYEE BENEFITS

Human Resources Manager Paul Eichenberg provided an informational handout and reviewed the District employee benefits plans and options. Total compensation includes salary and benefits. The District provides medical, dental, vision, life and long-term disability insurance. The District covers 100% for full-time employees and pro-rates costs for part-time employees who work over 20 hours. In addition, the District offers tuition assistance based on two credit hours of in-state tuition for staff enrolled in the UW I-School DMLIS program, wellness program, paid leave, non-contributory 457 plans, and waiver on overdue fines for library materials. The District contributes to both Social Security and Medicare for all employees and a mandated portion of Washington State Retirement Systems (PERS) for enrolled employees. In 2013, the District will also offer two High Deductible Health Plan options to employees.

PUBLIC COMMENT


There was no additional public comment.

ADJOURNMENT

The meeting adjourned at 6:22 p.m.



Tim Hattenburg, Chair



Nancy Ledebor, Secretary of the Board of Trustees