

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: October 16, 2012

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held October 16, 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 - Executive Director and Secretary

EXCUSED:

None.

Also Present: Jane Baker, Communication Manager; Laura Baird, Medical Lake Branch Supervisor; Paul Eichenberg, Human Resources Manager; Sonia Gustafson, 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.

GUEST:

James Zahand.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF SEPTEMBER 18, 2012, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the September 18, 2012, regular meeting minutes. There were no corrections; minutes stand approved as written.

APPROVAL OF SEPTEMBER 2012 BILL PAYMENT VOUCHERS

Ms. Lloyd moved and Mr. Hattenburg seconded approval of the September 2012 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 42771 through 42923 and	
	W00084, W00085, W00086 totaling	\$ 471,235.97
	Payroll numbers: 09102012PR and 09252012PR totaling	\$ 344,489.80
	Total	\$ 815,725.77

There were no comments or questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

INTER-LOCAL AGREEMENT FOR ACQUISITION OF REAL ESTATE. Ms. Apperson moved and Mr. Davis seconded to approve the purchase of property for a future library to replace the Spokane Valley Library on Sprague Avenue in the amount of \$744,047.50. There were no questions or public comment.

The motion was unanimously approved.

RECIPROCAL USE AGREEMENT WITH LIBERTY LAKE MUNICIPAL LIBRARY. Mr. Hattenburg moved and Ms. Apperson seconded to approve the Reciprocal Use Inter-local Agreement with Liberty Lake Municipal Library.

In response to a Trustee's question about renewal of the agreement, Mr. Davis said the standard language used for renewal of the agreement states parties can mutually agree to terminate at any time. However, the agreement will automatically renew on January 1 of each successive year unless 180 days' notice is provided otherwise. There were no further questions or public comment.

The motion was unanimously approved.

NEW BUSINESS

COLLECTION DEVELOPMENT POLICY. Ms. Apperson moved and Ms. Lloyd seconded that the Collection Development Policy be revised as presented.

Ms. Sharps noted while the policy itself remains relatively unchanged, language was added to make it more user-friendly and less legalistic, and provides particular emphasis stating that we are a popular materials library. The primary change is the deletion of reference and attachment to three American Library Association documents—the Library Bill of Rights, Freedom to Read and Freedom to View statements—and the Washington Library Association Intellectual Freedom Statement. The revised Collection Development Policy stands on its own without reference to these documents, although we still fundamentally follow the American Library Association and the Washington Library Association professional canons.

Ms. Lloyd commented as a trustee she found the reference articles particularly helpful. Ms. Ledebor responded in the future the articles will be placed in orientation packets for incoming Trustees. There were no further questions or public comment.

The motion was unanimously approved.

PERSONNEL POLICY. Mr. Davis moved and Mr. Hattenburg seconded that revisions to the following Personnel Policy sections be approved: 2.16 *Transfers*, Chapter 3 *Compensation: Wages and Salary*, and sections 3.5 *Specialty Pay*, 3.6 *Increase on Promotion*, 3.7 *Demotions*, 3.9 *Acting Appointment*, 3.12 *Overtime*, and 3.13 *Salary Adjustment*; Chapter 4 *Compensation: Benefits*, sections 4.2 *Medical*, 4.6 *Health Care Costs*, 4.7 *Other Benefits*, and 4.8 *HIPAA*. Mr. Eichenberg briefly summarized the recommended changes, noting that the majority of the changes document, clarify or expand on current practice. Section 4.8, HIPAA, is a reflection of changes in state or federal law. In response to questions posed by Trustees, regarding Section 2.16, Transfers, Mr. Eichenberg said in the past there were instances of involuntary transfers of employees to different work locations. In response to Section 3.5, Specialty Pay, Mr. Sargent indicated the impact of special assignment pay is minimal, approximately \$2,500 per year. There were no further questions or public comments.

The motion was unanimously approved.

REVISING THE DISTRICT'S 2012 FINAL BUDGET (RESOLUTION NO. 12-04). Mr. Hattenburg moved and Ms. Apperson seconded that Resolution No. 10-04, Revising the District's 2012 Final Budget, be adopted.

RESOLUTION NO. 12-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REVISING THE DISTRICT'S FINAL 2012 BUDGET, ADOPTED DECEMBER 20, 2011, WITH RESOLUTION NO. 11-07, AND SUBSEQUENTLY REVISED WITH RESOLUTION 12-03; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

General Operating Fund (001-661):	\$ 12,026,480
Capital Projects Fund (008-661):	\$ 900,000

Business Manager Bill Sargent briefly explained the mid-year budget review procedure and reviewed mid-year #2 changes. Based on discussion with the Executive Director, revenue was moved to library materials, where it is most needed, and Capital Projects Fund to be used as a savings account. Previously, revenue was embedded in the General Operating Fund and accessible only if the entire operating budget was expended. The Capital Projects Fund will now provide a baseline of funds to support business plans and infrastructure maintenance over five years. There were no questions or public comments.

The motion was unanimously approved.

PUBLIC HEARING ON AUTHORIZED REVENUE SOURCES. Mr. Hattenburg called to order the Public Hearing on Authorized 2013 Property Tax Revenue and Other Revenues at 4:22 p.m. and called for public testimony. There was no testimony; the hearing closed at 4:23 p.m.

ORGANIZATIONAL MEMBERSHIPS REVIEW. Mr. Hattenburg moved and Ms. Lloyd seconded that organizational memberships listed in the background material be approved to include in the 2013 General Operating Fund budget.

Ms. Ledebouer said included in the list proposed for 2013 are several new professional, community or business memberships. Washington Society of Public Accountants, MarCom, Department of Enterprise Services, Launchpad and Community Minded Enterprises have been added; the latter two offer training opportunities for staff. Mr. Sargent said Department of Enterprise Services is an expense-neutral item, as we receive a refund based on our purchasing activities. There were no questions or comments.

The motion was unanimously approved.

PRELIMINARY 2013 BUDGET PRESENTATION. Mr. Sargent reviewed and summarized the preliminary 2013 budget which includes a General Operating Fund and Capital Projects Fund. Revenues are down primarily due to reduced property valuations and the low level of new construction. Expenditures are up slightly and the difference will be made up by utilizing the ending fund balance. This is consistent with the message that was given to voters when they passed the 2010 levy override. Funds in the early years would be saved to support services in later years. The primary goal is to sustain services in 2013 while positioning the District to implement the 2013-2015 Strategic Plan.

Regarding the General Operating Fund, Mr. Sargent noted the estimated unassigned balance for 2013 is currently 17%, whereas policy dictates 15%. In addition to the unassigned balance there are contingency funds in the General Operating Fund. Ms. Ledebouer said these funds allow the District to continue business as usual without borrowing funds with interest. The Capital Fund primarily has funds to support the District's infrastructure plans for technology, facilities, maintenance and collections. Mr. Sargent pointed out several unknown factors that may have an impact on the final budget.

The 2013 preliminary budget will be presented for adoption at the November meeting and a final budget will be presented in December.

In response to a Trustee's question, Ms. Ledebouer said strategic planning costs were paid from the 2012 budget. Funds were spent to send two staff members to PLA Boot Camp in Nashville, TN, in August 2012, and to fund a local consultant's fees.

Mr. Hattenburg expressed appreciation to Mr. Sargent for his detailed budget presentation, looking ahead and involving the Management Team in planning. Ms. Ledebouer added managers met individually and together as a group to ensure project costs and timelines dovetailed for most efficient cost planning. The resulting budget represents a team effort.

BOARD DIRECTION TO STAFF. There was consensus by the Board for staff to continue its progress toward finalizing the 2013 budget. In response to a Trustee's question about new construction, Mr. Sargent said updated figures will become available for the November meeting.

DISCUSSION ITEMS, POSSIBLE ACTION

STRATEGIC PLANNING UPDATE

Mr. Hattenburg expressed appreciation to Trustees and staff for their involvement in the annual Board retreat, Saturday, October 13, at CenterPlace in Spokane Valley, for which

there was consensus the event was highly productive. Strategic planning goals on the agenda were achieved.

Librarian Sonia Gustafson reported there were 11 participants at the Medical Lake Community Forum yesterday evening, with the next forum tomorrow evening at North Spokane. Mr. Roewe commented that meeting notes highlight the unique attributes of each community forum. The Strategic Planning Team will consider all community input to identify and prioritize service roles for the future.

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of potential agenda items for future meetings. The November 20 meeting at Argonne will include the 2013 budget review, and 2013 Board meetings schedule and locations. Ms. Ledeboer inquired whether Trustees would like to continue travel among library locations to hold meetings throughout the year. The consensus was to continue meetings rotation as usual, taking winter driving conditions into consideration. Tentatively, Trustee applicant interviews are scheduled for November 20.

REPORTS

TRUSTEES

Ms. Apperson said she found Spokane is Reading guest author Chris Cleave's explanation of his book, *Little Bee*, impressive. She also noted her enjoyment of Humanities Washington Bedtime Stories, held Friday evening, September 28. Ms. Apperson read a thank-you note to SCLD Board of Trustees published in the September 13 Inlander public "Cheers" column, which expressed gratitude for the recent approval of revisions to the District Computer, Wireless Network and Internet Use Policy. Ms. Lloyd also mentioned reading this public acknowledgment.

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 expressed her enjoyment of Staff Day—her first—along with appreciation to the HR Assistant who coordinated the event and others who made the day possible. She noted retirement of two long-time district employees, Technical Services Coordinator David Girshick, who retired recently, and Interlibrary Loan Clerk Barbara Berreman, who is preparing to retire in November.

PUBLIC SERVICES

Branch Services Managers Patrick Roewe and Doug Stumbough provided written reports for September 2012 Public Services in advance of the meeting. Mr. Hattenburg appreciated the update on the Computer, Wireless Network and Internet Use Policy; its effect on operations and staff's handling of filter questions within 72 hours—good job. There were no other questions or comments.

COMMUNICATION

Communication Manager Jane Baker was available for questions about her September report submitted prior to the meeting. There were no questions.

FISCAL

Revenue and Expenditure Statement through September 30, 2012.

Fund 001

Revenues	\$ 11,205,181
Expenditures	\$ 8,978,370
Ending Fund Balance	\$ 7,050,770
Fund Budget Expended	71.47%

There were no questions.

MEDICAL LAKE LIBRARY SPOTLIGHT

Branch Supervisor Laura Baird reported on Medical Lake Library, its members, community partnerships, special connections and how the library impacts members' lives. Ms. Baird provided the history of how City of Medical Lake was settled, first by Native Americans and later by others who also discovered the healing properties of the lake. In 1888, the location of Eastern State Hospital was selected because of its proximity to the lake. Soon thereafter, the town became known as a vacation area and health spa. Medical Lake today is a tight-knit bedroom community, known mostly as a retirement area and for its beauty and recreational opportunities. Major employers are public schools, Eastern State Hospital and Lakeland Village. City government is fiscally conservative and was the first and only West Plains community to halt new construction due to limited water resources. City residents have much community pride.

Visitors to the library include parents and children, high school students and Haven Home residents. A local Hutterite community visits regularly. Residents learn about one another and what is going on in the community through library visits. The Friends group is active and generously purchases items with its book sale funds. Ms. Baird also shared anecdotal stories about the library's impact on the community. First, the positive outcome of a job search for a member who initially had no computer skills before training at the library; and second, a month-to-month changing series featured in the library display case that stimulated dialog among members about the value of the hospital to the community.

Trustees expressed appreciation to Ms. Baird for her informative report.

OVERVIEW: SCLD Website Redesign


Communication Manager Jane Baker presented a mock up for the website redesign. WordPress, the new website platform, is more user-friendly and interactive. Ms. Baker noted use of new branding colors and a more standard across-the-top navigation. Currently, the Web Team is identifying content that will be migrated to the new platform. The plan is to reduce text and add images to resemble the welcoming appeal of the branches.

PUBLIC COMMENT

Mr. James Zahand presented a bequest to Spokane Valley Library on behalf of his family and friends in memory of his late wife, Diane E. Zahand. The purpose of the bequest—a book collection and annual monetary contributions—is to continue Ms. Zahand’s efforts to foster a love of learning and dedication to service. The Board was asked to accept the collection of books and create a fund in memory of Diane Zahand to support programs that foster love of learning. Mr. Zahand acknowledged Branch Services Manager Doug Stumbough for arranging SCLD staff to review the collection of over 4,000 books. On behalf of the Board, Mr. Hattenburg expressed appreciation for these significant contributions to Spokane Valley Library and the District, and condolences to Mr. Zahand. There was no additional public comment.

ADJOURNMENT

The meeting adjourned at 5:55 p.m.



Tim Hattenburg, Chair



Nancy Ledeboer, Secretary of the Board of Trustees