

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: November 20, 2012

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held November 20, 2012, at Argonne Library Public Meeting Room, 4322 N. Argonne Rd., Spokane, WA. Vice Chair Mary E. Lloyd 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
Nancy Ledebor - Executive Director and Secretary

EXCUSED:

Mark Johnson - Trustee

Also Present: Jane Baker, Communication Manager; Beverly Bergstrom, Otis Orchards and Fairfield Branch Supervisor; Paul Eichenberg, Human Resources Manager; Sonia Gustafson, Librarian; De Griffith, IT Desktop Administrator; Aileen Luppert, Librarian; Sandy Orr, Technical Services Coordinator; 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

Mr. Davis moved and Ms. Lloyd seconded to approve the agenda.

The motion carried unanimously.

Ms. Lloyd asked the Executive Director to introduce those in attendance who have not attended previous Board meetings. Ms. Ledebor introduced Aileen Luppert and Sandy Orr, and De Griffith, who has occasionally attended in the past.

ACTION ITEMS

**APPROVAL OF OCTOBER 13 SPECIAL MEETING, AND OCTOBER 16, 2012,
REGULAR MEETING MINUTES**

Ms. Lloyd called for corrections to the October 13 Special Meeting and October 16 Regular Meeting minutes.

There were no corrections; minutes stand approved as written.

APPROVAL OF OCTOBER 2012 BILL PAYMENT VOUCHERS

Ms. Apperson moved and Mr. Davis seconded approval of the October 2012 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 42924 through 43090 and W00087, W00088, W00089 totaling	\$ 553,902.54
	Payroll numbers: 10102012PR and 10252012PR totaling	\$ 340,748.99
	Total	\$ 894,651.53

There were no comments or questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

NONE.

NEW BUSINESS

SOCIAL MEDIA POLICY. Mr. Davis moved and Ms. Apperson seconded that the Social Media Policy be adopted as presented.

Ms. Ledebor explained the addition of this new policy spearheaded by Ms. Baker allows the District to extend its Code of Conduct to the digital world and set expectations or limits for comments and to remove inappropriate postings when warranted. The policy provides a framework for our commitment to intellectual freedom, while also engaging people productively. In response to a Trustee's question, Ms. Baker said thus far only one comment—a solicitation—has been removed from the site, yet going forward a log will be kept of comments removed. In response to another Trustee's comment, to prohibit any form of targeted bias "any group or individual" will replace "protected class of individuals."

There were no further questions or public comment.

The motion was unanimously approved with amendments as discussed.

PERSONNEL POLICY. Ms. Lloyd moved and Ms. Apperson seconded that the addition to the Personnel Policy, 5.4 Shared Sick Leave, be approved. In response to a Trustee's question, Mr. Eichenberg clarified that although all staff cannot donate time, everyone is eligible to request and receive hours, even non-benefitted staff. Ms. Ledebor said this policy was created with intent to be consistently fair and administratively simple. Accrued sick time will be donated on a case-by-case basis, hour for hour regardless of wage. Mr. Eichenberg briefly summarized the District's short- and long-term disability buy up plans in response to Ms. Lloyd's question, and noted this new policy will help bridge the 180-day financial gap (for most employees) between lack of sick time to when an employee can return to work or collect disability in the event of medical catastrophe. All details about requests for and receipt of shared leave will remain anonymous. There were no further questions or comments.

The motion was unanimously approved.

WCIP INTER-LOCAL AGREEMENT TERMINATION (RESOLUTION No. 12-05). Mr. Davis moved and Ms. Lloyd seconded to approve termination of the Inter-local Agreement between Washington Counties Insurance Pool (WCIP) and the District, and to authorize the Executive Director to sign on behalf of the District.

Ms. Ledebouer noted this process is a formality, as Trustees voted last December to amend the WCIP agreement by adding a sentence to clarify withdrawal from the group. Human Resources Manager Paul Eichenberg said three-fourths of participating employers are required to provide written consent to the pool's termination; this process allows the District to formally dissociate from the group.

The motion was unanimously approved.

2013 REVENUE & EXPENSES: PRELIMINARY BUDGET MESSAGE UPDATE. Mr. Sargent briefly presented changes since his first presentation in October and noted updated 2013 state-assessed values will not likely become available from the State Assessor's Office until January, which could represent another decrease in revenues of \$11,000. On the expense side, the largest increases are personnel-related, which includes 1.67% salary scale adjustments to match a mandatory minimum wage increase.

Mr. Sargent proposed a transfer of \$240,000 from the General Operating Fund to the Capital Projects Fund. This maintains the 15% unassigned fund balance outlined in the Financial Management Policy.

Mr. Hattenburg arrived at 4:30 p.m.

Mr. Sargent provided revenue comparison for 2012 and 2013. Miscellaneous category increased because of E-Rate reimbursements, and \$164,000 was transferred from the Capital Projects Fund to fund projects, Ms. Ledebouer noted.

In response to a Trustee's question about the Capital Projects Fund and assigned materials funds, Ms. Ledebouer said we have five-year plans for FFE, IT and Facilities maintenance. The library materials fund is held at ten percent of the annual budget which is planned for differently than the other three designated funds. Mr. Sargent explained that while the other three funds are based on the average of the five-year plan, the library materials fund is intended for one time start up or special needs. The last time this fund was used was to start up eBooks.

Contingency increased by \$214,000 for 2013; Ms. Ledebouer noted operating costs are up \$450,000, with revenues going down. The difference of expenditures over revenues will be made up by using the ending fund balance.

The remaining uncertainties include the District's final assessed valuation, changes in the IRS mileage reimbursement rate, and Workers' Compensation coverage. These variables will be addressed in the first mid-year review in 2013.

There were no additional questions or comments.

As Mr. Hattenburg assumed the role of chair for the remainder of the meeting, Ms. Ledebouer re-introduced new Technical Services Coordinator Sandy Orr, and Librarian Aileen Ruppert. Ms. Ruppert represents the first staff member to attend a board meeting to blog about it, to help bring transparency to all staff about board meeting communications. Going forward, all staff will be welcomed to sign up to attend future meetings and share information in a staff blog.

ADOPTING A 2013 PRELIMINARY BUDGET (RESOLUTION NO. 12-06). Mr. Hattenburg moved and Ms. Lloyd seconded that Resolution No. 12-06, Adopting a 2013 Preliminary Budget and Certifying to the Board of County Commissioners, be adopted.

RESOLUTION NO. 12-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2013 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2013 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

General Operating Fund revenues total \$11,265,300; expenditures total \$11,799,700. The estimated unassigned ending fund balance is \$1,770,194. Capital Projects Fund revenues total \$260,000; expenditures total \$100,000; transfers out \$264,000. The estimated unassigned ending fund balance is \$469,008. There were no questions or comments.

The motion was unanimously approved.

AUTHORIZING A 2012 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2013 (RESOLUTION NO. 12-07). Ms. Apperson moved and Ms. Lloyd seconded that Resolution No. 12-07, Authorizing a 2012 Property Tax Levy Increase for Collection in 2013, be adopted.

RESOLUTION NO. 12-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2012 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2013, AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

The resolution authorizes an increase in the 2012 levy to be collected in 2013 for the amount of \$0.00, which is a percentage increase of zero (0.0%) from the previous year. Mr. Sargent explained this resolution doesn't technically have to be filed, yet the Assessor's Office highly recommends the practice for transparency purposes. There were no questions or comments.

The motion was unanimously approved.

LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2013 (RESOLUTION NO. 12-08). Ms. Lloyd moved and Mr. Hattenburg seconded that Resolution No. 12-08, Levying the Regular Property Taxes for Spokane County Library District for Collection in 2013, be adopted.

RESOLUTION NO. 12-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2013 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2013 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

The resolution adopts a 2012 property tax levy for collection in 2013 in the amount of \$10,151,500 for collection in 2013, including an additional \$20,888 for administrative refunds. Mr. Sargent explained the handling of administrative refunds and said because we

are at the maximum levy rate of .50 cents per \$1,000, the District will not receive the funds. There were no other questions or comments.

The motion was unanimously approved.

BOARD DIRECTION TO STAFF. There was consensus by the Board for staff to continue its progress toward finalizing the 2013 budget. Mr. Hattenburg expressed appreciation to Mr. Sargent for his attention to budget development.

DISCUSSION ITEMS, POSSIBLE ACTION

STRATEGIC PLANNING UPDATE

As follow up to the final Community Forum held at Deer Park Library, November 14, Librarian Sonia Gustafson reviewed community needs responses and presented recommended service priorities and Mission and Vision draft statements for Board of Trustees' approval.

Mission: Spokane County Library District inspires lifelong learning, advances the creation and sharing of knowledge, and connects your community. Discussion ensued about the use of "your" as ownership of community. Branch Services Manager Doug Stumbough said comments surfaced at the forums about members wanting a sense of place and somewhere to go to meet others, find community information, attend workshops and have interactive experiences with others.

Vision: SCLD is the place for every community member to find opportunities to discover, create and grow.

Ms. Gustafson shared that the themes and comments gathered from community forums, District's website online survey responses and community leader interviews were used to create four service priorities. In response to a Trustee's comment, Ms. Gustafson and Ms. Ledebor reiterated forums provided a venue to gather opinions from residents for what constitutes an ideal community, not to appraise or discuss the role of libraries.

Creating and fostering community partnerships will play a large role in each of the four service priorities. They are

1. Know your Community (and its resources).
2. Satisfy curiosity.
3. Economic and workforce development.
4. Early literacy.

Mr. Hattenburg pointed out a trained workforce starts with early literacy. Ms. Ledebor noted these priorities make us most responsive to community needs expressed at forums.

The next step in the strategic planning process is to create goals and objectives.

Ms. Apperson asked how libraries will create knowledge. Ms. Ledebor responded the role of librarian has changed to not only provide information yet also the supportive tools to facilitate the next steps to create knowledge. Mr. Davis suggested emphasis on the importance of community connection. In response, Branch Services Manager Patrick

Roewe said the planning team will follow up and bring back a revised Mission and Vision for Board consideration.

2013 MEETING DATES AND LOCATIONS

Ms. Ledeboer pointed out more libraries were added as meeting venues for next year since Trustees decided by consensus at last month's meeting to continue library visits. Those located farthest away from the District Administrative Offices will be scheduled for summer months. Cheney and Moran Prairie were visited this year and are not on the list for 2013.

Ms. Ledeboer also notified Trustees the early-bird registration deadline is November 30 for ALA Mid-winter Conference held in Seattle, January 25-27. Anyone interested in attending should contact Patty Franz before Friday. Library Legislative Day is scheduled for February 15 in Olympia; information forthcoming.

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of potential agenda items for future meetings. The December 18 meeting will be held at Argonne Library. Agenda items will include 2013 final budget adoption, Airway Heights Library Spotlight, Board of Trustee officer election, selection of overview topics for 2013 and trustee applicant interviews. A holiday gathering will follow the meeting at 5:30 p.m. in the reception area of the Administrative Offices.

REPORTS

TRUSTEES

None.

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 said Business Manager Bill Sargent is working on refinancing bonds for Moran Prairie, which ultimately will save taxpayers \$100,000. Fourteen (14) cards for reciprocal use with Liberty Lake Municipal Library have been issued since adoption of the agreement. Ms. Ledeboer indicated the initial concern about availability of books by Cooperative Information Network (CIN), an independent consortium of North Idaho member libraries, is now resolved.

PUBLIC SERVICES

Branch Services Managers Patrick Roewe and Doug Stumbough provided written reports for October 2012 Public Services in advance of the meeting. Trustees enjoyed reading North Spokane Library Chili Cook-off event coverage in The Spokesman-Review.

Ms. Lloyd noted with interest the library's autographed copy of Chris Cleave's book, *Little Bee*, was returned to library circulation by a member, and Ms. Ledebauer mentioned anecdotally how complimentary the author continues to be about Spokane via social media. There were no other questions or comments.

COMMUNICATION

Communication Manager Jane Baker was available for questions about her October report submitted prior to the meeting. In response to a Trustee's question about Faith and Values at North Spokane, Ms. Baker replied a group advertised its meeting held at the library. There were no additional questions.

FISCAL

Revenue and Expenditure Statement through October 31, 2012.

Fund 001

Revenues	\$ 11,271,119
Expenditures	\$ 9,738,536
Ending Fund Balance	\$ 5,456,542
Fund Budget Expended	80.98%

Mr. Sargent reported the Business Office will run dual timekeeping programs for three pay periods and officially implement the new program if successful. On Tuesday, November 27, Mr. Sargent and Ms. Ledebauer will meet with Roy Koegen, financial legal counsel for the District, to sign Moran Prairie Library Capital Facilities Area tax compliance procedures documents. Standard and Poor's rated the Area's tax-exempt bonds higher than previously anticipated. Mr. Sargent explained the higher bond rating has to do with tax payments and higher tax collection rate of Moran Prairie citizens. Ms. Apperson inquired whether the District's financial standing impacted the rating. Mr. Sargent did not believe it was taken into consideration since the MPLCFA is an independent entity of Spokane County.

OTIS ORCHARDS AND FAIRFIELD LIBRARIES SPOTLIGHT

Branch Supervisor Beverly Bergstrom reported on Fairfield and Otis Orchards libraries' members, community partnerships and uniqueness. First, Ms. Bergstrom read from an essay she co-authored, *Eight Good Reasons to Move to a Small Town like Fairfield*, which described the lifestyle and community pride of Fairfield. There is no need to lock one's bicycle, events start late to accommodate a slower pace and the housing market is affordable. Schools, teachers and students are considered excellent; personal safety issues are not a concern and there is less traffic, with parking always available. Members bake cookies for staff, and most families grow gardens and chickens under skies with cleaner air quality than that which hovers over urban areas. In essence, Ms. Bergstrom said, Fairfield has what it takes to make a community cohesive. The town celebrates Flag Day as it has for 102 years; participation is so high the library runs out of pencils handed out along the parade route. The library also participates in the Old Fashioned Christmas Bazaar at the Community Center by holding a Holiday Storytime each year. The World War II Big Band Concert was a wonderful success this year.

In contrast, Otis Orchards has no town center and emphasizes its identity as not Liberty Lake! It has no fancy city limits sign, but residents know when they are home. It is proud of its roots; multiple generations of families live there. Geographically, a hardware store, animal hospital and two restaurants are located amid four corners and a single stoplight. The LDS church has a strong membership and the library is active with genealogy research. Knitting classes are popular, and though a community garden was attempted, without summer gardeners it was recently returned to lawn. Librarian Sonia Gustafson added the library is the hub of the community amid a soccer field south of the library and Fire Station on its east border. There are two mobile home parks and a retirement community; for some residents, the library is their only Internet service. Otis Orchards is a mecca for horses and people training, U-pick lavender, apples and cucumbers. Mr. Hattenburg noted before irrigation, Spokane Valley produced more apples per acre than anywhere in the state. Friends of the Library buy pumpkins for carving, recycled-book bags for use and treat staff to breakfast at Otis Grill.

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

PUBLIC COMMENT

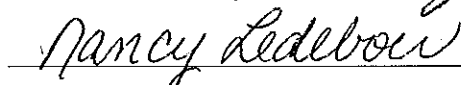
There was no additional public comment.

ADJOURNMENT

Mr. Hattenburg expressed appreciation to Ms. Lloyd for commencing the meeting prior to his arrival, and wished everyone a Happy Thanksgiving. The meeting adjourned at 5:46 p.m.



Tim Hattenburg, Chair



Nancy Ledeboer, Secretary of the Board of Trustees