

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

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held December 18, 2012, at Argonne Library Public Meeting Room, 4322 N. Argonne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:02 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 Ledebøer - Executive Director and Secretary

EXCUSED:

Also Present: Jane Baker, Communication Manager; Paul Eichenberg, Human Resources Manager; Sonia Gustafson, Librarian; Gwendolyn Haley, Youth Services Manager; Stacy Hartkorn, Airway Heights Branch Supervisor; Priscilla Ice, IT Manager; 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 THE NOVEMBER 20, 2012, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the November 20 Regular Meeting minutes.

Mr. Hattenburg corrected the Spotlight report noting at one time Spokane Valley was the state's top apple producer because of irrigation.

There were no other comments or corrections.

APPROVAL OF NOVEMBER 2012 BILL PAYMENT VOUCHERS

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

Fund :

L01	Voucher numbers: 43901 through 43280 and W00090, W00091, W00092 totaling	\$ 553,902.54
	Payroll numbers: 11092012PR and 11212012PR totaling	\$ 340,748.99
	Total	\$ 894,651.53
L08	Voucher number: 9506	
	City of Spokane Valley/Purchasing Closing Costs totaling	\$ 1,668.00
	Total	\$ 1,668.00

In response to a Trustee's question, Mr. Sargent said multiple payments to DIVCO are mostly for preventive facilities maintenance. There were no other comments or questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

2013 BUDGET.

ADOPTING A 2013 FINAL BUDGET (RESOLUTION NO. 12-09). Mr. Hattenburg moved and Ms. Lloyd seconded that Resolution No. 12-09, Adopting a 2013 Final Budget, be approved.

RESOLUTION NO. 12-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2013 FINAL BUDGET; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Revenues total \$11,265,300; expenditures total \$11,799,700, plus a \$264,100 transfer to the Capital Projects Fund. The estimated ending unassigned fund balance is \$1,770,194.

Mr. Sargent noted the Assessor's Office is currently reviewing appeals on assessed valuations and senior exemption applications before it can determine the District's final assessed valuation. L&I rates for 2013, received yesterday, resulted in a decrease of \$750; IRS standard allowable mileage reimbursement rates increased 1.8%, from 55.5 to 56.5 cents per mile, resulting in an increase of \$350. The financial impacts of these variables though considered minimal will be addressed by Mid-Year Review #1. There were no questions.

The motion was unanimously approved.

NEW BUSINESS

DIANE ZAHAND MEMORIAL FUND. Ms. Apperson moved and Ms. Lloyd seconded the motion to accept donations made in memory of Diane Zahand and direct staff to establish a "Diane Zahand Memorial Fund," no later than March 31, 2013, for the purpose of underwriting special youth programs and projects through Spokane Valley Library.

Mr. Hattenburg commented on the admirable actions of Mr. Zahand to honor his late wife by contributing to youth services by making available additional educational tools, thereby positively influencing the lives of young people.

Mr. Sargent pointed out the final paragraph of the recommendation, noting because of state-mandated accounting standards, the memorial fund will not be formally established until March 2013, and will be adopted by Board resolution at Mid-Year Review #1.

There were no further comments or questions.

The motion was unanimously approved.

BULLETIN BOARD AND COMMUNITY-INTEREST PUBLICATIONS POLICY. Ms. Lloyd moved and Mr. Hattenburg seconded that the new Bulletin Boards and Community Interest Publications Policy be approved as written. Ms. Ledebor noted the new policy was created to eliminate redundancy between two policies. The now separate Exhibit and Display Policy will be presented for Board review and approval in February. In response to a Trustee's question, Ms. Ledebor confirmed library meeting rooms can be used for any lawful purpose including religious and political meetings, with all meetings open to the public and free of rental charges. There were no further questions or comments.

The motion was unanimously approved.

2012 BALANCED SCORECARD SUMMARY.

Mr. Hattenburg noted the District has used the scorecard system since 2009 as a project management tool. This year's scorecard summary included those goals addressing Customer, Financial, Internal Process and Learning & Growth perspectives and thereby significantly spells out what has been accomplished in 2012. Ms. Ledebor summarized results for each area, which included contributory remarks by the Management Team. There were no questions or comments.

2013 WORK PLAN.

Ms. Ledebor said all projects contained within the Work Plan were approved for funding by previous Board approval of the 2013 budget. This list holds the District accountable and assists the Board in tracking progress and/or completion of budgeted programs and projects. There were no questions or comments.

2013 BOARD OF TRUSTEES OFFICERS ELECTION. Ms. Lloyd nominated Mr. Hattenburg to serve as chair for the 2013 calendar year and Mr. Davis seconded the motion. Ms. Lloyd nominated Mr. Davis to serve as vice chair and Mr. Hattenburg seconded the motion. The elected officers will serve from January 1, 2013, through December 31, 2013. There were no questions or public comments.

The motions were unanimously approved.

RECOGNITION OF RETIRING TRUSTEE ANN APPERSON. Mr. Hattenburg moved and Mr. Davis seconded that Resolution No. 12-10, RECOGNIZING RETIRING TRUSTEE ANN APPERSON'S SERVICE TO SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS, be adopted.

RESOLUTION NO. 12-10

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING RETIRING TRUSTEE ANN APPERSON'S SERVICE TO SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS

Mr. Hattenburg read the resolution aloud for Ms. Apperson and others in attendance to hear.

In Favor: Tim Hattenburg, Mary E. Lloyd, Dan Davis and Mark Johnson.

Abstentions: Ann Apperson.

Motion passed.

Following the vote, Ms. Apperson was presented with a framed original of the resolution and an engraved crystal book. Photographs were taken and expressions of gratitude and best wishes were extended by Trustees.

Mr. Hattenburg said Ms. Apperson's first day as chair was his first day as trustee. She taught him a lot by sharing her experience, he remarked.

Ms. Apperson extended her thanks to everyone, commenting how wonderful she considers her experience and how much she has learned. To Ms. Ledeboer she expressed appreciation for the leadership qualities she brings to the executive directorship of the District, and said what a feat it was to find a replacement for the former executive director, Mike Wirt, who was at the helm for over 30 years.

DISCUSSION ITEMS, POSSIBLE ACTION

STRATEGIC PLANNING UPDATE

Ms. Gustafson provided a brief strategic planning update on events since the November meeting, and most notably presented revised mission and vision statements for Board consideration. Revised Mission: We inspire learning, advance knowledge, and connect communities. Revised Vision: Spokane County Library District is the essential place to explore, learn and create. Trustees particularly appreciated the use of explore.

Ms. Ledeboer said the vision stretches us beyond where we're at now, toward creating knowledge.

Ms. Gustafson said a draft of the strategic plan will be presented next month. Meanwhile, goals and objectives meetings are coming along well, for which four separate teams comprised of staff are addressing each of the four service responses—Know your Community (and its resources), Satisfy curiosity, Economic and workforce development, and Early literacy.

In response to Mr. Hattenburg's question about participation at community forums, Mr. Stumbough said participation was at anticipated levels, and though we would have enjoyed higher attendance, forum responses along with key interviews and feedback from varied sources revealed common themes.

2013 OVERVIEW TOPICS SELECTION

Trustees considered the suggested service-area overview topics for continuing education presentations scheduled as part of each regular board meeting in 2013. Life after 50 and other outreach topics were favored by Trustees, as were technology topics, including how to use devices and download digital content. Ms. Ledeboer noted the District will offer a new product, Zinio, an app with 150 top titles for downloadable/digital magazines for iPad,

iPhone, Android, Mac & PC. For business operations, Ms. Ledeboer suggested Master Facilities Plan and bond issue planning could be suitable topics for a fall retreat. In response to a Trustee's question, Ms. Baker said an update on the District website redesign is anticipated by March. A list of overview programs by date will be distributed in January.

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of potential agenda items for future meetings. Spokane Valley is the venue for the first meeting of the New Year, scheduled for January 15. Agenda items will include Friends recognition, Spokane Valley Library Spotlight, policies review and overview schedule and potentially welcoming a new trustee. Library Legislative Day is scheduled for Friday, February 15, in Olympia; more information forthcoming. Mr. Hattenburg also noted an evaluation of Ms. Ledeboer's first year of performance as executive director is scheduled for next March or April.

Ms. Ledeboer asked if Ms. Apperson would consider attending the January meeting. In anticipation of National Library Week she will ask trustees to consider authorizing a week long amnesty program where people donate food in lieu of paying fines.

REPORTS

TRUSTEES

Mr. Johnson said the new carpeting at Airway Heights is very nice. He also expressed appreciation to Ms. Apperson for her service as Trustee.

Mr. Hattenburg shared a letter from Spokane Public Library Foundation Board of Trustees, suggesting an opportunity to create a joint fundraising effort to benefit libraries in Spokane County. He and Ms. Ledeboer have discussed and consider it an opportunity to reach out. Ms. Ledeboer will draft a letter in response to suggest Ms. Apperson, Ms. Lloyd and Ms. Ledeboer as representatives of the District for discussions. Ms. Lloyd and Mr. Hattenburg welcomed more expansive participation to include others—beyond Trustees.

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 the District plans to ramp up recycling efforts. Ms. Lloyd said she would like to see this as part of planning for new building sites. Though in some cases garbage pickup is handled by cities, Ms. Ledeboer will summarize the reports provided by Waste Management visits to District libraries. Ms. Ledeboer also noted the discrepancy between Mr. Sargent's and her report on savings from municipal bonds, which was an issue of timing and information received.

Ms. Ledeboer noted her attendance at GSI's Legislative Forum, held December 5 at The Davenport Hotel. Governor-elect Jay Inslee and a panel of state legislators were available to discuss the upcoming legislative session and issues of importance to our region and state. The legislative agenda includes asking the legislature to pass legislation that would create municipal library districts. She also said it looks like the City will approve adding a dedicated tax to support libraries for the February 12 ballot.

PUBLIC SERVICES

Branch Services Managers Patrick Roewe and Doug Stumbough provided written reports for November 2012 public services in advance of the meeting. Mr. Hattenburg asked about the process of Internet filtering. IT Manager Priscilla Ice said they are working on a method to allow Branch Services managers to request changes, thereby making for smoother operations. Ms. Lloyd expressed kudos for their great work. There were no other questions or comments.

COMMUNICATION

Communication Manager Jane Baker was available for questions about her November report submitted prior to the meeting. Mr. Hattenburg expressed appreciation for all the contacts and information provided by Ms. Baker. Ms. Lloyd shared anecdotally it was recently reported North Spokane and Spokane Valley libraries are ranked among the busiest libraries in the state. There were no additional questions.

FISCAL

Revenue and Expenditure Statement through November 30, 2012.

Fund 001

Revenues	\$ 11,478,672
Expenditures	\$ 10,652,150
Ending Fund Balance	\$ 4,750,481
Fund Budget Expended	88.57%

Mr. Sargent said he anticipates revenues to exceed expenses. He and Ms. Ledebouer will review the final statements and use this information to suggest mid-year adjustments in 2013. In response to a Trustee's question, Mr. Sargent said these funds are separate from reserve funds.

AIRWAY HEIGHTS LIBRARY SPOTLIGHT

Branch Supervisor Stacy Hartkorn reported on Airway Heights Library members, community partnerships and uniqueness.

City of Airway Heights was incorporated in 1955 and has a population of just over 6,000. To serve members and respond to the trend for increased usage, the library added an additional day and is now open 10 hours on Wednesday. Because of limited schedules, the additional day is particularly beneficial to those who depend on public transportation.

Fairchild Air Force Base, Geiger Corrections Center and Northern Quest Casino are major area businesses. Economic growth is also seen through a Walmart complex, Village Centre Cinemas and the STEP project for building a new casino. Even so, by 2011 Census estimates, overall the community has twice the average rate of lower-income households, compared to Spokane County, with home ownership 20% lower than Spokane County. It was suggested transitory housing, younger families, base personnel living farther out, and military flight plans prohibiting expansion or changes could influence the makeup of the community.

Library resources provide enrichment opportunities as well as critical services stemming from use of computers and having Internet access; e.g., completing taxes, applying for jobs and/or unemployment benefits. Ms. Hartkorn relayed a success story where library staff assisted a member with updating and printing a resume that yielded a new job. The library also offers information resources such as GED preparation books, and quality of life and early learning resources/entertainment such as DVD movies and weekly storytimes, the latter particularly appreciated because the local ECEAP preschool is at capacity.

Mr. Hattenburg asked about the library's relationship with Geiger Corrections Facility, to which Mr. Roewe responded the Center has its own library. Ms. Ice said the District formerly had contracts at Eastern State Hospital and Lakeland Village, and the state assumed responsibility over 30 years ago. In response to a Trustee's question about the Deep Creek community, Ms. Haley said members mostly attend Medical Lake Library, and the school makes monthly visits.

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

PUBLIC COMMENT


There was no additional public comment.

ADJOURNMENT

Prior to adjournment, Mr. Hattenburg expressed thanks to his wonderful wife, Becky Hattenburg, for preparing treats for the holiday gathering to follow. The meeting adjourned at 5:07 p.m.



Tim Hattenburg, Chair



Nancy Ledebuer, Secretary of the Board of Trustees