

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: January 15, 2013**

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**CALL TO ORDER**

The regular meeting of the Spokane County Library District Board of Trustees was held January 15, 2013, at Spokane Valley Library Public Meeting Room, 12004 E. Main Ave., Spokane Valley, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed those in attendance.

**PRESENT:**

Tim Hattenburg - Chair  
Dan Davis - Vice Chair  
Mark Johnson - Trustee  
Mary E. Lloyd - Trustee  
Sean Morrow - Trustee  
Nancy Ledebor - Executive Director and Secretary

**GUEST:**

Becky Hattenburg

Also Present: Jane Baker, Communication Manager; Paul Eichenberg, Human Resources Manager; Susan Goertz, Circulation Clerk; Carlie Hoffman, Virtual Services Manager; Priscilla Ice, IT Manager; Sonia Gustafson, Librarian; De Griffith, IT Desktop Administrator; Deb Park, Adult Collection 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. Lloyd moved and Mr. Johnson seconded to approve the agenda.

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF THE DECEMBER 12 SPECIAL MEETING AND DECEMBER 18, 2012, REGULAR MEETING MINUTES**

Mr. Hattenburg called for corrections to the December 12 and 18 special and regular meetings minutes. Mr. Hattenburg pointed out the draft minutes for December 18 sent prior to the meeting did not include the L08 Fund payment voucher record, yet it was included in the final/signature version.

There were no additional corrections; minutes stand approved as corrected.

APPROVAL OF DECEMBER 2012 BILL PAYMENT VOUCHERS

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

Fund

L01	Voucher numbers: 43281 through 43433 and W00093, W00094, W00095, W00096 totaling	\$ 534,743.28
	Payroll numbers: 12102012PR and 12212012PR totaling	\$ 341,625.37
	Total	\$ 876,368.65
L08	Voucher number: 9507 City of Spokane Valley/ Traffic Study totaling	\$ 5,909.01
	Total	\$ 5,909.01

There were no comments or questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

2013 OVERVIEW AND POLICIES REVIEW SCHEDULES

Ms. Ledebouer noted the overview and policies schedules were previously approved for the record and have since been added to the 2013 calendar. In the future, it was decided by consensus if there are no recommended changes to any policy scheduled for review, it will not be brought to the board. There were no questions or comments.

NEW BUSINESS

WELCOME INCOMING TRUSTEE

Mr. Hattenburg welcomed and introduced Trustee Sean Morrow to replace retired Trustee Ann Apperson. On Tuesday, January 8, Morrow was appointed by the Board of County Commissioners for a five-year term ending December 31, 2017. Mr. Hattenburg noted Mr. Morrow was recommended for his leadership and negotiations experience and understanding of benefits for both employees and organizations. As a Northside resident, Morrow's appointment maintains the geographical balance of County representation within the District. He and his family are avid readers and library members.

STCU DONATION

Mr. Hattenburg moved and Mr. Davis seconded acceptance of the donation made by Spokane Teachers Credit Union (STCU).

Mr. Stumbough explained Region I Youth Services Manager Gwendolyn Haley was approached and encouraged by STCU to apply for the donation to support children's programs. Following review, the STCU board accepted our application and presented the District with a check for \$2,500.

In response to a Trustee's question, Mr. Roewe said the District's program budget will be adjusted to reflect the donation at Mid-Year Review #1. There were no further questions.

The motion was unanimously approved.

TRAVEL POLICY

Ms. Lloyd moved and Mr. Davis seconded that the revised Travel Policy be approved as written.

HR Manager Paul Eichenberg said policy changes are minor and provide clarification about District funding for employee training or business travel. In response to Mr. Davis who asked how the difference in costs for airfare or ground transportation mileage is handled, Mr. Eichenberg said if the cost of advance airfare is less than mileage, the airfare amount is reimbursed; this is documented in Procedure 100.136. Ms. Ledebauer said the Management Team discussed the Travel Policy and the importance of conducting business travel in the most cost-effective manner possible. In discussion about WLA Library Legislative Day, Ms. Ledebauer noted travel to and from Olympia on February 15 will be completed in one day, with airfare purchased in advance. There were no further questions or comments.

The motion was unanimously approved.

FRIENDS OF THE LIBRARY RECOGNITION. RECOGNIZING DISTRICT FRIENDS OF THE LIBRARY SUPPORT, (RESOLUTION No. 13-01). Mr. Davis moved and Mr. Hattenburg seconded that Resolution No. 13-01, be adopted.

#### RESOLUTION No. 13-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING DISTRICT FRIENDS OF THE LIBRARY SUPPORT.

The resolution officially recognizes contributions throughout the year of the District's Friends of the Library groups. Each group will receive a personalized letter of appreciation from the Board Chair and Executive Director, noting each of the Friends' groups 2012 accomplishments, and a signed copy of the resolution. One or more Trustees and the Executive Director will attend an upcoming meeting of each group to personally express the District's appreciation for Friends' efforts. There were no public comments.

The motion was unanimously approved.

NATIONAL LIBRARY WEEK AMNESTY PROGRAM. Mr. Hattenburg moved and Ms. Lloyd seconded to approve implementation of National Library Week "Food for Fines" Amnesty Program.

Mr. Roewe further explained during National Library Week, April 14-20, the District plans to partner with 2<sup>nd</sup> Harvest, which has food bank service outlets in communities served by the District's 10 libraries. Staff will track waived fines as well as the amount of food collected. To assist staff, procedures will be updated and Communication will promote the event to members a month in advance. In response to a Trustee's question, Mr. Roewe said the District will pass along only food donations. Any fines or fees collected during that week remain with the District. This enables the District to follow standard accounting guidelines. There were no further questions. The motion was unanimously approved.

## **DISCUSSION ITEMS, POSSIBLE ACTION**

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

Mr. Hattenburg reviewed the list of potential agenda items for future meetings. The next meeting, which will be held at Argonne Library, includes adoption of the Strategic Plan, review of the revised Display and Exhibits Policy, SV New Library and Park Project Design Team Selection and ALA Mid-Winter Conference and Legislative Day reports. In response to a Trustee's question, Ms. Ledebouer said a soft launch of overall catalog enhancements is forthcoming. Ms. Ice said the option to view the new catalog will be available online next Tuesday, January 22. Mr. Hattenburg noted the performance review of a public employee tentatively scheduled for March could be postponed until April to accommodate schedules. The March meeting will be held at the Otis Orchards Library.

#### STRATEGIC PLANNING DRAFT PLAN PRESENTATION

Librarian Sonia Gustafson distributed a handout of the presentation slides and began her presentation with a recap of Mission and Vision statements: *We inspire learning, advance knowledge, and connect communities. And, Spokane County Library District is the essential place to explore, learn and create.* She then introduced the District Values Statement consisting of 13 principles to guide execution of the Mission. Ms. Lloyd suggested "importance of reading" be added to the principle "Literacy and the love of reading."

Ms. Gustafson then introduced six goals, each with measurable objectives as they relate to the four service areas determined by input from residents at community forums.

Achievable target dates of objectives range from one to three years, with programming events scheduled District-wide.

**Goal: Teens and adults will have resources and opportunities they need to attain meaningful employment.**

**Goal: Local businesses and non-profits will have the tools they need to develop and maintain successful and viable enterprises.** Mr. Hattenburg said announcing these events is most helpful and enables local businesses to depend on affiliated programming. Ms. Gustafson asked for tips in communicating with the local business community. In response to a Trustee's question about meeting room availability, Ms. Ledebouer said online meeting room reservations may well be available in the future.

**Goal: Children birth to five will have the services and programs they need to enter school ready to learn.** In response to a Trustee's suggestion, "activities" will be added to the second objective to become "interactive discovery and engagement activities." In response to a Trustee's concern about spontaneous, unstructured and interactive learning disrupting other members' library experiences, Ms. Ledebouer said a meeting room can be turned into an area for unstructured play time. However, in the smaller libraries space could become an issue. Therefore, a target date of 2015 provides time to develop options.

**Goal: Parents, teachers and caregivers will have programs and services designed to help them prepare their children to start school.** In response to a Trustee's question about who will facilitate programs and services, Ms. Ledebouer said there are four teams in place now and additional teams will help implementation in the future. Each library will also partner with subject matter experts from the community. Once the plan is approved, resources will be allocated to achieve goals based on community needs. Mr. Stumbough added collaboration with other agencies will allow us to effectively reach more residents. In response to a Trustee's question about how the District plans to conduct surveys, Ms. Ledebouer said perhaps once per quarter a simple feedback survey will be conducted. Mr.

Stumbough indicated that survey results would be used to evaluate the program or activity and make course corrections accordingly.

**Goal: Everyone will have the resources they need to explore topics of interest and support to share knowledge with others.** Ms. Gustafson gave a breakdown of how subject matter experts would be engaged to share their knowledge with community members. In response to a Trustee's question about liability, Ms. Ledebouer said there would be guidelines based upon legal advice. Ms. Ledebouer also said in response to a Trustee's question, programs scheduled off-site will be branded. Also, in response to a Trustee's suggestion, for the third objective use of the word "collection" will be changed to "library items" to prevent confusion. It was also suggested to promote use of Interlibrary Loan to members who might have interest in items formerly available in libraries.

**Goal: Community members will connect with each other and engage in local activities.** In response to a Trustee's question about how every library will showcase local authors and/or artists, Ms. Ledebouer said sometimes artists/authors are paid. Mr. Stumbough said at times paintings are displayed on library walls or in display cases.

Mr. Stumbough and Ms. Gustafson stressed Goals provide a framework for identifying activities to support each of the Goals. There are measurable objectives to help us evaluate whether our efforts are making a difference to the community. Staff are ready and eager to begin the work of shifting resources to support these goals.

Mr. Hattenburg expressed thanks for all the time and hard work that went into creation of the draft plan. He said it is obvious the plan will be a living document, with evaluation of programs ongoing. At this time, Mr. Stumbough asked the Board if now might be a good time to review the reporting formats provided to them each month and determine alternatives, if appropriate. Ms. Lloyd said she appreciates how the reports are formatted. Ms. Ledebouer said libraries could shift emphasis to report on the four services areas, as related to the strategic plan.

Ms. Gustafson said the next step is to apply feedback from this meeting to the draft plan and present a final plan for Board approval next month.

## **REPORTS**

### **TRUSTEES**

Mr. Morrow expressed gratitude for this opportunity to serve the Library District during an exciting time.

There were no additional reports.

## 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 reported Mr. Stumbough, Ms. Ice and she had the pleasure of meeting with City of Spokane Valley to review proposals from potential firms interested in being selected for the development of the Sprague Avenue property. Interviews of the top five candidates are scheduled for later this month, with anticipation of a signed contract and work to begin by spring. She also pointed out we have a challenge in front of us, as we have a lot of communication to do regarding funding for actual development of the property. The design stage will help to provide a concrete vision for what we hope to accomplish at the site.

Ms. Ledeboer also noted Spokane Public Library Foundation chair/president would like to meet with Mr. Hattenburg to determine who from SCLD will sit on the task force. They will be contacting Mr. Hattenburg to set up a meeting to discuss the scope of work to be accomplished by the task force.

## PUBLIC SERVICES

Branch Services managers Patrick Roewe and Doug Stumbough provided written reports for December 2012 Public Services in advance of the meeting. Mr. Hattenburg echoed Ms. Lloyd's comments about reading staff reports—the content is enjoyable and a helpful resource in educating the public. There were no other comments.

## COMMUNICATION

Communication Manager Jane Baker was available for questions about her report submitted prior to the meeting.

Ms. Baker pointed out that because December was a fairly quiet month, highlights for 2012 were added to her report. Mr. Ledeboer added as part of a website update, Ms. Baker has arranged for a photographer to be at Argonne before the next board meeting, February 19, at 3:30 p.m., to take photographs of Trustees. There were no additional comments.

## FISCAL

Revenue and Expenditure Statement through December 31, 2012.

### Fund 001

Revenues	\$ 11,271,934
Expenditures	\$ 11,612,163
Ending Fund Balance	\$ 3,583,730
Fund Budget Expended	96.55%

Mr. Sargent reported the Business Office will continue to review and pay 2012 invoices through next week, thus the January financial report will provide a more realistic view of

the next three months. Savings from 2012 will roll into the next year, as we want to maximize these resources for programming. Mr. Sargent said preliminary taxes will be part of Mid-Year Review #1, scheduled for March 19.

#### SPOKANE VALLEY LIBRARY SPOTLIGHT

Branch Services Manager Doug Stumbough reported on Spokane Valley Library, its founding history from 1850 to now, community, services, facility and future.

Following incorporation of the city in 2003, Spokane Valley is the third largest city ever to incorporate and has 90,000 residents. Its residents are characterized as having moderate incomes and retirement living options higher than average. Each fall, the city celebrates with Valleyfest that includes a parade previously known as the Hearts of Gold Parade, which honored the regions agrarian roots.

Opened in 1955 in its current facility, today Spokane Valley Library is the busiest public library in Eastern Washington. The building was remodeled in 1968 and again in 1986. The City of Spokane Valley briefly considered operating its own library; however, in response to public support the City annexed to the District with an 87% popular vote in 2004.

The library has 22,950 square feet and is open seven days a week. In 2012 there were 312,763 visitors, 621,791 items checked out (downloaded items not included), 68,041 software station users, 19,114 program attendees and 709 meeting room bookings. There are some challenges. Parking can be an issue, with access difficult. The facility has electrical and HVAC problems. Other complaints include the restrooms are too small, work space isn't sufficient and it is crowded. There is only one small elevator to transport children to Storytime, and the roofline redirects sound from the lower to upper floor, making noise a constant issue.

“A new and larger SV Library is the most practical alternative for providing the space needed to serve as the region's resource library,” states the District Library Facilities Master Plan. Mr. Stumbough said to serve more than 90,000 people, the current facility is two-thirds the size needed.

A new library with 30,000 square feet on one floor will provide the flexibility to serve the community. It will include quiet and collaborative spaces, reading room, computers as well as study rooms and larger meeting rooms. The District and City of Spokane Valley are in the process to select a firm to create a joint site development plan to achieve the quintessential environment to welcome and draw residents to this unique destination. The plan for a library located within a city park will be unique to the area. Building the library will require capital funding to be raised through a bond issue. The site plan will provide a way to involve the public in planning and to communicate the benefits of this joint use project.

The District also owns approximately two acres at Conklin Rd, with tentative plans for a new single-floor library. In looking at current Valley growth, the population is shifting east

and south. Land to site a library is quite limited, with little undeveloped land available, though with direction from city government and a willingness to work with us, perhaps more future opportunities will avail.

In response to a Trustee's question about usable floor space for the current library, Mr. Stumbough said there is 18,000 feet of public space, and 5,000 square feet of support space (compared to the new library with plans for 30,000 square feet on one floor). By keeping the new library on one floor we will maximize public space and reduce the need for stairwells, elevators, and traffic flow. A one-story building will also have the greatest flexibility as services change and evolve over the next 50 years.

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

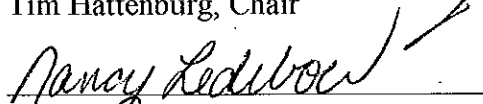
#### **PUBLIC COMMENT**

There was no additional public comment.

#### **ADJOURNMENT**

The meeting adjourned at 5:42 p.m.

  
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Tim Hattenburg, Chair

  
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Nancy Ledebor, Secretary of the Board of Trustees