

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: March 19, 2013

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held March 19, 2013, at Otis Orchards Library Public Meeting Room, 22324 E. Wellesley Ave., Otis Orchards, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed those in attendance.

PRESENT:

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

EXCUSED:

Mark Johnson - Trustee

Also Present: Jane Baker, Communication Manager; Beverly Bergstrom, Otis Orchards and Fairfield Library Supervisor; Susan Goertz, Circulation Clerk; Carlie Hoffman, Virtual Services Manager; Priscilla Ice, IT Manager; Sonia Gustafson, Librarian; Patrick Roewe, Public Services Manager; Paul Eichenberg, HR Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Public Services Manager; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF THE FEBRUARY 19, 2013, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the February 19 regular meeting minutes.

There were no corrections; the minutes stand approved as written.

APPROVAL OF FEBRUARY 2013 BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Mr. Morrow seconded approval of the February 2013 bill payment vouchers as follows:

Fund

L01 Voucher numbers: 43597 through 43760 and
W00101 through W00105 totaling \$ 537,243.28

Payroll numbers: 02082013PR and 02252013PR totaling \$ 346,157.57
Total \$ 883,400.85

There were no comments or questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

NONE.

NEW BUSINESS

CHILDREN'S SAFETY IN LIBRARIES POLICY. Ms. Lloyd moved and Mr. Hattenburg seconded that the Children's Safety in Libraries Policy be approved. Public Services managers Patrick Roewe and Doug Stumbough made editorial changes to clarify and strengthen language specifically related to parental/guardian responsibility for children in the library.

There were no questions or comments.

The motion was unanimously approved.

REVISING THE DISTRICT'S 2013 BUDGET (RESOLUTION NO. 13-02). Mr. Davis moved and Mr. Hattenburg seconded that Resolution No. 13-02, Revising the District's 2013 Final Budget, be approved.

RESOLUTION NO. 13-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REVISING THE DISTRICT'S FINAL 2013 BUDGET ADOPTED ON DECEMBER 18, 2012 WITH RESOLUTION NO. 12-09; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

General Operating Fund (001-661):	\$ 11,661,500
Capital Projects Fund (008-661):	\$ 264,100

In response to Mr. Hattenburg's question about Upriver Drive rental property revenue, Mr. Sargent clarified that when the District eliminated meeting room charges in 2012, the budget line item for rental income was zeroed out and the anticipated rental property revenue for 2013 was inadvertently dropped. The adjustment was made for Mid-Year Review #1 and \$8,300 was added back to the budget.

Adjustments to the budget were highlighted with explanatory detail in documents distributed in advance of the meeting. Mr. Sargent stated the purpose of this review was for the Board to officially approve any changes in fund balances. He briefly reviewed changes and noted the net effect is an increase of \$1,024,120 to the Estimated Ending Unassigned Fund Balance for 2013.

Mr. Sargent recommended eliminating the planned transfer out of funds to the Capital Projects Fund to facilitate future financial forecasting. For now, funds remain in the general operating fund until further discussion or decisions at the April 16 Board of Trustees' meeting.

For the Capital Projects Fund, Mr. Sargent recommended combining individual infrastructure funds into one assigned for District infrastructure plans, and eliminating

the transfer of \$240,000 from the General Operating Fund. In response to a Trustee's question, Mr. Sargent clarified that previously there were four separate funds based upon procedures to calculate funding of future needs. Ms. Ledebor said that having one line item to fund infrastructure needs provides greater flexibility for maintaining facilities and service needs. Ms. Ledebor said Mr. Sargent will provide a financial forecast at next month's meeting. The purpose of the financial forecast will be to present information on strategies for maintaining service levels given limits on revenue increases and continued increases in operating costs.

There was no public comment on revising the District's budget.

The motion was unanimously approved.

DECLARING A VEHICLE SURPLUS (RESOLUTION NO. 13-03). Mr. Hattenburg moved and Mr. Morrow seconded that Resolution No. 13-03, Declaring a Vehicle Surplus to District Needs, be adopted as presented.

RESOLUTION NO. 13-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, DECLARING A VEHICLE SURPLUS TO DISTRICT NEEDS; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Mr. Sargent stated the cost of the new replacement vehicle is based on the final trade-in value of the 2008 Chevrolet K1500 Silverado truck, currently owned by the District. The District anticipates the difference amount to cost approximately \$9,000, with additional costs of approximately \$3,000 for taxes and license fees, canopy, security system and SCLD decal. In response to a Trustee's question, Mr. Sargent said the new truck will have a five-year, 100,000 mile warranty.

There were no other questions.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of agenda items for future meetings. Mr. Sargent will provide a financial forecast at the next regular meeting, held April 16 at Airway Heights. The agenda will also include an update on Sprague Avenue property development, a presentation on National Volunteer Week by HR Assistant Debbie Rhodes, and Consultant Jeff Stafford will attend to facilitate the executive session. A performance review matrix prepared by Dr. Stafford was distributed to Trustees in advance of the next meeting for consideration of the review of a public employee.

Regarding the Sprague Avenue library and park plan, a public meeting for interaction and feedback is scheduled for Monday, April 22, at Spokane Valley Library for which Ms. Ledebor asked Trustees to RSVP to Patty Franz. Two additional public meetings are planned for May 20 and September 12; information forthcoming.

Mr. Hattenburg noted he and Ms. Lloyd will attend the OLA/WLA Conference in Vancouver, WA, April 24-26, along with Ms. Ledebor and five other staff. Trustees were invited to attend the annual Our Kids: Our Business kickoff luncheon April 10 at

Spokane Convention Center. Ms. Ledebouer noted the District purchased a table in support of the library's role to develop young learners. Overcoming child abuse is critical to achieving the goal of preparing young children to learn.

REPORTS

TRUSTEES – In response to Ms. Lloyd's question about the upcoming Sprague Avenue library and park project special meetings, Ms. Ledebouer said City of Spokane Valley will host meeting announcements on its website and the District's site will provide a link. The District website will host a page with information about the project and, ultimately, design information, photos, and a place for comments; details to be determined.

Ms. Lloyd queried the status of Books for Dessert, a book group designed for developmentally disabled adults. Mr. Stumbough said he made contact with a retired teacher who may have interest in leading the group.

Mr. Hattenburg reported that he and Ms. Ledebouer were invited to attend the Board of County Commissioners' meeting this morning to accept a donation check presented to SCLD by Gerriann Armstrong on behalf of the Autism Society of Washington Spokane Chapter. Ms. Armstrong relayed how she and her son always felt supported and welcomed when attending library programs. The donation will be used to purchase materials on autism spectrum disorders. Subsequent to introductions and a brief conversation with BOCC Chair Shelly O'Quinn, Mr. Hattenburg and Ms. Ledebouer will meet with her Thursday, April 11, to provide more information about District plans for a new Spokane Valley Library.

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. Ledebouer additionally reported that she and IT Manager Priscilla Ice had a conversation with CEO Marc Futterman of CommunityConnect in Encino, CA. CommunityConnect is a software-as-a-service application that uses data and maps to understand library members, neighborhoods, service areas and community conditions that impact library service strategies. In response to Ms. Lloyd's question about the product having measurable outcomes, Ms. Ledebouer noted both King and Pierce counties developed effective outreach and marketing strategies from this data. Confidentiality agreements are in place to prohibit data sharing.

Ms. Ledebouer noted that she and Mr. Roewe met with representatives from the City of Cheney and Eastern Washington University to discuss possibilities for library services in Cheney. This is part of an effort to keep our partners informed as the Board discusses options to replace or remodel library facilities.

PUBLIC SERVICES

In advance of the meeting, Public Services managers Patrick Roewe and Doug Stumbough provided a written report for February 2013 Public Services. Mr. Hattenburg commented favorably about the new reporting format that corresponds with the District's four service priorities. Ms. Lloyd commented about the success of programming selections, noting the strong attendance. There were no other questions or comments.

COMMUNICATION

Communication Manager Jane Baker was available for questions regarding her February report submitted prior to the meeting. On behalf of all Trustees, Mr. Hattenburg reiterated his appreciation for contacts made by Ms. Baker. Ms. Ledebauer noted that soon Trustees will see Food for Fines announcements, scheduled for April 14-20.

There were no additional questions.

FISCAL

Revenue and Expenditure Statement through February 28, 2013.

Fund 001

Revenues	\$ 10,239,029
Expenditures	\$ 2,001,334
Ending Fund Balance	\$ 11,901,263
Fund Budget Expended	16.96%

In preparation for the fall Board retreat, additional financial information will be provided each month. Mr. Sargent said he will provide a financial forecast in April followed in May by an outline of options for a bond issue to fund capital improvements.

OTIS ORCHARDS LIBRARY SPOTLIGHT

Library Supervisor Bev Bergstrom reported on Otis Orchards Library and the community it serves. She tailored her comments to correspond to the four service priorities of the strategic plan: develop young learners, support job seekers and local businesses, explore and discover, and connect communities. Otis Orchards has no community parks, yet the library has a huge lawn where it has held music concerts. She hopes to explore opportunities for outdoor activities as plans for the new Sprague Avenue library and park project evolve. This summer the library will have an ant hill at the checkout desk for members' exploration and discovery. Plans are also underway to reestablish a community garden. Librarian Sonia Gustafson made contact with the school principal who is excited about the project; a solid plan will be established before project kickoff. The Otis community hasn't a newsletter, thus Ms. Bergstrom plans to use the digital display signage as a means of sharing community information. Ms. Bergstrom went for her annual visit to East Valley High School to judge senior projects. She met a student interested in becoming a librarian and advised her to take technology courses needed by librarians. Students from Spokane Falls Community College Library Tech Program visit Otis to observe; they too are excited about libraries of the future. In response to Mr. Morrow's question about placement of the digital display signage, Ms.

Ledeboer said the District hasn't yet seriously considered placing it outdoors due to installation costs.

Mr. Hattenburg shared an anecdote about Otis Orchards from today's Spokesman-Review 100 Years Ago Today feature by Jim Kershner.

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

SCLD WEBSITE FEATURES OVERVIEW

Communication Manager Jane Baker and Carlie Hoffman reviewed the prototype of the website redesign and its features. Ms. Baker noted the four service priorities will be incorporated to the design and staff time reallocated for blog writing and other website enhancements. The setup of HTML5 improvements has delayed completion, yet will ultimately be efficient. Ms. Baker demonstrated how a responsive website can resize itself for different user devices.

Regarding enhancements, Ms. Hoffman said the goal was to eliminate the need for multiple clicks by the user; thus drop downs and menu options were added. Subjects are now found in multiple places to make searches easier. Each library will have a home landing page with specific information and event calendar for each community. Ultimately, interactive elements will be offered such as online registration for events, meeting room reservations and the means for community members to interact on specific topics; e.g., local living. Libraries will partner with community experts and organizations such as WorkSource to provide programs. In response to a Trustee's question, discussion ensued about the handling and location of the About link. Ms. Hoffman indicated there will be a review period in which staff and the public provide feedback prior to going live with the new website.


Trustees expressed appreciation to Ms. Baker and Ms. Hoffman for their development and appeal of the new website design.

PUBLIC COMMENT

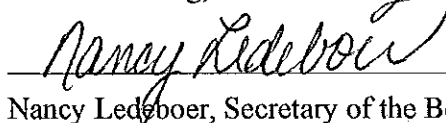
There was no additional public comment.

ADJOURNMENT

The meeting adjourned at 5:09 p.m.



Tim Hattenburg, Chair



Nancy Ledeboer, Secretary of the Board of Trustees