

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 17, 2013**

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, September 17, 2013, in the public meeting room at North Spokane Library, 44 E. Hawthorne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:03 p.m. and welcomed those in attendance.

**PRESENT:**

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

**EXCUSED**

None.

**GUESTS:** Gary Bernardo, AIA, Principal, Bernardo Wills Architects PC; Roy Koegen, Attorney, and Debbi Haskens, Paralegal, Koegen Edwards, LLP; and Richard Schober, Managing Director, Piper Jaffray, Seattle-Northwest Division.

Also Present: Jane Baker, Communication & Development Officer; Paul Eichenberg, Chief Human Resources Officer; Priscilla Ice, Chief Information Officer; Jason Johnson, Managing Librarian; Patrick Roewe, Deputy Director, Library Services; Bill Sargent, Chief Financial Officer; Andrea Sharps; Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; and Patty Franz, Administrative Assistant.

**AGENDA APPROVAL**

Mr. Davis moved and Mr. Johnson seconded to approve the agenda.

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF AUGUST 20, 2013, REGULAR MEETING MINUTES**

Mr. Hattenburg called for corrections to the August 20 regular meeting minutes. There were no corrections; the minutes stand approved as written.

**APPROVAL OF AUGUST 2013 BILL PAYMENT VOUCHERS**

Ms. Lloyd moved and Mr. Morrow seconded approval of the August 2013 bill payment vouchers as follows:

Fund

L01 Voucher numbers: 44642 through 44810 and  
W00132-W00136 totaling \$ 572,125.99

Payroll numbers:	08092013PR and 08232013PR totaling	\$ 352,231.01
	Total	\$ 924,357.00
L08	Capital Projects Fund: 9512 BWA Architectural Services	9,196.00
	9513 BWA Architectural Services	10,450.00
		\$ 19,646.00

There were no questions.

The motion was unanimously approved.

#### UNFINISHED BUSINESS

SPRAGUE AVENUE LIBRARY AND PARK PROJECT UPDATE. Ms. Ledeboer reported on the Balfour Park/Library conceptual site plan open house held Thursday, September 12, from 4-6 p.m. Representatives of Spokane Valley Parks and Recreation Department, Library District project steering committee members and site plan consultants were in attendance to answer questions and make available updated diagrams on community preferences. Approximately 70 people attended the event in response to advance communication work, print and email invitations, and media coverage. Ms. Ledeboer said she senses the community is eager to see a new library in Spokane Valley, as responses from those who attended were mostly positive. The next challenge, however, is to communicate the project for now is only conceptual. Design of the building will not begin until funding is secured, which will involve a bond issue. Trustees praised effective placement at the site of a Little Free Library by Friends of Spokane Valley Library. Particularly with the sign down at the Conklin site, it was suggested a Little Free Library might be helpful to raise awareness there as well.

#### NEW BUSINESS

2013 BUDGET MID-YEAR REVIEW #2. Mr. Davis moved and Mr. Hattenburg seconded the 2013 Budget Mid-Year Review #2 be amended as written. Mr. Sargent pointed out revisions are accommodated within existing expenditure authority. Accordingly, a resolution is not required for amendments.

There was no further discussion.

The motion was unanimously approved.

PURCHASING POLICY. Mr. Hattenburg moved and Ms. Lloyd seconded that the Purchasing Policy be revised and as written. Ms. Lloyd said revisions that referenced purchasing guidelines for Washington State were helpful. Mr. Sargent noted when purchasing thresholds change, the District won't necessarily need Board approval. It also isn't required to follow green guidelines, yet we do so when economically feasible. Ms. Ledeboer noted District policy closely follows state guidelines.

There was no further discussion.

The motion was unanimously approved.

#### REPORTS

##### TRUSTEES

Sean Morrow expressed appreciation for the opportunity to attend the GSI Annual Meeting, held September 11, which had record attendance. WSU Chancellor Lisa Brown and Paul Ramsey, Dean of the UW School of Medicine, were keynote speakers. They spoke of how collaboration helped grow medical education in Spokane and how partnerships with a common goal can help a business or community succeed. Mr. Hattenburg echoed Mr. Morrow's comments and reflected on the project's growth since a conversation he had with Lisa Brown 20 years ago when the University District was in its planning stages.

#### 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 reviewed Mid-Year Review #2 and pointed out Mr. Sargent posted budget revisions to the Executive Director's report for August. In recognition that Mr. Roewe and Mr. Stumbough are focused on managing District-wide initiatives, Managing Librarian positions were created to manage day-to-day operations at North Spokane and Spokane Valley. These positions have been filled by Jason Johnson and Sonia Gustafson, respectively. In response to Ms. Lloyd's query about cost to the District, Ms. Ledeboer said we purposely promoted from within the District and adhered to the goal of budget neutrality. All future positions that become available will be closely evaluated before filling. Mr. Hattenburg commended staff for making recent organizational transitions smoothly in a short period of time.

#### PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report for August 2013 prior to the meeting, which included data for customer use measures, programming and library activities. Ms. Ledeboer noted meeting room use is up along with programming, computer use and circulation. Mr. Hattenburg pointed out Fairfield Library statistics are up 83%, to which Mr. Stumbough said the population of Fairfield is just over 600 within city limits, therefore, an uptick results in a large statistical increase.

#### COMMUNICATION

Communication & Development Officer Jane Baker provided a written report for August 2013 communication activities. Mr. Hattenburg commented on the positive coverage of the SV Library/Park site developments. Ms. Ledeboer said Ms. Baker worked diligently to provide advance communication and invitations for the conceptual open house held Thursday, September 12, at the site. Ms. Ledeboer said the turnout was great, particularly for a busy time of year. Ms. Lloyd commented how nice it was to see the property spruced up for the event.

**FISCAL**

Revenue and Expenditure Statement through August 31, 2013.

Fund 001

Revenues	\$ 10,863,366
Expenditures	\$ 7,180,517
Ending Fund Balance	\$ 7,346,417
Fund Budget Expended	61.63%

Looking ahead, Mr. Sargent said SAO auditors will be here October 22. He will send an email to invite Trustees to the audit entrance briefing. Mr. Hattenburg said he plans to attend.

**SPOTLIGHT**

Deputy Director of Library Services Patrick Roewe reported how North Spokane Library responds to the community it serves in relation to the four service priorities of the Community Impact Plan. First, however, Mr. Roewe introduced Managing Librarian Jason Johnson, recently promoted from Moran Prairie Library Supervisor to serve at North Spokane. Mr. Roewe noted his office was recently moved to the Administrative Offices to coincide with his new responsibilities as Deputy Director Library Services for the District.

Play and Learn Storytimes and interactive discovery stations are provided to develop young learners. Young learners are defined as children birth to age five. This is an age group the library has always focused on, yet now we are redoubling efforts to ensure children and their formal and informal caregivers have the resources they need to help children enter school ready to learn. By the end of 2015, community libraries will have at least three interactive discovery stations, and resource libraries will have at least six. Via PowerPoint, Mr. Roewe provided photographs of a block table and puppet play castle. Both of these recent acquisitions enable parents and/or caregivers to interact with their toddlers. Friends of North Spokane purchased the discovery station and Girl Scouts donated the animal puppets.

Mr. Roewe said the second service priority, support of job seekers and local businesses, is in some respects where the District could make more of an impact. It is critically important for our communities to have both a capable workforce and strong businesses and organizations, and the library has a role to bring these two groups together. Toward that end, for two years Mr. Roewe has attended the Greater Spokane Incorporated North Spokane Advisory Group, which focuses on North Spokane suburban issues. The library offers free meeting rooms for programming, conducts test proctoring and has Internet and Wi-Fi available for job searches. Mr. Roewe said during summer reading, Brazilian Jiu-jitsu Spokane offered a great program for Tweens and received business exposure as well.

Despite suburban sprawl and not having a readymade community identity, North Spokane connects with communities through its active neighbors of Whitworth University and Mead schools, as well as its partnerships with Spokane Transit Authority and Friends of North Spokane Library. Mr. Roewe noted Whitworth University elementary education majors tour the library and hear presentations from District librarians on collection development trends and other relevant topics. Introductory tours of the library are provided to Mead schools, where the book drop is a big draw. Also, area schools are a big supporter of the student library card. Librarian Michael Sierra participates on Spokane Transit Authority Corridor Advisory Panel.

He provides input for bus routes needed by members, shares District insight and overall helps the District take a role in the broader community issue of transit. Friends of the North Spokane Library provide fantastic support. Its financial support enables the District to take things up a notch on programs and initiatives. Digital display, nooks and iPads for staff training, and the fact they are great advocates for the library are examples of the tremendous differences made by Friends.

Explore and Discover, the fourth service priority, focuses on a wide range of services—both materials checked out to members (books, CDs, DVDs, downloadable books, etc.) and the experiences and programming provided. The District applied for and received the Humanities Washington Hope in Hard Times Exhibit grant. North Spokane will host the traveling exhibit with images of the Great Depression from April 11 to July 5, 2014. Mr. Roewe provided a sneak preview of the exciting lineup of programs planned to complement the exhibit. Events and activities include visiting authors, lectures, period-appropriate music, antiques and artifacts.

In response to Trustee questions, Mr. Roewe said the exhibit will need to adhere to its travel schedule as it moves through the state; thus, its visit cannot be extended. North Spokane was selected over the other District libraries because of its larger footprint, floor space and proximity to Whitworth University. Friends and Whitworth will contribute financially to help bring author Tim Egan to the area to speak. Mr. Hattenburg noted the importance of teaching history and the timeliness of the exhibit as the nation moves out of its current recession.

A dinner break was held from 4:40 to 5:15 p.m.

## **DISCUSSION ITEMS, POSSIBLE ACTION**

**BOND OPTIONS DISCUSSION AND DIRECTION.** Guests Gary Bernardo, AIA, Principal, Bernardo Wills Architects PC; Richard Schober, Managing Director, Piper Jaffray, Seattle-Northwest Division, and Roy Koegen, Attorney, and Debbi Haskens, Paralegal, Koegen Edwards, LLP, joined the meeting to individually present information relevant to the discussion topic.

Supported by a PowerPoint presentation, architect Gary Bernardo provided a breakdown of potential building project component costs and how total costs were calculated. Similar library case studies and project costs were presented and reviewed in 2015 dollars. He also interactively demonstrated how project costs vary by the size of a library building. Considering a possible bond election in April 2014, Mr. Bernardo also provided a realistic timeline of events to build a new library, from September 2013 to August 2016. Pending a successful bond election in April 2014, he included a sequence of events from voter approvals to selecting an architect and design team, construction, building occupancy and project closeout, projected for mid-2016.

In response to Mr. Morrow's question, Ms. Ledebouer said we will develop a building program providing expectations for energy efficiency, lighting, and other factors affecting cost to guide the architects. Mr. Hattenburg asked if projects will increase staffing to which Ms. Ledebouer said job descriptions have been revised with single-desk service and one-story design in mind. We plan to staff both new libraries with current staffing levels. Circulation desks drove library

designs in the past, Mr. Bernardo noted. However, there has since been a cultural shift toward more mobile and self-service options. He also said there could be economy of scale for certain designs. Ms. Ledeboer said we need to know what the project will cost the taxpayer, as we will not promise more than can be delivered. In response to a Trustee's request, Mr. Sargent said he will provide recent District library project costs for the next meeting.

In response to Ms. Lloyd's question about ancillary costs, Ms. Ledeboer said we agreed to share costs for the sidewalk and stoplight, and to split costs of Herald Road pavement and crossing. Mr. Bernardo said construction contingency was built into the spreadsheet, and noted contingency dollars can be shifted to achieve aspirations as the project comes toward close. Ms. Ledeboer said if the first project comes in under budget we can upsize the second. In response to Mr. Morrow's question about adding to library collections, Ms. Ledeboer said fundraising and use of contingency funds will be used.

Richard Schober, bond counsel for the District, reported on how to raise the necessary 20 million dollars to support the project. First he provided background on the historical and current bond market, credit spreads for tax exempt bonds and yield curves. He also illustrated and summarized the proposed transaction and provided a calendar of events for going forward. Though the District is at rate risk exposure, a bond election ballot title must be filed in advance of bond sales.

Attorney Roy Koegen and Paralegal Debbi Haskens provided a handout with guidelines for library districts in election campaigns, and a timeline of events to form a Spokane Valley Capital Facilities Area. Mr. Koegen reviewed a number of legal issues relevant to library districts in election campaigns and outlined the primary rules and regulations. He covered authority of library districts, prohibition against use of public facilities, exempt activities and civil remedies and sanctions. Mr. Koegen said he has already made contact with the County for accurate boundaries of the new district. Ms. Ledeboer added the LCFA would include residents inside the borders of East Valley, West Valley and Central Valley school districts, except the portions of West Valley that are inside the Spokane city limits and the portion of Central Valley that includes Liberty Lake. Only those residents defined by the boundaries would see the bond issue on their April ballot. Mr. Morrow asked if other initiatives would be on the ballot.

Ms. Ledeboer said school districts are looking at 2015, thus we would pay the cost of the election. Discussion ensued about PDC guidelines; Mr. Koegen provided guidance to Trustees. Ms. Ledeboer said meetings have been held with Friends of the Library presidents to explain District plans. Mr. Roewe said it is Administration's obligation to provide information and instruction staff, and they are prepped as well. Though not an action item, the board agreed by consensus that Mr. Koegen should proceed to prepare a resolution for the October regular meeting to enable the District to move ahead.

#### FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of tentative agenda items distributed prior to the meeting. Ms. Ledeboer said the Library/Park site design plan could be completed by October or November. Mr. Davis noted he may not be available to attend either the October or November meeting.

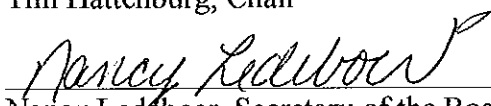
**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting adjourned at 7:04 p.m.

  
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Tim Hattenburg, Chair

  
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Nancy Ledboer, Secretary of the Board of Trustees