

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

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, October 15, 2013, in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:05 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

Also Present: Jane Baker, Communication & Development Officer; Paul Eichenberg, Chief Human Resources Officer; Sonia Gustafson, Managing Librarian; Gwendolyn Haley, Library Services Manager; Kelsey Hudson, Librarian; Priscilla Ice, Chief Information Officer; Deb Park, Adult Collection Development Librarian; Ellen Peters, Librarian; Sherrie Prentice, Librarian; Patrick Roewe, Deputy Director, Library Services; Bill Sargent, Chief Financial Officer; Doug Stumbough, Deputy Director, Library Operations; Amber Williams, Librarian; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF SEPTEMBER 17, 2013, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the September 17 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF SEPTEMBER 2013 BILL PAYMENT VOUCHERS

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

Fund

L01	Voucher numbers: 44811 through 44947 and W00137-W00142 totaling	\$ 516,784.04
	Payroll numbers: 09102013PR and 09252013PR totaling	\$ 334,126.14
	Total	\$ 850,910.18
L08	Capital Projects Fund: 9514 City of Spokane Valley	1,224.28
	9515 Spokane County Treasurer	186.18
	Total	\$ 1,410.46

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

FINAL SITE PLAN FOR SPRAGUE AVENUE LIBRARY AND PARK PROJECT. Mr. Hattenburg moved and Mr. Morrow seconded approval of the provisional Sprague Avenue Library and Park Project site plan. Ms. Ledebor reminded Trustees the conceptual site plan completion deadline is October 31, with final deliverables due by November 8. The 30,000 sq. ft. library with associated parking fits within the 2.5 acres purchased by the District. To ensure adequate parking, however, and a place for buses to drop off students, consultants recommend the District purchase an additional 0.32 acres. Architect Gary Bernardo visually presented the extra land segment between current parcels. He said 125 spaces will serve most parking demand. However, there could be times of high demand when vehicles will need to circle for three to four minutes to find an open space. With Board approval, staff will work with City of Spokane Valley to negotiate the land purchase in accordance with the interlocal agreement approved by the Board last year. The transfer of property will take place during the week of January 6, 2014, making an amendment to the current budget unnecessary. In response to Mr. Davis, Ms. Ledebor clarified the additional third acre is for parking only.

REQUESTING ESTABLISHMENT OF AND FUNDING FOR SPOKANE VALLEY LIBRARY CAPITAL FACILITY AREA. Mr. Hattenburg moved and Ms. Lloyd seconded that Resolution 13-05, Requesting Establishment of and Funding for Spokane Valley Library Capital Facility Area, be adopted.

RESOLUTION No. 13-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REQUESTING ESTABLISHMENT OF THE SPOKANE VALLEY LIBRARY CAPITAL FACILITY AREA TO FINANCE A NEW SPOKANE VALLEY LIBRARY, NEW VERADALE/GREENACRES LIBRARY AND EXPANSION OF ARGONNE LIBRARY AND LIBRARY FACILITIES IN ORDER TO EXPAND THE AVAILABLE LIBRARY SERVICES; REQUESTING THE APPROVAL OF A PLAN OF FINANCE FOR SUCH ANTICIPATED ADDITIONAL LIBRARY CAPITAL FACILITIES; APPROVING AN INTERLOCAL AGREEMENT WITH RESPECT TO THE SAME; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Attorney Roy Koegen said he has been in contact with the City of Millwood and Spokane Valley attorneys. Both SV and Millwood have revised the resolution and are now ready for

Council consideration. If the Board approves to proceed as planned, Resolution 13-05 begins the process to create SVLCFA. Mr. Koegen reviewed the subsequent process to create LCFA, bond issue and place the issue on the ballot. Once the area is formed, the Board of Trustees becomes ex officio of the LCFA. Ms. Ledebor pointed out the importance of Section 5 of the resolution, which states the Board chair and vice chair can modify the interlocal agreement, and designates who owns and pays for the property.

ASSOCIATION OF WASHINGTON CITIES INTER-LOCAL AGREEMENT. Mr. Morrow moved and Mr. Johnson seconded approval of the Association of Washington Cities Inter-local Agreement, be adopted.

RESOLUTION NO. 13-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, TO ACKNOWLEDGE NOTIFICATION BY THE ASSOCIATION OF WASHINGTON CITIES EMPLOYEE BENEFIT TRUST OF ITS MOVE FROM A FULLY-INSURED BENEFIT PROGRAM TO A SELF-INSURED HEALTH AND WELFARE BENEFIT PROGRAM, EFFECTIVE JANUARY 1, 2014; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Mr. Eichenberg explained it was necessary to complete this resolution for District benefits eligibility now that AWC Employee Benefits Trust has moved to a self-funded model. Under the Affordable Care Act, a self-funded model is more cost efficient tax-wise for AWC. AWC was able to avoid an estimated 6% increase for 2014 by becoming self-funded. In response to Ms. Lloyd, Mr. Eichenberg said though its stop loss isn't known at this time, AWC has 15 million in its reserve fund, and the interlocal agreement states it will payout should the District choose to leave the group. Ms. Ledebor noted the larger group means less risk for the District.

NEW BUSINESS

PERSONNEL POLICY. Mr. Hattenburg moved and Mr. Davis seconded that the Personnel Policy be revised as written. Chief Human Resources Officer Paul Eichenberg said the potential for liability has been substantially reduced since March 2005 when use of Terminal Leave was approved as an acceptable alternative against excess compensation. It is now more economically sound to payout sick leave in a terminating employee's final paycheck. With Board approval, Personnel Policy Terminal Leave will be replaced by Sick Leave Cashouts, effective January 1. Staff will soon be notified to exercise their options, if interested, before December 31. In response to a Trustee's question, Mr. Eichenberg said only one District employee is enrolled in PERS I.

There was no further discussion.

The motion was unanimously approved.

NATIONAL LIBRARY WEEK FOOD FOR FINES AMNESTY PROGRAM. Mr. Davis moved and Mr. Hattenburg seconded that the National Library Week Food for Fines Amnesty Program be approved. Deputy Director Patrick Roewe reviewed program structure, 2013 results and suggested preparation to implement during the week of April 13-19, 2014. This year's total amount of forgiven fines was \$4,069.32, with 5,017 pounds of food donated. Mr. Roewe noted members often contributed more than required to forgive fines. We partner with 2nd Harvest, which fills in any gaps in communities where there isn't a food bank, and partners with all local food banks. Donated food stays local in whatever community it is donated. Ms. Ledeboer said this program ultimately benefits community and speaks to people's generosity. Ms. Lloyd said it brings people back into library too. Mr. Roewe said with Board approval, next steps are logistical arrangements with 2nd Harvest, design and implementation of a marketing campaign to inform members and notification of staff.

DISTRICT BOOK SALES. Mr. Davis moved and Ms. Lloyd seconded that the District Book Sales structure be revised as written. Deputy Director Doug Stumbough provided background of book sales, as related to the Disposal of Surplus Property Policy. Payments for book sales are handled by staff as a book sale item. Total sales revenue for 2012 was \$27,805.00. Current prices have been in place for at least 10 years. To ensure a reasonable return for value, staff proposed increases to \$1/hardcovers, .50/paperbacks, and .25/magazines, up from \$.50, .35 and .10. New prices remain economical for most consumers. With Board approval, announcement materials will be designed for posting at all libraries.

There was no further discussion.

The motion was unanimously approved.

GROUNDS MAINTENANCE SERVICE CONTRACT. Ms. Lloyd moved and Mr. Hattenburg seconded that the Grounds Maintenance Service Contract award be approved. Ms. Ledeboer said services currently provided are satisfactory and we are pleased to again award the District contract to Greenleaf. Mr. Roewe added their efficiency is impressive. In response to a Trustee's question, Mr. Sargent said the Business Office determined the criteria for light, moderate, or heavy snow removal. Though some ratios remain in effect regardless, Mr. Sargent confirmed we will pay accordingly if the season is light.

There was no further discussion.

The motion was unanimously approved.

2014 BUDGET

PUBLIC HEARING ON AUTHORIZED REVENUE SOURCES. Mr. Hattenburg called the Public Hearing on Authorized 2014 Property Tax Revenue and Other Revenues to order at 4:53 p.m. and called for public testimony. There was none; the hearing closed at 4:54 p.m.

ORGANIZATIONAL MEMBERSHIPS REVIEW. Mr. Johnson moved and Mr. Hattenburg seconded that organizational memberships be approved for 2014 General Operating Fund budget inclusion. There were no questions or discussion.

2014 PRELIMINARY BUDGET PRESENTATION. Chief Financial Officer Bill Sargent reviewed line item budget information including preliminary revenue and expenditure changes for the 2014 budget, using comparisons to 2013. Mr. Sargent said as in the past, the budget was built on a baseline, plus any one-time additions or deletions. He reported current revenues without transfers-in are \$57,000 above expenses, yet there remain unknowns. Ms. Ledeboer commented the goal is to have a balanced budget where we do not spend over what is brought in. Property taxes, assessed valuation, and new construction increased slightly. Contract fees will decrease because of mitigation agreements. Minimum wage will increase 1.455%. Overall, salary will increase 4.4%, which includes step increases, realignment of hours related to reorganization, and a temporary part-time Communication Intern. In accordance with policy, library materials will be 14% of net expenses. Software support services will increase by \$25,000. Based on the five-year plan, building repairs and maintenance will decrease by \$5,000, along with non-capital tech equipment. Employee health and welfare benefits will decrease by \$82,000 because of the District's move to a new provider, Association of Washington Businesses Employee Benefits Trust. Mr. Sargent noted anticipated election costs have been added to the Capital Budget. He added he does not anticipate significant changes before the final budget is presented in December.

BOARD DIRECTION TO STAFF. Trustees provided no additional direction to staff regarding the 2014 budget process. There was consensus to proceed as planned.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of upcoming tentative agenda items distributed prior to the meeting. Trustee candidate interviews will be postponed for a special meeting later this month, since neither Mr. Davis nor Mr. Johnson are unavailable to attend the November meeting.

2014 BOARD MEETING SCHEDULE AND LOCATIONS

Mr. Hattenburg reviewed meeting dates and locations for 2014. The trip to Fairfield was canceled this year to accommodate a presentation by Bernardo Wills Architects. A meeting is planned at Fairfield Library for June of next year.

2014 OVERVIEW TOPICS

Trustees briefly reviewed suggested overview topics. Mr. Hattenburg noted with interest single-service desk model, STEM, and community partnerships. Ms. Ledeboer said depending on Trustees' interests, topics can be added or repeated throughout next year.

REPORTS

TRUSTEES

No reports this month.

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 noted the District hosted the Library Council of Washington at Moran Prairie Library, for which Priscilla Ice is a member/representative. The Council is a catalyst for dealing successfully with library-related issues of statewide concern, and also advises the State Librarian and Office of the Secretary of State on statewide library issues and expenditure of federal funds. On other subjects, Ms. Ledeboer reported Overdrive has resumed carrying Penguin titles, and HR is conducting open enrollment for District staff health and welfare benefits. A representative from Association of Washington Cities was on-site for meetings with high staff turnout.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report for September 2013 prior to the meeting, with data for customer use measures, programming and library activities. In response to Mr. Hattenburg's query, Spokane Valley Managing Librarian Sonia Gustafson said many new families regularly attend Baby Lapsit since she attended the Mommy and Me Club, a social group for all moms, babies and moms-to-be, held at Valley Hospital. Ms. Gustafson will continue quarterly visits to the hospital to present storytime to the club. Also, Deputy Director Patrick Roewe, pointed out the new organizational and reporting structure was included in the October report.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report for September 2013 communication activities prior to the meeting. Ms. Ledeboer noted the media coverage of recent library events: Author Chris Crutcher, who spoke at libraries during Banned Books Week, and Spokane is Reading.

FISCAL

Revenue and Expenditure Statement through September 30, 2013.

Fund 001

Revenues	\$ 10,895,849
Expenditures	\$ 8,084,966
Ending Fund Balance	\$ 6,474,451
Fund Budget Expended	69.39%

Looking ahead, Mr. Sargent said upon confirmation from SAO auditors, he will send an email to invite trustees to the audit entrance briefing scheduled for later this month. Mr. Hattenburg said he plans to attend.

OVERVIEW EXPLORE AND DISCOVER/LIFE AFTER 50

Library Services Manager Gwendolyn Haley and Librarian Sherrie Prentice provided an overview of programming for the service priority, Explore and Discover, and Life after 50. Ms. Ledeboer noted though the District has always offered adult programming, there is now more emphasis resulting from Community Impact Plan goals. Ms. Haley introduced Amber Williams and Ellen Peters, librarians at North Spokane, and Spokane Valley Librarian

Kelsey Hudson. Each District librarian now also has a community assignment. Ms. Williams, Ms. Peters, Ms. Prentice, and Ms. Hudson support development of programming at Deer Park, Airway Heights, Otis Orchards, and Argonne libraries, respectively.

Ms. Prentice reviewed the team's goal and objectives, and programming results. As of September 30, 32 community experts have shared their knowledge at library programs; 116 opportunities have been provided to attend community interest-driven programs, and 10,877 children (K-12) have attended a library program. Ms. Prentice pointed out the District has partnered with Mobius Science Center to bring Science Saturdays back to all 10 libraries, October through November.

In support of job seekers and small businesses, Ms. Haley said local groups and small businesses provide key collaborative programs for topics that overlap with explore and discover. Toward the six-times-per-year check-out goals for library items and learning tools, digital resources increased by 44%. The jump was attributed to Zinio and Overdrive; however, check out of other resources also increased.

The Institute of Museum and Library Services (IMLS) offered a competitive Western Regional Fellowship, Transforming Life after 50, for 2010-2011. It was granted to Librarian Ellen Peters. The goal of the Fellowship was to develop public library leaders committed to working with and serving mid-life adults, ages 50+. Ms. Haley noted aging is changing. Boomers are healthy and vital, with interests geared toward volunteering, lifelong learning, financial security, and staying healthy and active. There have been huge jumps in program attendance resulting from not necessarily more but selective edutainment programming. The Civil War and music series have been especially popular. Overall program attendance is anticipated to exceed 2012. On the horizon is the spring arrival of the Hope in Hard Times exhibit at North Spokane. Area classroom work is anticipated to coincide with the exhibit.

In support of science, technology, engineering and math (STEM) enrichment programs, the District partnered with Mobius Science Center to offer relevant programming at all 10 libraries. The District also partners with Opportunity Elementary School to utilize a Humanities Washington Prime Time Family Reading grant. Families visit the library for dinner and reading time together. Prime Time curriculum emphasizes the importance of families reading together and creates long-term library users. Ms. Haley said 90% of the families continue to use the library after the program.

Ms. Haley noted District staff is excited and eager for additional program offerings underway. Mr. Hattenburg extended thanks for all the staff effort—creative and otherwise—as well as fun offered to members. Ms. Lloyd expressed thanks to staff for its shift flexibility in support of programming.

PUBLIC COMMENT

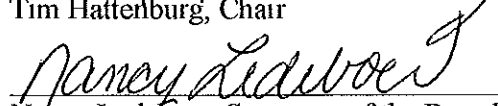
There were no public comments.

ADJOURNMENT

The meeting adjourned at 6:11 p.m.



Tim Hattenburg, Chair



Nancy Ledwoer, Secretary of the Board of Trustees