

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 18, 2014

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, February 18, 2014, in the public meeting room at Spokane Valley Library, 12004 E. Main Ave., Spokane, 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
John Craig - Trustee
Mark Johnson - Trustee
Sean Morrow - Trustee
Nancy Ledeboer - Executive Director and Secretary

EXCUSED:

None.

GUEST: Integra Government and Education Account Manager, Carlos Simmons

Also Present: Jane Baker, Communication & Development Officer; Mary Ellen Braks, Library Services Manager; Diane Brown, Librarian; Paul Eichenberg, Chief Human Resources Officer; Priscilla Ice, Chief Information Officer; Michelle Booth, Librarian; Sonia Gustafson, Managing Librarian; Patrick Roewe, Deputy Director, Library Services; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL-

Mr. Morrow moved and Mr. Hattenburg seconded to approve the agenda.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF JANUARY 21, 2014, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the January 21 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF JANUARY 2014 BILL PAYMENT VOUCHERS

Mr. Davis moved and Mr. Johnson seconded approval of bill payment vouchers for January 2014:

Fund

L01	Voucher numbers: 45425 through 45625 and W00158-W00162 totaling	\$ 887,571.77
	Payroll numbers: 01102014PR and 01242014PR totaling	\$ 365,794.82

	Total	\$1,253,366.59
L08	Capital Projects Fund: 9517 Bernardo Wills Architects	\$ 4,944.60
	9518 Bernardo Wills Architects	\$ 6,826.74
	1292014CIP First American Title Insurance Co.	\$ 97,366.69
	Total	\$ 109,138.03

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

SPRAGUE AVENUE LIBRARY AND PARK PROJECT UPDATE. Mr. Stumbough reported the documents related to purchase of the Spokane Valley property were completed and filed by First American Title, January 31. The property is now officially owned by the District.

NEW BUSINESS

WELCOME INCOMING TRUSTEE. Mr. Hattenburg introduced and welcomed John Craig, appointed to the Board of Trustees for his first five-year term by the Board of County Commissioners, effective Feb. 11. Mr. Hattenburg said he anticipates Mr. Craig will bring to the board the same characteristics he is known for—integrity and a straight-forward approach.

There was no further discussion.

2014 BOND ELECTION COMMUNICATION. Communication & Development Officer Jane Baker presented the District communication plan PowerPoint, developed to inform and educate the Board of Trustees and staff about how and what information, based on PDC guidelines, can be presented to library members/groups about the April 22 bond election. Ms. Baker also distributed copies of the informational brochure designed and written by the Communication Department. Questions posed by Trustees included how to separate the three potential projects funded by the bond; how to emphasize that only voters living in the LCFA will pay increased property taxes for the projects, and if a mailer sent to those taxpayers is allowable/planned. In response, Ms. Baker said we began to provide information about the separate projects at informational open houses last summer. Therefore, we can continue to clarify distinctions, if asked. At this time, a mailer is not planned, yet it would be allowed based on our past practice of mailing information to households. Ms. Baker said she will give the mailer consideration, and also emphasized timing, tone, tenor and factual information as essential in all communications. Recently, Ms. Baker and Mr. Hattenburg were interviewed by reporter Craig Howard, for The Current's March issue cover story. Mr. Hattenburg complimented Ms. Baker on the comprehensiveness and quality of the informational brochure. There was no further discussion.

FACILITY USE FOR POLITICAL PURPOSES POLICY. Mr. Hattenburg moved and Mr. Johnson seconded approval of revisions to the Facility Use for Political Purposes policy. The primary purpose of the update was to revise the RCW number that had been changed, effective January 2012, and add a purpose statement. There was no further discussion.

PARTNERSHIP AND SPONSORSHIP POLICY. Mr. Davis moved and Mr. Hattenburg seconded the addition of a new Partnership and Sponsorship policy. In recognition of the emphasis placed on community engagement as part of the Community Impact Plan and in anticipation of future partnership and sponsorship opportunities, the policy draft established general guidelines for the future. Mr. Roewe briefly provided background of this new policy modeled after Pierce County Library System, Dauphin County Library System (PA), and Akron-Summit County Public Library (OH), noting with approval a complementary procedure will be put in place as well. In response to Mr. Davis' question about the kind of recognition the District has in mind for community partners or sponsors, Mr. Roewe indicated recognition would be commensurate to contribution; e.g., a plaque with name recognition for a 3-D printer; stickers inside book covers to acknowledge book donations, etc. The draft policy was intentionally broad to provide flexibility.

WIDE AREA NETWORK CONTRACT APPROVAL. Mr. Johnson moved and Mr. Hattenburg seconded approval of the wide area network (WAN) contract with Integra Telecom Holdings, Inc., a new provider for the District. Ms. Ice said the new provider allows all 10 District libraries to be on the same network, improves connection speeds at Fairfield and Deer Park and provides upgrades at several other buildings as well. The new contract has a higher cost of about \$1,000 per month because we've purchased more capacity. Ms. Ice said we anticipate our E-Rate filing reimbursement to be based on the increased cost.

In Favor: Tim Hattenburg, Dan Davis, John Craig, Mark Johnson.

Abstentions: Sean Morrow.

Motion passed.

RECIPROCAL USE REVIEW OF LIBERTY LAKE AND SPOKANE PUBLIC LIBRARIES. Mr. Roewe provided a brief history of reciprocal use between SCLD and Spokane Public Library, and SCLD and Liberty Lake Municipal Library. He pointed out the inter-local agreement respective to each partner requires statistics to be reported annually. Mr. Roewe said the average checkout in favor of the District is approximately 2:1. SCLD members borrowed an average of 9 items from SPL, while SPL members borrowed 19 from SCLD. In response to questions posed by Trustees, Mr. Roewe said the disparity could be attributed to the District's more robust collection and longer open hours, yet is not a cause for concern, as it does not drain District resources. Ms. Ledebor drew attention to the data for Airway Heights. While it is a relatively low number compared to Moran Prairie and North Spokane, use by city residents is a significant part of Airway Heights' usage overall. Trustees may recall that the annexation mitigation agreement with the City of Spokane is almost at an end and yet we continue to serve city residents who now reside within the borders of the city. These residents appear to prefer the local Airway Heights Library to the nearest city library, which would be Downtown. In the future we may want to consider this data when negotiating annexation agreements. In the case of Moran Prairie, the annexation agreement recognized that city residents would continue to use Moran Prairie as their community library and the payments will not sunset. Mr. Davis commented the statistics say good things about Moran Prairie, particularly with its proximity to two city libraries.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of tentative agenda items for the next two months. The March meeting will be held at Argonne. In response to Mr. Hattenburg's question, the online learning overview scheduled for March will include all virtual learning services offered by the District.

REPORTS

TRUSTEES

Mr. Craig said he was pleased of his appointment and glad to be here. He regularly notices library parking lots are quite full, and while reading reports in preparation for this meeting he was mindful of the importance of his role as Trustee. Trustees welcomed Mr. Craig.

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 WLA Library Legislative Day, held January 24 in Olympia, was positive and worthwhile. She reported on the experience in a weekly news report to staff and Trustees in lieu of including a report at this meeting. She also noted we have sponsored a table at the upcoming Spokane Valley Chamber of Commerce meeting to provide information about District library services.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for January 2014, with data for customer use measures, programming and library activities. In response to Mr. Hattenburg's concern about security incidents at Deer Park and Moran Prairie, Mr. Stumbough said the incidents involve repeating individuals. Library staff is asked to document incidents for staff awareness. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for January 2014 communication activities. Mr. Hattenburg expressed appreciation to Ms. Baker for her continued efforts toward the upcoming bond election. Mr. Davis commented how Communication Department activities grow larger each month.

FISCAL

Revenue and Expenditure Statement through January 31, 2014.

<u>Fund 001</u>	
Revenues	\$ 10,397,334
Expenditures	\$ 1,224,257
Ending Fund Balance	\$ 13,092,560
Fund Budget Expended	10.88%

In response to Mr. Hattenburg's question about the status of the SAO audit, Ms. Ledebor said it is not yet final.

SPOTLIGHT SPOKANE VALLEY LIBRARY

Managing Librarian Sonia Gustafson and Librarian Michelle Booth reported on Spokane Valley Library and the community it serves. Librarian Diane Brown was also present to support questions. Spokane Valley Library (SV) ranks as one of the busiest public libraries in Eastern Washington. New single desk service was implemented in November 2013, which has helped provide customer service excellence by allowing staff to engage with members at their point of need. The thematic statement for SV is "Adding Value to Our Lives." In response to Community Impact Plan service goals, Play & Learn Storytime is a large part of developing young learners; at SV it is very well attended. Baby Lapsit has the highest average attendance. The majority of Outreach Storytimes are in Spokane Valley and presented by many staff. Ms. Gustafson pointed out a play castle was received today for the Children's Area. She encouraged Trustees to pass through the area after the meeting to see the castle and magnetic wall. For explore and discover, emphasis was placed on programs to support STEM. Based on interest following a demo by a local expert in the library lobby, a 3-D Printing Club is anticipated to begin soon. Recently, an unprecedented 100 people attended a hosted program with the Heritage Museum, which demonstrated significant community interest. Book a Librarian sessions are popular with families with various electronic devices. Additional sessions are ramping up, such as Lego Build Day (scheduled for December at SV), which has had explosive popularity. In response to demand, Lego Build programs will be held every Monday night all summer long. Librarian Michelle Booth reported on library programs to support job seekers and local businesses. Ms. Booth attends meetings with WorkSource each month. She said we hope to offer more resume classes and make additional career resources available. Librarian Kandy Brandt is now a Spokane Valley Chamber of Commerce Ambassador. We've sponsored a business table this month to network and promote IT Academy courses. SV participates in activities to support local fairs and events, such as the Book Cart Drill Team comprised of staff in Valleyfest and other local parades. Overall, ideas for the future are more partnerships; programming outside of library venues; more DIY programs to include home and yard; financial planning; broadening options for Book a Librarian; taking workshops on the road to service and community organizations, and helping to facilitate City of Spokane Valley unity.

OVERVIEW COMMUNITY IMPACT PLAN

Mr. Hattenburg moved and Mr. Morrow seconded approval of the suggested modifications to objectives of the Community Impact Plan. Deputy Director Patrick Roewe provided an overview supported by a PowerPoint presentation of the Community Impact Plan after a year of implementation. He introduced Library Services Manager Mary Ellen Braks. With a year of the Community Impact Plan (CIP) now complete, staff has been able to assess progress made in pursuit of individual objectives and complementary overarching goals. As demonstrated by the report provided in advance of this meeting, the District exceeded the anticipated numbers for some objectives, while coming close but not quite reaching others, and yet still having to build capacity in order to reach the rest. To a certain extent, such variations are to be anticipated,

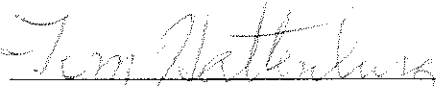
considering metrics were established prior to the start of many of the initiatives. Once the initiatives got underway, staff was able to learn how objectives meshed with practical reality. Objectives were written with a certain degree of ambition and a willingness to take risks. Those that are yet to be met provide additional impetus to pursue them with greater focus. Those that have been met—and in some cases were eclipsed—demonstrate that we were perhaps further along in our efforts than initially thought. To that end, staff recommends revisions to several objectives to better align them with the resources and opportunities available. Revisions provided in advance were presented by Mr. Roewe. In response to Mr. Morrow's question about security of loaned devices by the library, Chief Information Officer Priscilla Ice said devices are controlled by District network security and become inoperable and therefore useless off the premises. Mr. Hattenburg said he is impressed by the report appendix of library programs and staff for setting the bar high. Mr. Roewe said programs are filtered for how they fit into goals of the CIP and community interests. Trustees complimented staff for their actions to carry out the CIP. Ms. Ledeboer said our intent was to create an organic plan that would evolve and grow, not sit on a shelf. Mr. Roewe said with Trustees' approval, the document will be updated and posted on the District website.

PUBLIC COMMENT

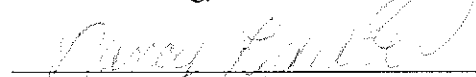
There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:20 p.m.



Tim Hattenburg, Chair



Nancy Ledeboer, Secretary of the Board of Trustees