

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

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, March 18, 2014, in the public meeting room at Argonne Library, 4322 N. Argonne Rd., 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
Nancy Ledeboer - Executive Director and Secretary

EXCUSED:

Sean Morrow - Trustee

GUEST:

Julie Van Wormer, ALSC Architects

Also Present: Jane Baker, Communication & Development Officer; Diane Brown, Librarian; Paul Eichenberg, Chief Human Resources Officer; Pat Davis, Library Supervisor; Carlie Hoffman, Virtual Services Manager; Kelsey Hudson, Librarian; Priscilla Ice, Chief Information Officer; Sonia Gustafson, 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; Cindy Ulrey, Librarian; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL-

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF FEBRUARY 18, 2014, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the February 18 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF FEBRUARY 2014 BILL PAYMENT VOUCHERS

Mr. Davis moved and Mr. Hattenburg seconded approval of bill payment vouchers for February 2014:

Fund

L01 Voucher numbers: 45626 through 45778 and
W00164-W00168 totaling \$ 546,582.78

Payroll numbers:	02102014PR and 02252014PR totaling	\$ 352,447.80
	Total	\$ 899,030.58
L08	Capital Projects Fund: Central Valley SD Rental Fees	\$ 4.00
	Void Voucher	\$ --
	Koegen Edwards LLP Legal Srvcs	\$ 16,730.32
	Total	\$ 16,734.32

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

2014 BOND ELECTION UPDATE. In addition to the detailed report provided in advance of the meeting, Ms. Ledeboer pointed out the three upcoming bond election informational meetings, for which an invitation to attend was sent to each voter residing in the LCFA. Media coverage has also been helpful, with a feature story in The Current, and stories, a column and letters to the editor in The Spokesman-Review. Several businesses have come forward with interest in helping to support the project as well.

NEW BUSINESS

CODE OF CONDUCT POLICY. Mr. Hattenburg moved and Mr. Craig seconded approval of revisions to the Code of Conduct policy. The primary suggested policy revision was to add overnight parking at District-owned facilities as conduct that would not be allowed. This change would allow the policy to support posted signage already in place at District-owned facilities. In response to a Trustee's question about current signage, Mr. Roewe responded that we have had a few occasions to ask people not to park in the library lot overnight. The revised policy will support current practice which does not allow overnight parking. In response to Mr. Davis' request, strikeout or underline will be used to distinguish between former and new policy language for future policy reviews. There was no further discussion.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of tentative agenda items for the next two months. The agenda for April, held at Argonne Library, will include an overview of the role of the ACA Navigator(s). Ms. Ledeboer noted members of the Spokane Chapter of the Autism Society may join us to officially make a donation to the District in recognition of Autism Awareness Month. Mr. Hattenburg also pointed out the dates and locations of the bond election informational open houses, and Hope in Hard Times reception planned for Friday, April 11, from 7-9 p.m. The SAO Audit Exit Conference will be held Monday, March 24. Trustees Hattenburg and Craig plan to attend.

REPORTS

TRUSTEES

Mr. Craig said he recently had the opportunity to stop at Medical Lake Library, where he received a nice tour led by Library Supervisor Laura Baird. As the only library in the District with a fireplace, Mr. Craig noted it was most pleasant on a cold and blustery day. Mr. Johnson commented on the professionally written responses by staff to emails from members with requests for information. Ms. Ledebouer reported Trustee Morrow recently attended the North Spokane Friends Meeting, where he was again volunteered to help out at the upcoming book sale.

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. As follow up to written correspondence shared previously with Trustees, Ms. Ledebouer reported that she and Chief Human Resources Officer Paul Eichenberg met with two representatives from Goodwill and a member of the community to discuss Library District hiring practices. Discussion included the possibility of working together to identify potential employment opportunities to fit the skills and capabilities of Goodwill clients.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for February 2014, with data for customer use measures, programming and library activities. In response to Mr. Hattenburg's question, Ms. Ledebouer said a list of programs offered by the library had not been compiled for distribution at information open houses, as it could be misinterpreted as promotional material. In response to Mr. Craig's question about SCORE, Ms. Goddard said the group's mission is to provide mentorship and workshops to small businesses. Ms. Ledebouer said in the future we hope to offer SCORE programs at District libraries. In response to Mr. Hattenburg, Ms. Goddard said offering meeting rooms for free has opened doors for more groups and individuals to use them. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for February 2014 communication activities. Mr. Hattenburg commented on the list of top email clicks, with 1,021 clicks for Dr. Seuss. Ms. Ledebouer pointed out copies of the Hope in Hard Times exhibit brochure distributed to Trustees. The exhibit's arrival at North Spokane in April was mentioned in Spark, the newsletter for Humanities Washington, for which she routed a copy. The Prime Time Family Reading program was also mentioned.

FISCAL

Revenue and Expenditure Statement through February 28, 2014.

Fund 001

Revenues	\$ 10,483,369
Expenditures	\$ 2,094,058
Ending Fund Balance	\$ 12,321,982
Fund Budget Expended	18.60%

Chief Financial Officer Bill Sargent pointed out a new format he will continue to use for future financial reports. At the April meeting, he will present background supporting a recommendation to transition District accounting practices to a cash basis to streamline budgeting operations. Ms. Ledebor noted there are libraries with larger budgets using this format with success. Mr. Sargent announced his retirement from the District before the end of this year.

SPOTLIGHT ARGONNE LIBRARY

Library Supervisor Pat Davis and Librarian Kelsey Hudson reported on Argonne Library (AR), its history and the community it serves. Ms. Davis noted AR's 4.95 FTE staff provides service to members from Millwood and those living north of Spokane River from Argonne to Sullivan for a total of 54 hours over six days a week. New books and DVDs are this community's most popular checkouts. Ms. Davis highlighted activities held at the library in support of service priorities/goals since the first of the year. There were 14 Storytimes, two Early Learning workshops, 14 Explore and Discover programs, and five exams proctored. To develop young learners, there are an average of 35 participants weekly at Storytimes, with attendance as high as 57. Interactive discovery stations include a block table and "love, talk, play" shelving, with different activities and a coloring station, both popular and often used by young members. So far this year, seven outreach Storytimes were held at daycares, and Library Services Manager Mary Ellen Braks presented two Early Learning workshops for parents at Millwood Early Childhood Education and Assistance Program. The second area of focus, explore and discover, included six class tours with database demonstrations, two school visits by Ms. Hudson, three adult programs, three Kid's Explore and Discover Club, and a highly successful Lego Build Day, with over 350 participants. To support job seekers and local businesses, exams were proctored and local businesses provided programming. Use of meeting rooms has increased by 58% over five years. One of AR's goals is to increase partnerships with local businesses and experts for future programming. To connect with communities, AR participates in the West Valley SCOPE Parade, offers Food for Fines, and has hosted a Teddy Bear Drive collection box in support of an Early Childhood Education project and monthly displays of art from West Valley School District students. AR's goal is to continue to develop relationships and collaborate with area schools, service clubs and Millwood City Council. Additional programming goals include the Centennial Trail Series, DIY, financial planning, Millwood history and Lego Club. Based on Community Connect data and AR's demographic profile, the thematic statement for this community library is Your Path to the Future. In response to a Trustee's question, Ms. Davis said even in light of expanded Hillyard Library hours effective January 2014, residents continue to visit. Mr. Hattenburg expressed on behalf of the board how much they enjoy sharing with the community all the amazing work of libraries.

OVERVIEW ONLINE LEARNING

Virtual Services Manager Carlie Hoffman and librarians Diane Brown and Cindy Ulrey presented an overview of District online learning resources. Digital resources have been increasing, with many added in the past year. All are well received by members, though year over year comparisons are not yet available. Ms. Hoffman introduced CrowdCourse, brief and self-paced training sessions created by librarians in partnership with local experts. This is one of our first efforts at offering locally created educational content. Librarian Diane Brown presented Microsoft IT Academy courses funded by the Legislature, available for free to residents throughout Washington State. It is a great source for becoming more proficient on new equipment and software. Certificates of completion can be earned as well. Learn4Life offers free professional or personal development interactive courses. Courses run for approximately six weeks and new sessions begin each month. Ms. Brown noted District staff enrolled in grant-writing courses through this source. Ms. Hoffman said some of the most avid users enroll for certification in various health and technical courses. The Testing and Education Reference Center has all the up-to-date information and study guides needed for tests (SAT, GED, GRE, GMAT and LSAT, among others) and employment prep of all kinds, and allows access from home with a library card. Librarian Cindy Ulrey presented Pronunciator, an interactive self-paced training source for 80 languages, with unique features, such as flash cards, music, movies, poetry translation, interview questions and downloadable phrase books. Ms. Ulrey also presented Brainfuse tutoring products and services, which includes HelpNow and JobNow. With a library card, anyone can chat with a tutor, or join an online forum with other students to work on a group project from a library or home. The COMPASS placement exam is offered as well, the same exam used by Community Colleges of Spokane. In response to Mr. Hattenburg's question, Ms. Ulrey, who has presented this material to teachers, said the online homework help is particularly valued. Trustees expressed astonishment over the myriad sources of online help available to support students and the regional workforce.

PUBLIC COMMENT

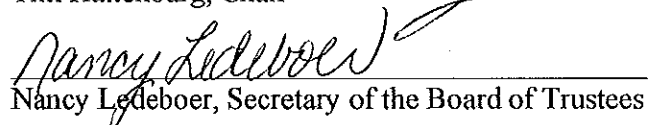
There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:21 p.m.



Tim Hattenburg, Chair



Nancy Ledebor, Secretary of the Board of Trustees