

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: APRIL 15, 2014**

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, April 15, 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  
Sean Morrow - Trustee  
Nancy Ledeboer - Executive Director and Secretary

**EXCUSED:**

Mark Johnson - Trustee

**GUESTS:** Autism Society of Washington Spokane Chapter representatives, Sharissa Cardwell and Kirsten Witham.

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Managing Librarian; Mary Ellen Braks, Library Services Manager; Paul Eichenberg, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Sonia Gustafson, Managing Librarian; Jason Johnson, Managing Librarian; Aileen Luppert, Librarian; Debra Park, Adult Collection Development 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. Morrow moved and Mr. Hattenburg seconded to approve the agenda.

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF MARCH 18, 2014, REGULAR MEETING MINUTES**

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

**APPROVAL OF MARCH 2014 BILL PAYMENT VOUCHERS**

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

Fund

L01	Voucher numbers: 45779 through 45933 and W00169-W00173 totaling	\$ 482,853.17
	Payroll numbers: 03102014PR and 03252014PR totaling	\$ 334,356.24
	Total	\$ 817,209.41
L08	Capital Projects Fund: Walt’s Mailing Service City of Spokane Valley	SVLCFA \$ 10,953.24 Survey Services \$
	4,675.00	
	Spokane County Treasurer	GIS Info \$ 93.00
	Walt’s Mailing Service	SVLCFA \$ 1,604.68
	Standard Digital Print Co.Inc.	SVLCFA \$ 128.54
	Total	\$ 17,454.46

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. Ledebor noted Media coverage has been helpful toward education for the bond issue. Citizens for Valley Libraries paid for advertising to help get the word out as well. Letters to the editor and editorials in favor of the bond have been published in The Spokesman-Review and Valley News Herald. An oppositional letter to the editor was published in the Herald, likely in response to the latter editorial. We anticipate the Herald to publish a letter this Friday, April 18, written by Mr. Hattenburg in response to inaccurate statements in the letter. Communication & Development Officer Jane Baker continues to attend various group meetings as presenter on the bond issue.

**NEW BUSINESS**

AUTISM SOCIETY OF WASHINGTON SPOKANE CHAPTER PRESENTATION. Mr. Hattenburg moved and Mr. Morrow seconded approval to accept the \$250 financial donation from the Autism Society of Washington Spokane Chapter, for the acquisition of autism spectrum library materials. Spokane Chapter Autism Society representatives Sharissa Cardwell and Kirsten Witham presented the check to Ms. Ledebor, and expressed thanks for placing these books in libraries, as they are often requested by families in need of resources. In response to Trustee Morrow’s question, Adult Collection Development Librarian for SCLD Debra Park pointed out a sample of offerings on tables in the back of the meeting room. Each will contain an acknowledgement bookplate.

There were no further questions.

The motion was unanimously approved.

SAO AUDIT RECOMMENDATION. Mr. Hattenburg moved and Mr. Davis seconded approval to authorize the Chief Financial Officer to submit 2013 financial statements using cash-basis accounting, and the Executive Director to enter into agreement for professional services with

an accounting firm to assist in the transition to cash-basis accounting and additional services if needed at year's end. To illustrate cash-basis accounting compared to modified accrual basis, Mr. Sargent distributed copies of 2012 financial statements prepared in both forms to trustees. He explained the difference, noting the budget process will not change. Regarding the hiring of a consulting firm to bridge the gap from now through Mr. Sargent's departure, Ms. Ledebor reported two firms were interviewed. In response to Trustee Craig's question, Ms. Ledebor said funds are budgeted annually for legal counsel, yet rarely spent in the full amount. These funds will cover the cost of professional services for accounting services.

There were no further questions.

The motion was unanimously approved.

## **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 May will include among other items an overview of service from a single service desk model and an executive session to review the performance of a public employee.

**MAY 2014 MEETING DATE/LOCATION.** Mr. Hattenburg moved and Mr. Craig seconded approval to revise the previously approved Board of Trustees' 2014 meeting schedule for May. To accommodate staff travel to Denver, CO, to attend Libraries Transforming Communities training, the next regular meeting will move from May 20 at Cheney Library to May 27 at Airway Heights.

There were no questions.

The motion was unanimously approved.

## **REPORTS**

### **TRUSTEES**

After the March 18 meeting where online learning was presented as an overview topic, Mr. Davis attended a meeting of Moran Prairie Library Friends, where he was able to talk about District online learning and had a lot of fun. He said Moran Prairie Friends are a dedicated group planning its first book sale in a couple of years to be held May 2.

Mr. Hattenburg and Ms. Ledebor also attended a Friends meeting in Deer Park, March 27. Deer Park Friends' book sales are ongoing throughout the year and led by an energetic and dedicated group. Mr. Hattenburg described their meetings as always fun too.

### **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. Ledebor elaborated on the extended water contamination alert of the Pasadena Park Water District 17, which affected

Argonne Library and ultimately required a team effort to keep the library open during that time. She expressed appreciation in particular to HR Analyst Debbie Rhodes, who after library hours notified personnel of the situation, and prior to the library opening on Saturday, purchased bottled water for drinking and hand-washing. Ms. Ledeboer and Mr. Roewe each stopped by to check on staff working over the weekend.

#### PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for March 2014, with data for customer use measures, programming and library activities. In response to Trustee Craig's question, Deputy Director for Collection Services Andrea Sharps explained the difference between licensed and regular eBooks: we pay for the right to check out licensed eBooks for a certain time period or number of times, whereas we own a copy of regular eBooks. Licenses are renewable, yet we no longer have access after limitations set by the publisher. Ms. Ledeboer noted this subtle distinction is an important one regarding the future of libraries. Conversation ensued regarding pricing litigation and Authors Guild "orphan works." On another topic, Ms. Ledeboer pointed out the various inspiring random acts of kindness throughout libraries, resulting in random connections as well. There was no further discussion.

#### COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for March 2014 communication activities. Mr. Hattenburg pointed out how the list of Communication Department activities continues to grow. Ms. Baker acknowledged March had been a busy month in preparation for the April 22 bond election.

#### FISCAL

Revenue and Expenditure Statement through March 31, 2014.

<u>Fund 001</u>	
Revenues	\$ 10,517,088
Expenditures	\$ 2,618,540
Ending Fund Balance	\$ 12,162,202
Fund Budget Expended	23.26%

There was no further discussion.

#### SPOTLIGHT NORTH SPOKANE LIBRARY

Managing Librarian Jason Johnson and Managing and Community Librarian Kristy Bateman reported on North Spokane Library (NS), its history and the community it serves. In his current position for seven months tomorrow, Mr. Johnson provided background of the library built in 1972, remodeled in 1989 and on February 17 was changed to a single desk to provide service to members. Mr. Johnson said this recent change seems to be working well, as it allows one-stop shopping instead of referring members among various desks for service. Members are served by staff at this busy library where meeting rooms were reserved by 700 groups in 2013. Mr. Johnson reported the District recently partnered with Next Generation Zone, which provides federal assistance to youth in transition to the adult workforce. Two youths from this program are working as interns at NS; each is scheduled to complete 150 work hours. Mr. Johnson said they've held a variety of jobs and have performed very well. Ms. Bateman

followed to report how Community Impact Plan service goals are being met at NS. To develop young learners, Storytimes are presented each week, for which there were 10,948 participants in 2013. A special Chin Storytime made possible by a Target grant was provided for the Burmese community at NS. This program included an interpreter, book, and Love Talk Play materials provided to all participants. A puppet theater, block table and other interactive spaces are popular with young learners. NS will hold a Child Care Fair in May, where families can come to visit with childcare providers to learn about their educational programs. Explore and Discover program highlights included PrimeTime Family Reading. NS partnered with Shiloh Hills elementary to provide a catered dinner for all family participants to gather together throughout winter to read and discuss books. Spokesman-Review outdoors editor Rich Landers captured the highest attendance when 110 participants gathered to hear him talk about hiking in the region. Mt. Spokane high school graduate and muralist Mario DeLeon visited Kids Explore and Discover Club. He created a mural on the whiteboard with dry-erase markers while the kids were creating their own works and talked about art and work as an artist. In support of job seekers and local businesses, NS provides exam proctoring, technology classes, and offers free meeting rooms to business groups. To connect communities, there has been significant collaboration to achieve excellence. NS Friends have bi-annual book sales and donated \$4,500 to library programming. Hope in Hard Times traveling exhibit will be available at NS from April through June made possible by a Humanities Washington grant, generosity of local groups (Whitworth University, Spokane Valley Heritage Museum, local schools, musicians, storytellers and business owners), members, along with staff collaboration to prepare for the exhibit. A promotional video for the exhibit was shared with trustees; it was created locally by Mr. Johnson. Regarding CommunityConnect data, Mr. Johnson shared a profile of NS membership with trustees. This data is used to plan programs and to better serve members. NS staff anticipates new program and web features in the future to spotlight local musicians, added local CD collections and a November concert. In response to Trustees' questions, Mr. Johnson said approximately 100 attended the Hope in Hard Times reception and soup dinner at NS, and over 267 attended author Tim Egan's presentation at Whitworth. NS also plans to partner with Whitworth University's radio station in the future. Mr. Roewe pointed out the District now has its own video production equipment made possible by a state digital technology grant received in March.

## **OVERVIEW SCLD ACA NAVIGATORS**

Library Services Manager Stacey Goddard and Librarian Aileen Luppert presented an overview on Affordable Care Act (ACA) Navigators. Ms. Goddard introduced herself and then she and Ms. Luppert provided the backstory for how they brought the ACA Navigator program to the District. Ms. Luppert had personal interest having been unemployed without health insurance in the past, and with the foresight library staff would need to be up to speed to assist members to enroll for health care before deadline, pursued navigator training. Washington is one of 17 states that chose to develop its own health insurance exchange. With interest in efficiency, the District partnered with Community-Minded Enterprises, which ultimately was a natural fit to bring this program to libraries. Eight staff were trained to serve as Navigators. All staff stepped up to cover for others immersed in Navigator appointments; thus, it was a group effort from the beginning. Inspirational program details were shared with trustees for how staff assisted 518 individuals enrolling for health insurance. In response to Trustee Morrow's question, all Navigators were required to sign confidentiality agreements;

background checks were completed as well. Opportunities for new partnerships surfaced through this program with Community-Minded Enterprises, Washington State DSHS, and the Mobile Community Services Office. Ms. Luppert partnered with the latter for a Veterans Fair, with four visits planned this summer at host libraries. Other partner events that grew from this partnership include Inland Imaging free mammogram screenings, phone bank staffing at KHQ6, a presentation to other libraries about navigators at the WLA Annual Conference held May 1 in Wenatchee, WA. The District has been recognized by Susan Johnson, U.S. Department of Health & Human Services Region 10 director, who visited with staff to discuss their program and process, as well as various Media. Ms. Luppert will head to Seattle next week for a press conference with Governor Inslee and Better Health Together. Ms. Goddard and Ms. Luppert wrapped up their overview with powerful stories of gratitude expressed by those who now have health care, some for the first time. The District has committed to training Navigators in the future, and recertification is on the horizon for the next open enrollment. Trustees expressed appreciation for the information presented on another great community service provided by libraries.

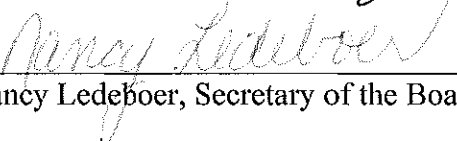
#### **PUBLIC COMMENT**

There were no public comments.

#### **ADJOURNMENT**

The meeting adjourned at 5:20 p.m.

  
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Tim Hattenburg, Chair

  
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Nancy Ledebor, Secretary of the Board of Trustees