

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: JULY 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, July 15, 2014, in the public meeting room at Cheney Library, 610 First St., Cheney, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed those in attendance.

**PRESENT:**

Tim Hattenburg - Chair  
John Craig - Trustee  
Mark Johnson - Trustee  
Kristin Thompson - Trustee  
Nancy Ledeboer - Executive Director and Secretary

**EXCUSED:**

None.

Also Present: Jane Baker, Communication & Development Officer; Paul Eichenberg, Chief Human Resources Officer; De Griffith, Desktop Administrator; Gwendolyn Haley, Library Services Manager; Kelsey Hudson, Librarian; Catherine Nero Lowry, Library Supervisor; Aileen Luppert, Librarian; Vanessa Strange, Librarian; Ellen Peters, Librarian; Patrick Roewe, Deputy Director, Library Services; Bill Sargent, Chief Financial Officer; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; Amber Williams, 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 MAY 27, 2014, REGULAR MEETING MINUTES**

Mr. Hattenburg called for corrections to the May 27 regular meeting minutes. There were no corrections; the minutes stand approved as written.

**APPROVAL OF MAY AND JUNE 2014 BILL PAYMENT VOUCHERS**

Mr. Hattenburg moved and Mr. Johnson seconded approval of bill payment vouchers for May and June 2014.

Fund (May)

L01	Voucher numbers: 46087 through 46268 and W00179-W00183 totaling	\$ 575,899.29
	Payroll numbers: 05092014PR and 05232014PR totaling	\$ 347,156.47
	Total	\$ 923,055.76

<u>Fund</u> (June)		
L01	Voucher numbers: 46269 through 46420 and W00184-W00189 totaling	\$ 464,693.79
	Payroll numbers: 06102014PR and 06252014PR totaling	\$ 349,632.09
	Total	\$ 814,325.88
L08	Capital Projects Fund: Spokane Valley Election	\$ 99,330.09
	Total	\$ 99,330.09

There were no questions.

The motion was unanimously approved.

#### UNFINISHED BUSINESS

NONE.

#### NEW BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES AND ASPIRATION EXERCISE. Deputy Director Patrick Roewe, Librarian Aileen Luppert, and Librarian Amber Williams, led Trustees through the Libraries Transforming Communities Aspirations exercise, a tool developed by the Harwood Institute as part of its approach to turning outward, which emphasizes changing the orientation of institutions and individuals from internal/institutional to external/community-facing. Use of this exercise among groups is ultimately intended to be a catalyst for community change. Mr. Roewe said this tool will be used at Staff Training & Development Day, September 26, and noted staff librarians will conduct most of the community outreach. Mr. Roewe offered assistance from District staff to lead this exercise at community group meetings for which Trustees are members or otherwise affiliated/involved. Ms. Ledeboer pointed out the District's first focus group will be Spokane Valley, yet the exercise will help facilitate conversations and connections with all community groups and partners. Mr. Roewe noted staff at Spokane Public Library has been invited to participate in training for librarians later this month. There was no further discussion.

FINANCIAL FORECAST 2015-2017. Chief Financial Officer Bill Sargent provided a financial forecast presentation about the District supported by PowerPoint and handouts, which included detailed information and examples for tax anticipation notes (TANs), property tax levy rates and levy lift election models, financial forecasts with defined assumptions for 2014 and beyond, and 2015-2017 forecasted cash flow based on growth in assessed valuation and new construction.

Mr. Sargent also provided several scenarios of possible factors that could affect District budgets in the future, which included changes in minimum wage, PERS retirement plan contributions, increases in healthcare benefits costs, as well as coverage for employees working 30 hours per week in 2015. In response to Trustee Johnson's question about lines of credit v. TANS, Ms. Ledeboer said it would be interesting to learn if other libraries in the region have experience with lines of credit. In response to Trustee Craig about how potential costs of building a new library would have affected the budget, Ms. Ledeboer said

there would have been initial costs to build library collections, yet only a slight increase in staffing costs to operate a second building in Spokane Valley. Members have already become familiar with using self-check, with staff otherwise deployed effectively in new roles. There was no further discussion.

PERSONNEL POLICY UPDATE. Mr. Hattenburg moved and Ms. Thompson seconded approval of revisions to Personnel Policy section 5.1, presented by Chief Human Resources Officer Paul Eichenberg. Effective June 12, 2014, the Washington State Legislature passed Substitute Senate Bill 5173, which provides two unpaid holidays a year for public employees for reasons of faith and conscience, or an organized activity conducted under the auspices of a religious denomination, church, or religious organization, unless granting such leave creates undue hardship for the employer. Mr. Eichenberg said upon Board approval a request form will be made available to District staff, with approval granted by supervisors on case-by-case basis. In response to Trustee Craig, Mr. Eichenberg provided as “reasons of faith and conscience,” volunteer interests, Easter, Kwanzaa, and other activities as examples approved by supervisors, assuming sufficient notice and staffing for libraries. There were no further questions.

The motion was unanimously approved.

RECOGNITION OF RETIRING TRUSTEE DANIEL J. DAVIS (RESOLUTION 14-03).

RESOLUTION NO. 14-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING RETIRING TRUSTEE DANIEL J. DAVIS’ SERVICE TO SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS.

Mr. Hattenburg read the resolution aloud for those in attendance.

In Favor: Tim Hattenburg, John Craig, Mark Johnson, and Kristin Thompson.

Motion passed.

Following the vote, Trustees expressed appreciation for Mr. Davis’ viewpoint and expertise brought to the board during his term, and in summary described him as a scholar and gentleman. A framed original of the resolution will be prepared and sent to Mr. Davis.

APPOINTMENT OF VICE CHAIR. Mr. Craig motioned the nomination of Mr. Johnson to serve as vice chair for the remainder of the 2014 calendar year and Ms. Thompson seconded the motion. There were no questions or public comments.

The motions were unanimously approved.

## **DISCUSSION ITEMS, POSSIBLE ACTION**

### **FUTURE BOARD MEETING AGENDA ITEMS**

Mr. Hattenburg reviewed the list of tentative agenda items, special meetings and activities scheduled over the next several months. To consolidate travel, Ms. Ledebor said arrangements can be made for anyone wishing to carpool to Fairfield Library in August.

The GSI Annual Meeting is September 3; Trustees Hattenburg and Thompson, and Executive Director Ledeboer and other SCLD representatives will attend. Mr. Hattenburg pointed out the board's annual half-day retreat will be held at Moran Prairie Library, Saturday, September 20, and Staff Training and Development Day, for which Trustees are invited to attend, is scheduled for Friday, September 26, at CenterPlace. Mr. Hattenburg, Ms. Ledeboer and Ms. Baker are scheduled to meet with Board of County Commissioners, July 22, at 9:00 a.m., to provide an update on Library District goals.

## REPORTS

### TRUSTEES

There were no reports.

### 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 meeting materials for this month included reports for May and June. Leadership Team reviewed the Annexation of Cities and Towns to the Library District Policy, with no revisions recommended. Ms. Ledeboer noted she recently attended Open Government Training for updates in laws in regard to compliance, for which Trustees will be provided some of the same content at its fall retreat. Regarding Friends of the Library, one Friends group agreed to amend its bylaws; therefore, an inter-local agreement between Friends of Spokane County Library District Foundation and SCLD will be on the meeting agenda for board approval this fall. In response to Chair Hattenburg, Mr. Sargent replied repair work is going well at Spokane Valley Library following damage to the exterior of the building from an auto accident.

### PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided written reports prior to the meeting for May and June 2014, with data for customer use measures, programming and library activities. In response to Chair Hattenburg, Mr. Stumbough said library circulation is down in terms of physical items, with SCLD now in sync with the national average. Trustee Craig commended Librarian Rachel Edmondson for initiating a program introducing parents to various preschool and child care providers. Ms. Ledeboer indicated that we plan to repeat this program and hold it earlier so that parents have more time to consider options before making a decision about where to place preschool children.

### COMMUNICATION

Communication & Development Officer Jane Baker provided written reports prior to the meeting for May and June 2014 communication activities and was available to field questions. There was no further discussion.

### FISCAL

Revenue and Expenditure Statement through May 31, 2014.

Fund 001

Revenues

\$ 5,202,195

Expenditures	\$	3,878,583
Ending Fund Balance	\$	5,448,756
Fund Budget Expended		34.45%

Revenue and Expenditure Statement through June 30, 2014.

<u>Fund 001</u>		
Revenues	\$	6,189,906
Expenditures	\$	5,627,152
Ending Fund Balance	\$	4,703,659
Fund Budget Expended		50.01%

Mr. Sargent pointed out two new categories on financial monthly reports added as a result of cash basis conversion: other revenues and other expenditures. There was no further discussion.

### **SPOTLIGHT CHENEY LIBRARY**

Library Supervisor Catherine Nero Lowry and Community Librarian Vanessa Strange reported on Cheney Library, its history and the community it serves. The library was built in 1988, and celebrated 25 years of operation last year. Ms. Lowry motioned to the reading area adjacent to the meeting room, furnished nicely with comfortable furniture, work tables, and Wi-Fi. Artwork is displayed in the children's area, a large, bright and cheerful space.

Ms. Lowry visually showed a Venn diagram to demonstrate interaction of the four segments of the Community Impact Plan (CIP). Ms. Lowry and Ms. Strange have been working together toward program goals for 10 months.

Last year there were 4,374 participants in Baby, Toddler, and Preschool Play & Learn Storytimes, with intent to Develop Young Learners. Love, Talk Play sessions as well as the train table are also popular. Ms. Lowry anecdotally shared how interesting it is to see families transition as children grow and evolve by attending these programs.

For Explore and Discover, 152 participants were building with Legos throughout the day. Other programs include Book Club, Backyard Bounty, STCU Financial programs, and Hope in Hard Times. Ms. Strange described Seize the Dia, an event with piñatas and stories in Spanish and English to celebrate Dia Day, held April 30, and celebrated all over the world to recognize the importance of literacy for all children. Not only was this a great collaboration with EWU Chicano Student Club, each participating child was able to take home a book.

Meeting rooms are available for free, which is a great way to Support Job Seekers and Local Businesses. Cheney Library is a West Plains Chamber member, offers exam proctoring to students, and Book a Librarian appointments.

Ms. Lowry said Cheney staff has a lot of fun with the fourth CIP goal, Connect Communities. They participate in Winterfest and Mayfest, Turnbull Floods, Flowers and Feathers Festival, and Rodeo Days. Cheney Library was also one of four locations visited by the DSHS Mobile

Community Services Office. And Friends of Cheney Library sold over \$2,600 items at its book sale in 10 hours over two days.

Ms. Strange shared CommunityConnect demographic data for Cheney with trustees. Based on that data, there is high potential to increase partnerships, community involvement, offer more relevant programs, and attract more library members.

Ms. Lowry announced coming attractions of more Summer Reading programs, Fall Creativity Series, EWU Neighbor Festival, and the new Adventure Pass, which offers ideas for free or low-cost activities to entice residents to explore and discover Cheney.

In response to Trustee Craig, Ms. Lowry replied staff will provide figures for the percentage of college students as members at the end of the meeting. In response to Trustee Hattenburg, Ms. Lowry said students can get course credit for volunteering at the library. Trustees expressed appreciation for the informative report. There was no further discussion.

## **OVERVIEW STEM and SUMMER READING**

Library Services Manager Gwendolyn Haley, along with librarians Kelsey Hudson and Ellen Peters, provided an overview of programming for STEM and Summer Reading. Ms. Haley opened the presentation, introduced Ms. Hudson and Ms. Peters, and shared that Ms. Williams and Ms. Strange are part of the Explore and Discover team as well.

Science was the theme for Summer Reading this year, with intent to engage students to think toward STEM. Although our state ranks first in STEM jobs, it ranks 49 (out of 50) with able applicants for those jobs, and student enrollment in remedial math at community colleges is high throughout the state. Thus, we have a way to go to prepare students for the workforce. Ms. Haley used Jubilant Hollister-Stier as example of an organization that hires only those with an associate degree in a STEM field.

Ms. Hudson shared youth programming details themed Fizz Boom Read, for which STEM is obviously incorporated. These programs intentionally promote interest and stimulate imagination over memorization. Libraries hosted another Build Day with Legos during the July 4 holiday week, and extended the drop-in program. Special programs are incorporated with weekly programs, such as weekly Lego Club, Late Night @ the Library, Frankentoys and a Pokemon Tournament.

Teen/tween programs are designed to keep participants interested and hands on. Program titles include Volcano Eruptions, Squishy Circuits, Marble Roller Coaster Challenge and Science of Salsa. Tales of the Cryptids with special guest Kelly Milner Halls will also be offered at nine libraries in July. Trustee Hattenburg said hands on is the key when it comes to keeping kids interested.

For adult programming, Ms. Peters reported the literary elements have a science theme. A Bird's Eye View of the Lake Missoula Floods will be presented at Cheney. Librarian Kandy Brandt presented Cybercrime: Mysteries and Suspense novels at libraries this month. Other programs include DNA: Who are you really? for all those genealogists, and the Latin music

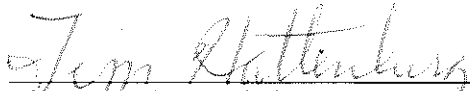
band, Milonga, will provide fusion at libraries. And to keep adults interested, programs on beer brewing methods, flower arranging, food preservation, dance, and golf will be offered. These wonderful offerings would not be possible without the support of community partnerships. Trustee Hattenburg said summer programming is another great example of building community.

#### **PUBLIC COMMENT**

There were no public comments.

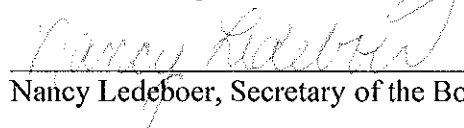
#### **ADJOURNMENT**

The meeting adjourned at 6:03 p.m.



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Tim Hattenburg, Chair



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Nancy Ledebor, Secretary of the Board of Trustees