

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: AUGUST 19, 2014

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, August 19, 2014, in the public meeting room at Fairfield Library, 305 E. Main St., Fairfield, WA. Chair Tim Hattenburg called the meeting to order at 4:06 p.m. and welcomed those in attendance.

PRESENT:

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

EXCUSED:

None.

Also Present: Kathy Allen, Library Supervisor; Paul Eichenberg, Chief Human Resources Officer; De Griffith, Desktop Administrator; Danielle Milton, Public Services Specialist; 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; 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 JULY 15, 2014, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the July 15 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF JULY 2014 BILL PAYMENT VOUCHERS

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

Fund

| | | |
|-----|--|---------------|
| L01 | Voucher numbers: 46421 through 46606 and W00190-W00194 totaling | \$ 580,911.56 |
| | Payroll numbers: 07102014PR and 07252014PR totaling | \$ 353,530.90 |
| | Total | \$ 934,442.46 |

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES PROJECT UPDATE. In response to Chair Hattenburg's question about community conversations, Mr. Roewe reported meetings with Rotary and other community groups are lining up for fall. Ms. Ledeboer noted this as an exciting time to connect with residents about future aspirations for their communities. There was no further discussion.

NEW BUSINESS

BUDGET 2014 MID-YEAR REVIEW (RESOLUTION 14-04). Mr. Johnson moved and Mr. Hattenburg seconded revising the District's final 2014 budget.

RESOLUTION NO. 14-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REVISING THE DISTRICT'S FINAL 2014 BUDGET, ADOPTED ON DECEMBER 17, 2013, WITH RESOLUTION NO. 13-11; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Chief Financial Officer Bill Sargent said Mid-Year Review revisions reflect the recent conversion to cash basis accounting, which marked a significant change from past District practices. In response to Trustee Craig's question, Mr. Sargent said District finances are on track as anticipated, with nothing unusual to signal. Ms. Ledeboer pointed out property taxes are down \$40,000 from the adopted budget. With this in mind, managers were asked to review budgets and reallocate underspent line items to balance the budget. Mr. Sargent noted the current ending fund balance is the actual figure, based upon the actual ending balance for 2013; whereas the adopted budget was based upon a projected ending fund balance.

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, special meetings and activities scheduled over the next several months. Mr. Hattenburg pointed out the Board's annual half-day retreat was rescheduled to Tuesday evening, September 30, at Moran Prairie Library, and Staff Training and Development Day, for which Trustees were invited to attend, is scheduled for Friday, September 26, at CenterPlace. In response to Trustee Thompson, Ms. Ledeboer provided an overview of Staff Day, and Mr. Roewe provided background on the keynote speaker, Carlton Sears. Trustees are welcome to join staff for any or all of the day's events.

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 before the meeting she heard from Sonia Gustafson, managing librarian of Spokane Valley Library, who reported renovation work on the vehicle damage to the library is finished and well done. Ms. Ledeboer pointed out in her report the complimentary remark from a recipient of the District's Interlibrary Loan program, and suggested an overview be provided to Trustees in 2015. Another notable comment was from a caller to the District who couldn't have been more pleased to have his call answered, and wanted to make a donation to a foundation or Friends of the Library account to express appreciation. Mr. Ledeboer also noted library lobbyist Steve Duncan plans to visit with libraries and legislators in October. Mr. Hattenburg said he was pleased to read about HR Analyst Debbie Rhodes' efforts to build District involvement in the United Way Campaign Pacesetter program, and also reported he and Ms. Ledeboer met with Board of County Commissioners who were impressed with this year's bond issue election results and demonstrated support for us to again seek a bond issue election.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided written reports prior to the meeting for July 2014, with data for customer use measures, programming and library activities. Trustee Craig said he enjoyed the story about the lost keys found in the Coeur d'Alene River, and how because of the member's SCLD library card, were returned to their owner. Ms. Ledeboer pointed out the community Excelerate Success stakeholders, for which Public Services staff join many other key players to help determine how the library can support the various goals of the region to facilitate growth of children from cradle to career. She also noted Airway Heights Library is already planning for its involvement in next year's Let's Move Airway Heights, based upon the success of this year's effort.

COMMUNICATION

Communication & Development Officer Jane Baker provided written reports prior to the meeting for July 2014 communication activities. Mr. Hattenburg again noted the tremendous work being done by the Communication Department, led by Ms. Baker. Ms. Ledeboer pointed out a new blog feature offered by Communication, written by staff and guest writers to engage members and raise awareness of upcoming programs and library resources. There was no further discussion.

FISCAL

Revenue and Expenditure Statement through July 31, 2014.

| | | |
|----------------------|----|-----------|
| <u>Fund 001</u> | | |
| Revenues | \$ | 6,296,635 |
| Expenditures | \$ | 6,551,328 |
| Ending Fund Balance | \$ | 3,876,277 |
| Fund Budget Expended | | 58.23% |

Mr. Sargent had no further additions to his monthly reports. Ms. Ledebor noted how cash basis accounting provides a better picture of month by month operations. There was no further discussion.

SPOTLIGHT FAIRFIELD LIBRARY

Library Supervisor Kathy Allen and Community Librarian Cindy Ulrey reported on Fairfield Library, its history and the community it serves. Ms. Ulrey opened the presentation and introduced Ms. Allen. Coincidentally, both are new to their current positions and have worked with SCLD for 18 years. Fairfield has a long history of supporting its library. It is the first town to contract with the District, and build its own library. In 1999, the original building was remodeled and gained 650 sq. ft. to become the Fairfield Library serving Southeast Spokane County today. The library is open three days a week for a total of 26 hours a week; DVDs and books-to-go are the most popular items for library members, which are about a third of the local population.

To Develop Young Learners, the first goal and area of focus of the Community Impact Plan, there are weekly Storytimes, and outreach Storytime visits to two preschool classrooms at Freeman Early Learning Center. Interactive Discovery stations include an early literacy station, flannelboard, puzzle table, and Love Talk Play activity bins that feature ever-changing popular activities like pom-pom sorting and pipe cleaner weaving. The second area of focus, Explore and Discover, aims to provide members with resources they need to explore their interests and share knowledge with others. Ms. Ulrey described several programs and events offered thus far this year, with one of the favorites held at Freeman High School where new teen titles were shared with 75+ middle- and high-school students for almost three hours, for the fifth year in a row. The Lego Build Day held in March had 72 builders digging through 20 boxes of Legos to find the perfect pieces for their creations that remained on display in the library, and were proudly pointed out to staff at each member's successive visit. Ms. Ulrey noted Summer Reading attendance has been a bit hit and miss this year; thus, the program schedule was changed to better draw area youth and not conflict with the Community Center's free meal program across the street. Summer road construction surrounding the library has also impacted presenters and attendees getting to and from the library. Even so, there have been some great audiences; the Taiko Drummer performance brought such a large audience it was moved to the back half of the library and entertained everyone in the building. Ms. Ulrey credited the Town of Fairfield's diligence toward promoting library programs via its Facebook page and by word of mouth at community lunches. To support Job Seekers and Local Businesses, the third focus area, exams are proctored and meeting rooms are available for free. Area residents were also able to visit the DSHS Community Services Mobile Office to seek assistance, where staff Navigator Aileen Luppert was also on hand to help residents sign up for health care insurance. Fairfield Library staff is also excited to partner with several area businesses to apply for a Smart Investing grant application with intent to bring financial workshops to the area. In support of the fourth focus area, Connect Communities, Friends of Fairfield Library has an ongoing book sale in the lobby. Friends President Berenice Emehiser, drawing on her years as a science educator, has personally created and makes available science activity kits featuring her favorite experiments. Flag Day is highly celebrated in Fairfield, and staff joins the Parade and festivities. Many other programs support this function, from bringing in experts for programs, to parents talking with one another at Storytimes and family programs; to working with tweens,

teens and adults volunteers at Thursday Night Thing; to serving on the North Palouse Chamber of Commerce. Fairfield staff is enjoying its community events feature on the District website and hopes it will help keep residents in touch with each other and the library.

Ms. Ulrey shared CommunityConnect demographic data for area, which helped identify interests and develop trends for programming and community and business partnerships. Fairfield city proper has just over 600 residents, with fewer than 100 who are under 18 years old. There are two population segments, one that includes everywhere but Rockford, and the other is Rockford. The upcoming Create series is a step toward meeting programming DIY interests of this region.

In response to Ms. Ledeboer, Ms. Ulrey said mostly because of broadband, most community residents do not have effective Internet reception at home. Even so, use of library computers has dropped, likely because of smart phones.

Ms. Ulrey continued by sharing plans for Fairfield Library's innovation project for 2015, which will emphasize and promote local businesses. In response to Trustee Craig's question about the soon to be released Business Only cards, Ms. Ulrey said the cards will work similarly to cards for students and provide quick access to library resources and databases. Ms. Ledeboer suggested keeping the local Fire Department in mind for reading materials, and audio materials for those many commuters, including those riding combines. Trustees expressed appreciation for the informative report. There was no further discussion.

OVERVIEW WASHINGTON STATE DEPT. OF RETIREMENT SERVICES

Chief Human Resources Officer Paul Eichenberg provided an overview of Department of Retirement Services for Washington State. Public Employees Retirement System (PERS) was established by the state Legislature in 1947, with SCLD as a member since January 1, 1959. The Department of Retirement Systems (DRS) was created in 1976 to administer the various retirement systems that existed at the time. Currently, DRS manage eight separate retirement systems, PERS being the largest with 700,000 members statewide at a cost of four billion dollars per year. Mr. Eichenberg supplemented his presentation with a handout distributed to Trustees, with details about separate PERS plans, I, II and III, employee eligibility and numbers of staff enrolled in each plan, one, 110, and 23, respectively, and percentage criteria for retirement plan contributions. PERS plans I and II are defined benefit plans, while PERS III is a combined defined contribution and defined benefit plan. Mr. Eichenberg also reviewed benefit formulas of the plans and how service credit months are calculated and paid out. He noted contribution rates are increasing along with average life spans that need to be funded. Therefore, the Pension Funding Council that establishes employer contribution rates has recommended increased costs to be phased in over time, yet the District has already budgeted for an increase in anticipation of the Legislature's decision. Currently, benefits are available for early retirement before age 65, yet a future mandate could change this. There were two bills in the legislature last year to force employees into a defined contribution plan. In response to Ms. Ledeboer, Mr. Eichenberg said approximately 40 staff are not benefits-eligible. Staff enrolled in PERS II are vested at five years; those in PERS III at 10 years. Survivor benefits are available as well. In response to Trustee Craig, Mr. Eichenberg said few staff forfeits their opportunity for vesting by leaving the District before five years of

employment. However, at this time the state system doesn't require an unvested person to withdraw his/her contributions. Contributions continue to earn interest or can be rolled into another system, or reactivated by re-employment. There was no further discussion.

PUBLIC COMMENT

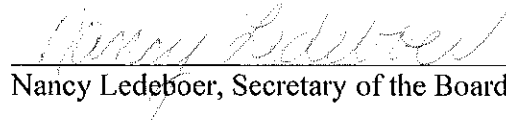
There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:21 p.m.



Tim Hattenburg, Chair



Nancy Ledebor, Secretary of the Board of Trustees