

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

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, November 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  
Mark Johnson - Vice Chair  
Sonja Carlson - Trustee  
John Craig - Trustee  
Kristin Thompson - Trustee  
Nancy Ledeboer - Executive Director and Secretary

**EXCUSED:**

None.

Guests: Lori Burns; Debra Shumway.

Also Present: Jane Baker, Communication & Development Officer; Kris Barnes, Library Supervisor; Mary Ellen Braks, Library Services Manager; Paul Eichenberg, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Priscilla Ice, Chief Information Officer; Patrick Roewe, Deputy Director, Library Services; Bill Sargent, Chief Financial Officer; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; Brian Vander Veen, Librarian; Amber Williams, Librarian; Patty Franz, Administrative Assistant.

**AGENDA APPROVAL**

Mr. Hattenburg motioned and Mr. Craig seconded to amend the agenda. In the interest of a lengthy agenda, Public Comment was moved from VII on the agenda to III.C.2.

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF OCTOBER 21, 2014, REGULAR MEETING MINUTES**

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

**APPROVAL OF OCTOBER 2014 BILL PAYMENT VOUCHERS**

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

Fund

L01	Voucher numbers: 46897 through 47035 and W00205-W00209 totaling	\$ 501,455.08
	Payroll numbers: 10102014PR and 10242014PR totaling	\$ 363,713.26
	Total	\$ 865,168.34

The motion was unanimously approved.

## UNFINISHED BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES (LTC) PROJECT UPDATE. Mr. Roewe had nothing further to add to the written report provided in advance of the meeting. In response to Mr. Hattenburg, Mr. Roewe said staff has achieved nearly a quarter of its goal toward 100 community conversations by June 2015. There was no further discussion.

## PUBLIC COMMENT

Guest Ms. Burns explained she had expressed her concerns at the October meeting, and she hoped the Board of Trustees would give serious consideration to placement of materials, to make libraries safe for all concerned.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS APPEAL PROCESS. Mr. Hattenburg moved and Mr. Craig seconded to approve the addition of a new explanatory paragraph to the Collection Development and all other District policies regarding an appeals process for members. In response to public comments presented to the Board of Trustees by Ms. Burns and other guests at its meeting, October 21, 2014, Mr. Craig explained that he traveled to Moran Prairie Library to assess the layout of the library and its magazine collection. He found the library's collection of magazines to be quite diverse, offering a range of subject matter, and found staff had followed the Collection Development policy in its selection process. He examined a year's worth of GQ, and while he did not find the content particularly interesting, he felt it fit within the scope of the library's role of a popular collection. He found GQ located in an area separated from the children's area at the eye level of an adult. Mr. Hattenburg said after nine years on the Board, he has found that almost everyone could find something offensive in the wide range of materials in the collection. He felt it would place a tremendous onus on staff to police or sequester materials. He indicated that he thought staff followed procedures well, and that the appeals process was important. Ms. Thompson and Mr. Johnson also reported they too had separately traveled to Moran Prairie to assess the situation and came to the same conclusion.

The motion was unanimously approved.

DISPOSAL OF SURPLUS PROPERTY AT 9220 EAST UPRIVER DRIVE (RESOLUTION 14-06). Mr. Hattenburg moved and Ms. Thompson seconded that Resolution 14-06, Authorizing the Sale of Certain Surplus Real Property Located at 9220 East Upriver Drive, Spokane 99212, be adopted as presented.

RESOLUTION NO. 14-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE SALE OF CERTAIN SURPLUS REAL PROPERTY LOCATED AT 9220 EAST UPRIVER DRIVE, SPOKANE 99212; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

In response to Mr. Craig's question, Ms. Ledeboer said counsel has advised use of a realtor to sell the property as more cost beneficial to the District than an auction. Two real estate brokers recommended the same, as it would bring higher sales exposure and profit, and the District wouldn't incur additional expenses related to an auction. It was advised to add a clause to the contract that if we bring a buyer to the table, the transaction would be conducted with a lower commission fee. There was no further discussion.

The motion was unanimously approved.

2015 BUDGET

ADOPTING A 2015 PRELIMINARY BUDGET (RESOLUTION NO. 14-07). Mr. Hattenburg moved and Mr. Johnson seconded that Resolution No. 14-07, Adopting a 2015 Preliminary Budget and Certifying It to the Board of County Commissioners, be adopted.

RESOLUTION NO. 14-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2015 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2015 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

2015 General Operating Fund Budget revenues total \$11,831,505; expenditures total \$11,464,553. The estimated unassigned ending fund balance is \$4,121,995. The Capital Projects Fund estimated beginning assigned fund balance is \$848,249; the estimated ending assigned fund balance for 12/31/15 is \$760,249.

Mr. Sargent explained in response to the Board's direction to staff, the goal was to present a balanced General Operating Fund preliminary budget for 2015. Mr. Sargent visually reviewed a budget form required by the state, which outlined net increase or decreased operating expenditures compared to last year. The District's plan for 2015 is to fund durable goods expenditures with excess operating funds. He also reviewed overall changes amounting to \$82,367 since the budget presentation last month. The most significant change involved future funds from the sale of property at 9220 East Upriver Drive, which were moved back to the revenue side of the General Operating Fund. On the expense side, position vacancy management will be used to reduce expenditures. Salaries, benefits, services, and contingencies all decreased. Library materials increased minimally. Mr. Sargent said he doesn't see a levy lid lift override in the near future. Ms. Ledeboer noted this budget includes capacity for grants and contingency funds, to eliminate the need for a mid-year review. There was no further discussion.

The motion was unanimously approved.

AUTHORIZING A 2014 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2015 (RESOLUTION No. 14-08). Mr. Johnson moved and Mr. Hattenburg seconded that Resolution No. 14-08, Authorizing a 2014 Property Tax Levy Increase for Collection in 2015, be adopted.

RESOLUTION No. 14-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2014 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2015; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

The resolution authorizes an increase in the regular property tax levy to be collected in 2015 in the amount of \$191,342.43, which is a percentage increase of 1.9% from the previous year. There were no questions or comments.

The motion was unanimously approved.

LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2015 (RESOLUTION No. 14-09). Mr. Hattenburg moved and Mr. Johnson seconded that Resolution No. 14-09, Levying the Regular Property Taxes for SCLD for Collection in 2015, be adopted.

RESOLUTION No. 14-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2015 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2015 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

The resolution uses the estimate of \$10,694,786 for collection in 2015. The amount the Assessor's Office ultimately certifies will be a function of final property and state assessed valuations. There was no further discussion.

The motion was unanimously approved.

BOARD DIRECTION TO STAFF. Trustees provided no additional direction to staff regarding the 2015 budget process.

NEW BUSINESS

COMPUTER, WIRELESS NETWORK AND INTERNET USE POLICY. Mr. Hattenburg moved and Ms. Thompson seconded to approve the Computer, Wireless Network, and Internet Use policy.

Mr. Roewe noted the most significant revisions are the inclusion of language clarifying that the categories at the “enhanced” filter level are informed by CIPA and SCLD’s Collection Development Policy, and the inclusion of a closing paragraph with the new explanatory statement regarding appeals. Other small scale revisions intended for general clarification were suggested. In response to Mr. Hattenburg’s query, Mr. Roewe said the District receives about three requests to review and unblock websites each month. In response to Mr. Craig, Mr. Roewe said people using personal devices on the District’s Wi-Fi are filtered at the basic level. Ms. Ledebouer pointed out this policy has been in place for two years and we respond to requests in a timely manner. There was no further discussion.

The motion was unanimously approved.

2015 MEETING SCHEDULE/LOCATIONS/OVERVIEWS AND POLICIES REVIEW SCHEDULE 2015/2016. Mr. Hattenburg noted the meeting schedule for next year includes the location, policy, spotlight and overview for each meeting. Ms. Ledebouer pointed out the meeting date for May is schedule for the fourth instead of the typical third Tuesday of the month. The Board will determine its summer schedule for July and August at a later date. Mr. Hattenburg reiterated WLA Library Legislative Day is scheduled for Friday, January 30, in Olympia, to which Trustees are invited to participate. Two trustees and three staff attended last year.

## **DISCUSSION ITEMS, POSSIBLE ACTION**

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

Mr. Hattenburg reviewed the list of tentative agenda items and activities scheduled over the next two months. He pointed out a final budget will be adopted for 2015, and an election for board chair and vice chair will be held in December. A holiday gathering for Trustees and the District Leadership Team will be held in the Administrative Offices foyer after the meeting. The January meeting will be held at Otis Orchards Library.

## **REPORTS**

### **TRUSTEES**

Ms. Carlson expressed appreciation and thanks to everyone for taking the time out to meet with her to provide District orientation.

Mr. Hattenburg said while present for a permitting process in Spokane Valley, he ran into an attorney who was excited about the Library District making plans for another bond issue election. He has experienced a groundswell of support from people who were disappointed that the bond issue failed and are eager to offer support for a renewed effort.

There were no other 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. Ledebouer reiterated Mr. Hattenburg’s report about the great community effort toward development of the 2015 bond issue. Spokane is Reading held two successful public presentations last month.

Lobbyist Steve Duncan visited Spokane, and following his visit, she and Mr. Roewe traveled to a Legislative Planning Committee Meeting held at Burien Library where Mr. Duncan suggested the message of libraries helping out in the downturn has outlived its usefulness. The current focus will be on libraries supporting early learning and economic growth. Ms. Ledebor reported the IT Academy will need funding to continue, as Washington State Library has announced it will not be able to take the lead in requesting continued funding from the Legislature. The State Library is seeking 2.4 million from the general fund to support its operations and they do not want to distract from this priority by seeking another 1.5 million to fund the IT Academy.

## PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided written reports prior to the meeting for October 2014, with data for customer use measures, programming and library activities. In addition, Mr. Roewe announced the District staff holiday party will be held Friday, December 12, for which trustees are invited to join the fun starting at 6:30 p.m., with dinner at 7. A collection of unwrapped gifts for Toys for Tots will be part of the festivities. Ms. Ledebor reported the Creativity program series showcasing local talent at each library has had strong participation. She also pointed out reports from the WALE Conference held in Chelan, October 27-29, were included in the Public Services report, noting staff came back with renewed appreciation and pride for what has already been implemented throughout the District. There was no further discussion.

## COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for October 2014 communication activities. In addition, Ms. Baker reported the first foundation meeting of the Friends of the Spokane County Library District will be held at the Argonne Library Public Meeting Room tomorrow evening, November 19, at 6:30 p.m. Eleven members have been recruited thus far. There was no discussion.

## FISCAL

Revenue and Expenditure Statement through October 31, 2014.

<u>Fund 001</u>	
Revenues	\$ 10,600,805
Expenditures	\$ 9,229,437
Ending Fund Balance	\$ 5,496,511
Fund Budget Expended	81.98%

Chief Financial Officer Bill Sargent officially announced his retirement from the Library District, effective January 15, 2015. Congratulatory remarks were expressed all around. There was no further discussion.

## SPOTLIGHT DEER PARK LIBRARY

Library Supervisor Kris Barnes and Community Librarian Amber Williams reported on Deer Park Library, its history and the community it serves, and shared how the library supports the four established objectives of the Community Impact Plan (CIP).

Ms. Barnes shared library use statistics and CommunityConnect data for Deer Park and the surrounding service area. This rural library, open 58 hours over seven days a week, has the highest percentage of cardholders per libraries.

To Develop Young Learners, weekly toddler, preschool, and outreach Storytimes are held. Interactive Discovery Stations are provided in the library, with additional plays bins in the children's area, and iPads preloaded with interactive early learning apps have become popular for in-library check out.

Explore and Discover offerings include concerts that draw members of all ages. Summer Reading numbers climbed this year. The traveling LEGO program drew over 100 participants and because of its success will be held monthly next year. Adult Book Club meetings are held monthly, and several author visits are scheduled. Student library cards for both Riverside and Deer Park offer equal access to print and online resources, regardless of which county the school is located. To celebrate Deer Park Library's sixteen years (in its current building), Art Night was held Friday, November 14. Deer Park's active Friends group provided refreshments for an evening filled with photography, face painting, quilts, stained glass (of which an artful nuthatch, designed by local expert glass artist Monte Moore, now adorns the library; a donation by Ms. Barnes), watercolors, and the opportunity for members to mingle with artists and musicians from the community. This was one of the many programs the Friends support.

In Support Job Seekers and Local Businesses, Ms. Williams noted she had just attended the Deer Park Chamber Meeting in advance of her presentation, where the relationship among the Chamber, Library, and community is strong. Exams are proctored, and practical tools such as resume software, JobNow, powered by Brainfuse, help members find employment, the SNAP Prime Grant courses and library cards for businesses, which offer immediate access to many online resources, have been recently showcased and met with much interest.

Connect Communities is an area where Deer Park shines, as the community and library share its commitment of support. The library participates in events such as the Settlers Day Parade, Senior Day celebration, We Love Deer Park, and supports school district programs for Deer Park and the Riverside High School Work Program. Food is donated to the Greenhouse Community Center, and the library instrumentally helps connect members to the food bank, clothing bank, CHAS clinic and the DSHS mobile lab for health care, and church for social services.

Ms. Williams visually introduced the park cleanup, a project spurred by the District's Innovative Initiative. She enumerated the array of groups that came together on September 13 to clean up the area behind the library, where in three and a half hours more than 150 thirty-nine-gallon garbage bags and fallen trees from windstorms were hauled away from the area. When the work was done, the Riverside LDS church hosted a potluck for all to attend. In 2015, a ribbon-cutting ceremony will be held, and it is rumored the City Council is in favor of naming the area The Library Park. Ms. Williams noted the fallen logs will be seasoned for firewood and donated to families in need. Trustees expressed appreciation for the report and said coordination of the park project was impressive. Ms. Ledeboer said it was a good example of how connecting with community helped create a center of community pride. Vandalism had

previously been an issue at the library, yet has decreased in recent months. Ms. Williams added that anymore, there is no garbage to be seen!

## **OVERVIEW SUPPORT JOB SEEKERS AND LOCAL BUSINESSES**

Library Services Manager Stacey Goddard and Librarian Brian Vander Veen provided an overview of programming for the service priority, Support Job Seekers and Local Businesses.

Ms. Goddard opened the presentation, noting recently retired former team members were replaced by Mr. Vander Veen and Librarian Sheree West, who joined the Library District in July and September, respectively.

Mr. Vander Veen reviewed the goals of the Community Impact Plan, noting much synergy for this segment is shared with the other three CIP areas. One of the challenges in meeting the first goal, “teens and adults will have the resources and opportunities they need to attain meaningful employment,” was figuring out which programs people would attend. The library has responded to members turning to online resources to apply for jobs, and an online course was offered twice, yet when one was canceled to low enrollment, Book a Librarian appointments were scheduled to work with individuals one on one. Mr. Vander Veen noted it became necessary to re-evaluate those seeking work, which included developing new programs to meet the needs of “encore” careers and those looking to advance their established careers.

Ms. Goddard reported we were notified in September that SNAP was awarded the PRIME grant of which we had worked with them on. This grant provides technology training to entrepreneurs and support to disadvantaged entrepreneurs in rural and/or low-income communities. The grant is focused on four communities: Cheney, Deer Park, Spokane Valley, and the East Central area, where SNAP has its Women’s Business Center. The content District staff committed to providing will allow us to offer a greater range of employment-related tech programs for our job-seeking members. It will also be featured in a Digital Skills Training grant that Library Services Manager Carlie Hoffman applied for through the Washington State Library and was recently awarded. In response to another goal of this segment, “at least 90% of people surveyed will indicate that the library provided the resources and opportunity they were looking for in regard to higher education, job skills, and career preparedness,” to gauge success a five question survey went live on our website last month for a week. Out of 251 responses, 14% (35) indicated they had been looking for career or business info/resources, and another 36% (72) of respondents said they were aware we had these resources on our website. This was a baseline survey that will be repeated next April and October. Also, over 65% (142) of respondents indicated it was either extremely easy or quite easy to find the information they searched for on our site, with another 27% (60) indicating it was moderately easy. Staff is in the process of following up with the few people who couldn’t find what they wanted, and were willing to be contacted by staff.

Mr. Vander Veen reported team members have been attending local business community meetings and events to learn about communities, collaborate, and develop supportive library programming. Recently, he and Ms. West attended the monthly GSVCC Business and Education meeting held at Spokane Valley Tech. As a result, they had the opportunity to hold four Community Conversations with students from the school, which offered an interesting and different perspective of community aspirations. Ms. Goddard continued the presentation by discussing future plans for this CIP segment. To help us better meet the goal of our job seeking members, in June, Librarian Aileen Luppert applied for and was awarded an ALA grant on behalf of WLA. The Career Development Facilitator Program grant will provide training to 25 state chapter librarians in a dozen different



areas, including career resources and labor market information, diversity and specific population needs, and cutting-edge job searching. WLA was awarded the grant, and Ms. Luppert will be the state representative.

The District is also working on becoming an MOS (Microsoft Office Specialist) testing site. The WA State library is giving participating institutions testing vouchers to pass on to their members at a reduced price. The proctoring rules and the tech requirements/restrictions are different from what we currently provide, yet we plan to have this up by the end of this year. Mr. Vander Veen has also arranged for a FAFSA workshop in January, where teens and their parents will learn what they need to do to successfully apply for financial aid, as the process has changed significantly. Ms. Hoffman is working with WorkSource and the District Tech Class Team to offer a variety of classes at our more rural locations, Deer Park, Fairfield, Medical Lake, and Otis Orchards, from February through May 2015, where child care will be available while parents attend classes. Content from the PRIME grant can be utilized in these classes. The Ready for Work series is being funded by a grant from the Bill and Melinda Gates program.

Collaboration with various groups has been the key to providing support and programming. In partnership with the Greater Spokane Valley Chamber of Commerce, who relies on us as part of its curriculum for this program, we assisted with two NxLevel classes. Ms. West is an ambassador of the GSVCC, and presents at business openings and other events. Being part of the ambassador program enables us to work closely with local businesses. John Pederson's recent series on business ethics, Draw the Line, is a good example. This program gave local business owners an opportunity to increase their skills and awareness, and allowed us to partner with a local business owner to provide collaborative programming. Avista, Banner Furnace and Peter's Hardware shared expertise at Winterizing 101 in October. And Revel 77 Coffee, Chocolate Apothecary, and Moran Prairie Library, partnered for a Sip and Savor program at Revel 77. Maximum participation was exceeded at the latter.

Mr. Vander Veen distributed SCLD Business library cards to Trustees. This card allows instant access to library digital resources, so business owners can immediately use Demographics Now, Reference USA and more without having to come into the library and activate the card. We've had the chance to hand out several dozen at different events, and have also been able to introduce the card and library services to different groups, such as Hangman Creek Chamber of Commerce. Response has been favorable, and we can gauge success of the cards. We're also looking outward to determine how to help connect business owners with the resources they need. For example, this was our first year participating in Startup Weekend Spokane, a competition for aspiring entrepreneurs in the greater Spokane area. Each of the 120 participants received an SCLD business library card. A total of 59 participants had contact with our team of librarians, including the nine-member team launching the adventure travel website, Go-KEFI, which won first place in the competition. Financial classes, SCORE workshops, and business plan competition are all anticipated for 2015. Mr. Craig suggested the need for a new Spokane Valley Library with more parking is clear. Mr. Hattenburg commented from his years in education that schools were limited in what they could provide. It is amazing what the library is able to collaboratively provide. Trustees expressed appreciation for the information report.

## **PUBLIC COMMENT**

Ms. Burns expressed appreciation for the Trustees' review of the physical environment of Moran Prairie Library, yet expressed concern that they had perhaps missed her point. She hadn't requested censorship, nor did she indicate the policy hadn't been followed. She asked

for the policy to be amended, and out of respect for library members of all ages, for magazines considered an "exception" to have a half-cover. Mr. Hattenburg expressed appreciation to Ms. Burns for her comments to the Board.

There were no other public comments.

Mr. Hattenburg called for a recess at 5:37 p.m. The meeting reconvened for trustee applicant interviews and correlated executive session at 6:00 p.m.

#### **TRUSTEE APPLICANT INTERVIEWS/EXECUTIVE SESSION**

Four trustee applicant interviews were held to fill one five-year term on the Board of Trustees. After interviews and a discussion held in an executive session, Mr. Hattenburg moved and Mr. Craig seconded that Sonja Carlson be recommended to the Board of County Commissioners for appointment to SCLD's Board of Trustees, effective, January 1, 2015, and ending December 31, 2019. Ms. Carlson fulfilled the remaining months of Dan Davis' first term, which will end December 31 of this year. Therefore, if appointed, it would be for a second five-year term. Ms. Carlson was recommended for her recent experience as a trustee, professional administrative background, conflict resolution experience, awareness of library programs, and dynamic speaking skills.


In Favor: Tim Hattenburg, Mark Johnson, John Craig

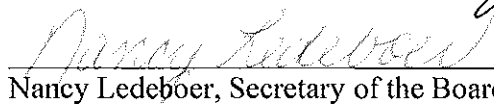
Absent: Sonja Carlson, Kristin Thompson

Motion passed.

#### **ADJOURNMENT**

The meeting adjourned at 7:47 p.m.

  
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Tim Hattenburg, Chair

  
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Nancy Ledebor, Secretary of the Board of Trustees