

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: JANUARY 20, 2015**

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, January 20, 2015, in the public meeting room at Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards, WA. Chair Mark Johnson called the meeting to order at 4:01 p.m. and welcomed those in attendance.

**PRESENT:**

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

**EXCUSED:**

Sonja Carlson - Trustee

**GUESTS:** Attorney Roy Koegen, and Paralegal Debbi Haskins, Kutak Rock, LLC.

Also Present: Kathy Allen, Library Supervisor; Diane Brown, Librarian; Paul Eichenberg, Chief Human Resources Officer; Sonia Gustafson, Managing Librarian; Carlie Hoffman, Library Services Manager; Cindy Ulrey, Librarian; Debbie Rhodes, HR Analyst; Patrick Roewe, Deputy Director, Library Services; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; and Patty Franz, Administrative Assistant.

**AGENDA APPROVAL**

Mr. Hattenburg moved and Ms. Thompson seconded to approve the agenda.

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF DECEMBER 16, 2014, REGULAR MEETING MINUTES**

Mr. Johnson called for corrections to the December 16 regular meeting minutes. There were no corrections; the minutes stand approved as written.

**APPROVAL OF DECEMBER 2014, BILL PAYMENT VOUCHERS**

Mr. Hattenburg moved and Mr. Craig seconded approval of the December 2014 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 47238 through 47410 and W00215-W00219 totaling	\$ 562,231.60
	Payroll numbers: 12102014PR and 12232014PR totaling	\$ 349,720.84
	Total	\$ 911,952.44

There were no questions.

The motion was unanimously approved.

#### UNFINISHED BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES PROJECT UPDATE. Mr. Roewe pointed out in his written report the first draft of the community narrative, which was prepared in advance of travel next week to Chicago for training, for him and other members of the District Libraries Transforming Communities Cohort.

#### NEW BUSINESS

FRIENDS OF THE LIBRARY RECOGNITION (RESOLUTION NO. 15-01). Mr. Johnson moved and Mr. Hattenburg seconded approval of Resolution No. 15-01, Recognizing District Friends of the Library Support. Mr. Johnson read aloud the resolution for everyone present to hear, and subsequently expressed appreciation for all of the wonderful library volunteers.

##### RESOLUTION NO. 15-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING DISTRICT FRIENDS OF THE LIBRARY SUPPORT.

The motion was unanimously approved.

REQUESTING APPROVAL OF FUNDING FOR SPOKANE VALLEY LIBRARY CAPITAL FACILITIES AREA (RESOLUTION NO. 15-02). Mr. Hattenburg moved and Mr. Johnson seconded approval of Resolution No. 15-02, Requesting Approval of a Plan of Finance for the Spokane Valley Library Capital Facilities Area in order to fund a New Spokane Valley Library, A New Veradale/Greenacres Library, Repurpose the Existing Spokane Valley Library, and Expand the Argonne Library in order to Increase the Available Library Services, and Approve an Interlocal Agreement with Respect thereto.

##### RESOLUTION NO. 15-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REQUESTING THE APPROVAL OF A PLAN OF FINANCE FOR THE SPOKANE VALLEY LIBRARY CAPITAL FACILITIES AREA IN ORDER TO FUND A NEW SPOKANE VALLEY LIBRARY, A NEW VERADALE/GREENACRES LIBRARY, REPURPOSING OF THE EXISTING SPOKANE VALLEY LIBRARY AND THE EXPANSION OF THE ARGONNE LIBRARY IN ORDER TO INCREASE THE AVAILABLE LIBRARY SERVICES; APPROVING AN INTERLOCAL AGREEMENT WITH RESPECT THERETO; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Attorney Roy Koegen of Kutak Rock, LLC, presented Resolution No. 15-02 and reviewed actions taken in 2013 toward the 2014 Bond Election. Resolution No. 15-02 reflects the outcome of 2014 in which voters approved the SVLCFA, and updates the proposed projects in response to community input for the 2015 Bond Election. Ms. Ledebauer said the interlocal agreement states the District is responsible for the budget and implementing plans, which

includes the selection of architects. She also noted that the interlocal agreement has been updated to acknowledge that bond funds will be used to repurpose the Spokane Valley Library. This will clarify questions raised by the public regarding the current Spokane Valley Library. The amount of funding, \$22 million, doesn't change; it remains the same as 2014. Richard Schober, managing director of Piper Jaffray, has agreed to serve as bond underwriter, yet Mr. Koegen noted this does not commit us to work with him. With Board of Trustees' approval, Mr. Koegen will submit the interlocal agreement to the Board of Spokane County Commissioners along with the request to place a proposition before voters residing within the boundaries of the SVLCFA on the August 4 ballot requesting funding for four library projects. Since this is a primary election, the cost would be shared by other entities placing issues before the voters.

There was no further discussion.

The motion was unanimously approved.

#### GIFTS POLICY

Mr. Johnson motioned and Mr. Hattenburg seconded to approve the Gifts policy. The Gifts policy defines what constitutes a gift to the District and provides a method for handling such gifts. The policy does not apply to items or funds specifically solicited by the District. Suggested changes included an added RCW, the appeals process statement approved by the Board of Trustees last fall, and other clarifying language. In response to Mr. Johnson, Ms. Ledebor provided examples of gifts with a value greater than \$5,000, and scenarios in which the Board of Trustees would determine whether to accept the gift. There was no further discussion.

The motion was unanimously approved.

#### LIBRARY MEETING ROOM USE POLICY

Mr. Hattenburg moved and Ms. Thompson seconded to approve the Library Meeting Room Use policy. In response to questions from Trustees Hattenburg and Thompson, Mr. Roewe said functionality of the new Evanced scheduling software was the impetus for most changes. The new software allows members to reserve meeting rooms online, effective Feb. 1. The room cleaning fee, charged only when necessary, was increased to better reflect current costs of services. Ms. Ledebor clarified meeting rooms can be reserved by the public in advance up to 60 days. There was no further discussion.

The motion was unanimously approved.

#### INNOVATION TEAM REPORT

In advance of the meeting, Deputy Director Patrick Roewe provided a written report on the results of the first full year of an established District Innovation Team, which became a venue for staff to submit suggestions and ideas for improving operations and services. In response to Trustee Craig, Mr. Roewe responded about the removal of departmental fax machines, which were a method of staff communication between departments. That communication has been replaced by email. In response to Trustee Hattenburg, Chief Human Resources Officer Paul Eichenberg said online applications will be made available in February. Ms. Ledebor

pointed out these ideas came from staff and were posted on the Intranet for all staff to read. Staff members submitting ideas are involved in the research and review of the idea. Mr. Roewe went on to explain the Innovation Team works as a clearing house; it doesn't own the ideas. Mr. Johnson expressed enthusiasm for the SCLD branded t-shirt idea. Mr. Roewe said t-shirts will be available for staff to purchase and wear for community events—just in time for parade season. There was no further discussion.

#### WLA LIBRARY LEGISLATIVE DAY KEY ISSUES.

Ms. Ledeboer reported Trustees Carlson and Craig will attend Library Legislative Day this year with Deputy Director Doug Stumbough, and Library Services Managers Mary Ellen Braks and Gwendolyn Haley. The agenda for the day in Olympia includes a short briefing in the morning, followed by visits with our legislators. This year's focus is on how libraries support early learning and extended learning. Ms. Haley and Ms. Braks are both well versed in these areas and can help tell the story of how SCLD supports learning for all ages. Appointments with legislators are scheduled, and packets with information about current library programming will be offered to our representatives. There was no further discussion.

### **DISCUSSION ITEMS, POSSIBLE ACTION**

#### FUTURE BOARD MEETING AGENDA ITEMS

Mr. Johnson reviewed the list of tentative agenda items for the next two months. The February meeting will be held at Airway Heights Library. Agenda items include Libraries Transforming Communities Update, Wellness, and the 2015 Bond Communication Plan. There will also be reports for Legislative Day and the second year of the Community Impact Plan. Trustees are invited to attend the WLA Annual Conference will be held April 15-17 at Tulalip Resort.

### **REPORTS**

#### TRUSTEES

Mr. Johnson expressed appreciation to Mr. Hattenburg for his years as Board of Trustees Chair and ongoing mentorship.

#### 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 announced that the 2013 SAO Audit Exit Conference is Wednesday, January 28, at 3:30 p.m., at the Administrative Offices. Regarding the Upriver Drive property, the short plat process will be completed in March. Realtors were notified that the District postponed listing until this process is complete. Regarding the surplus vehicle/facilities truck, we are following state procurement guidelines, as outlined in District financial policies. In response to Trustee Craig's question, Mr. Stumbough responded that there is no longer a dedicated machine for every server; thus, servers can move to a virtual environment with the power of a single machine.

## PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for December 2014, with data for customer use measures, programming and library activities. Ms. Ledebouer noted that District participation in the Christmas Bureau was initiated by staff, resulting in outreach to thousands of community residents. She pointed out additional Create programs were held to meet demand, and libraries have added displays of books and musical recordings produced locally. There were no questions.

## COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for December 2014 communication activities. In Ms. Baker's stead, Ms. Ledebouer reported Matt Rogers of KHQ will feature the Lego Build Day at Argonne Library, accompanied by Gwendolyn Haley, and the Business Library Card will be featured in an interview of Aileen Luppert by Dave Cotton, also of KHQ.

## FISCAL

Revenue and Expenditure Statement through December 31, 2014.

### Fund 001

Revenues	\$ 11,319,194
Expenditures	\$ 11,057,134
Ending Fund Balance	\$ 4,387,203
Fund Budget Expended	98.21%

Ms. Ledebouer reported that Mr. Sargent closed 2014 prior to his retirement last week, and noted the move to cash basis accounting positively and significantly affected year-end fund balances.

## SPOTLIGHT VIRTUAL LIBRARY SERVICES

Library Services Manager Carlie Hoffman, and Librarians Diane Brown and Cindy Ulrey reported on District Virtual Library Services. Ms. Hoffman opened the presentation with a demonstration of the SCLD website location pages, which features upcoming library and community events curated by Library Supervisors.

Ms. Ulrey reviewed meeting room requests by members. Starting February 2, the functionality of the new Evanced scheduling software will allow members to reserve meeting rooms online. The new software also prevents double-booking of meeting rooms.

Last October, Ms. Hoffman applied for and received the Ready for Work Digital Skills for Employment & Workforce Development Training Grant from Washington State Library. The Ready for Work workshop series involves a partnership between SCLD and WorkSource, and childcare will be provided to families attending. A printed postcard will be sent by mail to announce this opportunity to 20,000 residents.

Ms. Brown reported on the collaboration among Spokane Public Library, EWU, and SCLD to share a "business resources page." SLCD has issued new business library cards allowing

businesses to access online resources. Ms. Brown reviewed eight resources, offering a brief description of how a business might use each resource.

Ms. Hoffman reported that the City of Spokane Valley's mobile app, which encourages residents and visitors to eat, play, shop, and stay in Spokane Valley, includes the Argonne, Otis Orchards, and Spokane Valley libraries.

Trustees expressed thanks for the informative report.

## OVERVIEW WELLNESS

HR Analyst Debbie Rhodes provided an overview —past and present—of District Wellness. The District has had an informal wellness program since 2006. Through Washington Counties Insurance Fund (WCIF), the District applied for and received grants for programs designed to improve the overall health and well-being of SCLD employees. WCIF encouraged member employers to offer Wellness programs, yet it wasn't a requirement. In 2014, sponsored by the City of Spokane Valley, the District joined the Association of Washington Cities (AWC) Employee Benefit Trust. AWC encourages members to have an active and formal Wellness program, and if criteria are met, the District could qualify for a discount in future premiums. One of the next steps in meeting the criteria is for the Board to approve a Wellness Resolution.

Ms. Rhodes reviewed programs, classes, and services offered by the District in the past. She introduced the Wellness Committee and announced the plans for 2015. To reach all 10 District libraries, a Wellness Library via the staff Intranet offers informational seminars to all staff.

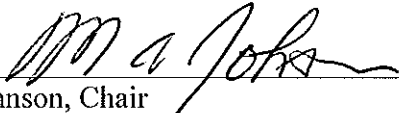
Trustees expressed appreciation for the informative report. Ms. Rhodes invited Trustees to participate, noting a nominal fee is required, with those funds used for incentives, as public resources cannot be used.

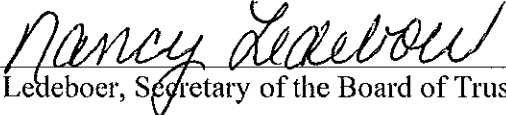
## PUBLIC COMMENT

There were no public comments.

## ADJOURNMENT

The meeting adjourned at 5:11 p.m.

  
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Mark Johnson, Chair

  
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Nancy Ledebow, Secretary of the Board of Trustees