

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: MAY 26, 2015**

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, May 26, 2015, in the public meeting room at Cheney Library, 610 1st St., Cheney, WA. Chair Mark Johnson called the meeting to order at 4:00 p.m. and welcomed those in attendance.

**PRESENT:**

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

Also Present: Jane Baker, Communication & Development Officer; Paul Eichenberg, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Rick Knorr, Chief Financial Officer; Catherine Nero Lowry, Library Supervisor; Patrick Roewe, Deputy Director, Library Services; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; Brian Vander Veen, Librarian; and Patty Franz, Administrative Assistant.

**AGENDA APPROVAL**

Mr. Hattenburg moved and Mr. Craig seconded to approve the agenda.

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF APRIL 28, 2015, REGULAR MEETING MINUTES**

Mr. Johnson called for corrections to the April 28 regular meeting minutes. There were no corrections; the minutes stand approved as written.

**APPROVAL OF APRIL 2015 BILL PAYMENT VOUCHERS**

Mr. Hattenburg moved and Ms. Thompson seconded approval of the April bill payment vouchers as follows:

Fund

L01	Voucher numbers: 47875 through 48048 and W00235-W00239 totaling	\$ 558,404.52
	Payroll numbers: 04102015PR and 04242015PR totaling	\$ 364,042.02
	Total	\$ 922,446.54

There were no questions.

The motion was unanimously approved.

## UNFINISHED BUSINESS

**LIBRARIES TRANSFORMING COMMUNITIES PROJECT UPDATE.** Mr. Roewe reported the primary focus last month was to finalize the community engagement plan, also known as TECA (Taking Effective Community Action). Two earlier drafts were replaced by a more focused version, which ultimately received recognition and was held for review by the nationwide cohort. Ms. Ledebouer noted the next iteration of the District's strategic plan will use what we are learning from the TECA process. She also commented it has been a learning experience to apply Harwood Institute change theory to our community libraries. There was no further discussion.

**BOND ELECTION UPDATE.** Communication & Development Director Jane Baker reported she met with Spokane Valley Chamber CEO Katherine Morgan on May 20 to discuss actions the Chamber will take to advocate for the bond election. Spokane Valley Business Association voted to endorse the bond. Ms. Ledebouer indicated we will share information with the media to increase the potential for print editorials. There was no further discussion.

## NEW BUSINESS

**PERSONNEL POLICY.** Mr. Hattenburg moved and Mr. Craig seconded that changes to the following Personnel Policy sections be approved as presented, with the exception of Section 11.10, Inspections and Searches, for which a phrase will be revised as agreed. Sections 3.5 Specialty Pay - (new provision); 6.8 District Expectations Sub-section: Professional Conduct (10) and (11) – (Time limit for reporting issues impacting employee's ability to perform job duties); Sub-section: District Provided Equipment: Limited Personal Use – (Employee use of District computer or communication equipment subject to inspection); Sub-section: Software – (Clarification); Section 6.11 Employee Misconduct (5) – (Clarification); Section 11.10 Inspections and Searches – (Clarifies circumstances that could lead to inspection or search of employee property or places of storage provided by the District. Reiterates employee use of District provided computer or communications equipment for personal or business use is subject to review. Moreover, any data created, stored, or transmitted on or over the system may be inspected at any time, and may be considered public record subject to public disclosure.) The latter, Section 11.10, Inspections and Searches, was revised following the outcome of discussions held last October and in February of this year. In response to Trustee Craig's suggestion, it was agreed to replace the phrase "upon probable cause" with "upon reasonable suspicion." No changes to the District's travel policy were recommended by the Leadership Team at this time. However, changes to the travel procedure were implemented April 1, which clarify the maximum amounts the District will reimburse for travel costs to attend conferences or meetings. There was no further discussion.

**WLA 2015 CONFERENCE REPORT.** Washington Library Association held its annual conference at the Tulalip Resort in Marysville, WA, April 15-17. Eight staff and two Leadership Team members attended. Staff summarized the highlights of their conference experience in a report to Trustees. Ms. Ledebouer commented how impressed she was with the ideas brought back by staff as well as the variety of programs they attended. The learning opportunities for staff make conference attendance a good investment. Next year's conference will be held in Spokane, thereby making conference attendance more accessible to staff and Trustees. Trustees Johnson and Hattenburg separately commented they found program reports about millennials and special needs beneficial. Ms. Ledebouer noted several staff presented at the conference to share about District programming as well. There was no further discussion.

FRIENDS HELPING FRIENDS REPORT. Friends from nine of the District libraries came together on Saturday, April 25, at North Spokane for the third annual Friends Helping Friends event to share ideas and discuss working together in the future. It also was an opportunity to provide more information about the new library foundation, Friends of the Spokane County Library District. Mr. Hattenburg commented how pleased he was to hear that Bill and Flo Moore were awarded the Distinguished Service Award by the Washington Library Association. Ms. Ledebouer commented how Mr. Moore graciously received the award by expressing thanks to all the Friends of the Library. 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 meetings. Deer Park Library is the venue for June 16; the August 18 meeting will be held at Medical Lake, where a board retreat will follow the regular meeting from 6-8 p.m. The July meeting is canceled.

## **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. Ledebouer noted the coming months include preparation for the August 4 bond election, with attention to what the District can learn from the results of the STA election held in April.

### **PUBLIC SERVICES**

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for April 2015, with data for customer use measures, programming, and library activities. Ms. Ledebouer noted the Nourish series has begun with strong attendance. Discussion ensued regarding noticeable increases and decreases in outreach figures at Deer Park and North Spokane. Mr. Stumbough reported outreach is affected by facility closures and changes in levels of care; e.g., independent care residents read more books. There was no further discussion.

### **COMMUNICATION**

Communication & Development Officer Jane Baker provided a written report prior to the meeting for April 2015 communication activities, and pointed out the report format was adjusted for added clarification of department activities. Chair Johnson expressed appreciation. There was no further discussion.

### **FISCAL**

Revenue and Expenditure Statement through April 30, 2015.

<u>Fund 001</u>		
Revenues	\$	5,299,694
Expenditures	\$	3,055,392
Ending Fund Balance	\$	5,848,101
Fund Budget Expended		44.74%

CFO Rick Knorr pointed out the figure for property tax revenue is lower than initially budgeted for 2015, as anticipated. Total expenditures are on target at 32 percent. Next month he will provide a more detailed report.

## **SPOTLIGHT CHENEY LIBRARY**

Library Supervisor Catherine Nero Lowry reported on the community served by Cheney Library as related to the Community Impact Plan and Libraries Transforming Communities. Ms. Lowry provided history of the library, noting the facility was built in 1988 and has become an integral part of the community. The meeting room was used 277 times in 2014, an all-time high. The comfortable Reading Room has Wi-Fi and is multi-purposed. Members have responded favorably to changes in the Children's Room, which has a new shelving arrangement that opened space, and curtains were added to reduce sound. Via PowerPoint, Ms. Lowry introduced staff, noting a change in scheduling implemented throughout the District has made coverage easier and more flexible.

Regarding Community Impact Plan goals, Ms. Lowry said the library adapts and evolves in tandem with families. To develop young learners, baby, toddler, and preschool Play and Learn Storytimes had 4,484 participants last year; 5,124 including outreach. Explore and discover programming includes the Friends of the Library Book Discussion Group, which has met once a month for years, the popular Create programs from last fall, and current Nourish series, and afterschool and LEGO programs. Last year, attendance reached 7,554, with 254 programs offered. The library will offer Prime Time Family Reading this summer. In support of job seekers and local businesses, the library is involved with the West Plains Chamber of Commerce, offers exam proctoring and one-on-one Book a Librarian appointments to assist individuals with job searches and/or materials. The meeting room is highly used by businesses and community groups. Ms. Lowry noted the library connects with community by taking its activities to local events, schools and more. It also collaborates with local artists and businesses. Ms. Lowry reported Community Librarian Vanessa Strange has held six community conversations thus far with students, church and women's groups, and the public. The library is incorporating feedback into plans for future programming.

Nominated by a community member, Cheney Library was awarded a Best in the West for Community Relations award by the West Plains Chamber of Commerce.

Ms. Lowry expressed thanks to Collection Services for purchasing bilingual books for Dia Day, a culmination of literacy held April 30. El día de los niños/El día de los libros (Children's Day/Book Day), commonly known as Día, is a nationally recognized initiative that emphasizes the importance of literacy for all children — appreciating culture, heritage, and language as powerful tools for strengthening families and communities. This year 39 attended the library program formerly hosted by EWU.

As it has in the past, the library will again participate in Mayfest, an all-city event, May 28 and 30, and Turnbull Floods, Flowers and Feathers Festival, May 30. Summer Reading is coming up, along with Spokane is Reading, Rodeo Days Parade, Friends of the Library book sale and EWU Neighbor Festival. The Adventure Pass, Cheney Library's Innovative Project, will be re-launched at MayFest. Ms. Lowry invited Trustees to join the fun in Cheney this summer. Trustees thanked Ms. Lowry for the informative report.

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

Library Services Manager Stacey Goddard and Librarian Brian Vander Veen presented an overview of Job Seekers and Local Businesses, one of the four service areas of the Community Impact Plan. Mr. Vander Veen stated the goals as two-fold: **Teens and adults will have the resources and opportunities they need to attain meaningful employment, and Local businesses and nonprofits will have the tools they need to develop and maintain successful and viable enterprises.** Ms. Goddard said the coming attractions reported in their November report are now coming to fruition. To provide for career/job seeker support, Library Services Manager Carlie Hoffman applied for and the District was awarded the Ready for Work grant, which provided \$19,000 to work with WorkSource to offer a combined total of 48 classes at Medical Lake, Fairfield, Deer Park, and Otis Orchards. Childcare, mostly used at Deer Park, was offered free of charge during class times for children of the 121 participants, yet surprisingly wasn't utilized as highly as anticipated. A course was also offered to help students learn how to complete the FAFSA, Free Application for Federal Student Aid. Librarian Aileen Luppert applied for an opportunity through ALA and the National Career Development Association (NCDA) to become a certified Career Development Facilitator (CDF). As part of this in-depth training program, Ms. Luppert has worn two hats: one for SCLD and the other to share information with the Washington Library Association to benefit libraries statewide. To directly help facilitate career development, Librarian Sheree West became involved with the Barker School to Life Transition Program at CVSD, where 11 students participated in a four-week class to learn how to prepare a resume, cover letter, and develop interview skills. All students were able to finish the course with a thumb drive loaded with their personal documents. Ms. Goddard said the District hopes to tailor the program in the future to include other student groups as well. Mr. Vander Veen reported future library programming will be built on the outcome of community conversations. Additional FAFSA workshops are planned for the future, and Ms. Goddard said with the downsizing of WorkSource, the District would like to expand its content outward into communities. In support of local businesses, Ms. Goddard played the interview of Aileen Luppert by KHQ's Dave Cotton to spotlight the business library card. She credited Communication Officer Jane Baker for arranging the media buy, and the subsequent promotional coverage. Ms. Goddard reviewed the SNAP Access IT grant. Over 100 people attended 24 classes geared toward social media and web design, customer relationship management and accounting. Mr. Vander Veen reviewed the free classes and small business mentoring offered by SCORE, which expanded to include alternate locations away from downtown to facilitate attendance. These workshops will be revisited this fall. To connect to and provide local business support, the District has thus far sent welcome letters to new businesses with information about library services available, including an offer to meet one-on-one with a librarian for more information. Librarians have also featured several businesses in their website blogs. Ms. Goddard described an opportunity resulting from a tour taken by Librarian Sheree West at Spokane Valley Tech (SVT). To help high school students garner work experience, SVT partnered with Spokane Valley Library to create an internship for

students based on SVT's Work 101 program requirements. A senior in the Business and Entrepreneurship program was recommended to participate whose talents and interests were in line with a video project proposed by the library. From there, Ms. West and the student worked together to produce the first in a series of short videos on business education topics. Trustees viewed the first video, which featured Peachy Kleen, a local cleaning business. The partnership with SVT is planned to continue into the future. Computer Science students will help create Microsoft course materials for library staff to teach classes to library members. And next fall another student will be recruited to grow the business education video series. Over time, the District hopes to get more students from other local high schools involved in internships and volunteer opportunities at the libraries. Trustees expressed enthusiasm and appreciation to Ms. Goddard and Mr. Vander Veen for their informative report.

#### **PUBLIC COMMENT**

There were no public comments.

#### **ADJOURNMENT**

The meeting adjourned at 5:23 p.m.

  
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Mark Johnson, Chair

  
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Nancy Ledebauer, Secretary of the Board of Trustees