

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: AUGUST 18, 2015**

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, August 18, 2015, in the public meeting room at Medical Lake Library, 321 E. Herb St., Medical Lake, WA. Chair Mark Johnson called the meeting to order at 4:05 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

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Managing Librarian; Mary Ellen Braks, Library Services Manager; Paul Eichenberg, Chief Human Resources Officer; Priscilla Ice, Chief Information Officer; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Christie Onzay, Librarian; Patrick Roewe, Deputy Director, Library Services; Andrea Sharps, Deputy Director Collection Services; Theresa Stephenson, Librarian; Doug Stumbough, Deputy Director, Library Operations; 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 JUNE 16, 2015, REGULAR MEETING MINUTES**

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

**APPROVAL OF JUNE AND JULY 2015 BILL PAYMENT VOUCHERS**

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

**JUNE**

**Fund**

L01	Voucher numbers: 48194 through 48354 and W00245-W00251 totaling	\$ 506,574.38
	Payroll numbers: 06102015PR and 06252015PR totaling	\$ 363,248.24
	Total	\$ 869,822.62

JULY

Fund

L01	Voucher numbers: 48355 through 48540 and W00252-W00258 totaling	\$ 574,967.98
	Payroll numbers: 07102015PR and 07242015PR totaling	\$ 353,237.10
	Total	\$ 928,205.08

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES PROJECT UPDATE. Along with the report provided in advance of the meeting, Mr. Roewe reported the proposal submitted by district members of the LTC Cohort has been accepted as a session for the 2016 WLA Conference. The conference will be held in Spokane at the Davenport Hotel, April 27-29. There was no further discussion.

BOND ELECTION REPORT. Mr. Stumbough provided an overview of the August 4 bond election results. Maps visually supported his presentation to demonstrate the outcome of votes in the LCFA. Ultimately, approval of new libraries fell short by 605 votes. However, more ballots were cast by voters this year than for the 2014 special election, and votes in favor of libraries increased by 3%. He also pointed out the gap to exceed 60% approval was narrowed by half, compared to 2014. Mr. Stumbough also shared some feedback received regarding the bond. Some voters thought the issue had already been passed and were waiting for construction of the new library to begin. Ms. Ledeboer noted there were a lot of disappointed members, and staff has been consoling members at Spokane Valley Library. Mr. Hattenburg said he heard voters still value the library, yet didn't want additional taxes. There was no further discussion.

NEW BUSINESS

PURCHASING POLICY. Ms. Thompson moved and Mr. Hattenburg seconded approval of the Purchasing policy, with changes amended as discussed. In response to Trustee Craig's query about the new \$100,000 credit card limit, Chief Financial Officer Rick Knorr responded the amount was increased to match the procedure currently in place. Discussion ensued about use of the card and average monthly spending, which is approximately \$25,000. Since future changes in card use are not anticipated, per Board direction Mr. Knorr will reduce the credit limit to the previous amount of \$50,000 and amend the corresponding procedure.

There were no further questions.

The motion was unanimously approved, with the policy amended as agreed.

FINANCIAL MANAGEMENT POLICY. Mr. Hattenburg moved and Ms. Thompson seconded approval of the Financial Management policy. Mr. Knorr provided suggested changes to the policy in advance of the meeting, which included changing the manner in which allocation for library materials and programs was calculated.

There were no questions.

The motion was unanimously approved.

ALA ANNUAL CONFERENCE REPORT. Mr. Roewe provided a report in advance of the meeting, which included staff highlights of the June conference held in San Francisco, CA. Ms. Ledebor pointed out this was the first annual conference attended by Mr. Roewe and Ms. Luppert, with District attendance funded by Libraries Transforming Communities grants. Mr. Roewe said their cohort returned with great lessons to apply to future library programs. 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, for which Ms. Thompson gave advance notice of her absence at the September meeting. Ms. Ledebor pointed out a new Use of 3D Printers policy has been added to the September agenda for Trustees' review prior to public rollout. Communication & Development Officer Jane Baker provided details for Night at the Library, the first Friends of the Spokane County Library District membership drive, held at Argonne Library, Sept. 17, 7-9 p.m. The event is open to the public. Ms. Ledebor also extended an invitation to Trustees to attend Humanities Washington Bedtime Stories, a fundraiser featuring local authors held October 23, 6-9 p.m., at The Spokane Club. Funds raised will benefit humanities programs, such as Prime Time Family Reading held in Eastern Washington.

## **REPORTS**

### **TRUSTEES**

Mr. Hattenburg said while walking door-to-door in support of the bond election, the response at people's homes was tremendous, and voter turnout was excellent. There were no other reports.

### **EXECUTIVE DIRECTOR**

The Executive Director's written monthly reports provided prior to the meeting included information for the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledebor called attention to the upcoming retirement of Chief Information Officer Priscilla Ice. Ms. Ice will retire August 31, and following her departure, Deputy Director Doug Stumbough will transition to IT Director. In response to Trustee Craig's query about the new IT product, BLUEcloud Analytics, Ms. Ice provided details about the much improved hosted product, and said the upgrade will allow for planned changes to District reports and more versatile use of data.

### **PUBLIC SERVICES**

Deputy Directors Patrick Roewe and Doug Stumbough provided written reports in advance of the meeting for June and July 2015 Public Services, which included data for customer use measures, programming, and library activities. Mr. Roewe introduced the new Managing Librarian for Spokane Valley Library, Aileen Luppert. Ms. Luppert was promoted from her former position as Librarian. Ms. Ledebor pointed out the innovative and exciting summer programming at libraries, which has thus far been busy and well attended. There was no further discussion.

**COMMUNICATION**

Communication & Development Officer Jane Baker provided written reports in advance of the meeting for June and July 2015 communication activities. Ms. Baker announced a new graphic designer started August 1. Summer months have been busy with the bond election campaign, open houses, and social media for the District overall. And the Friends of the Spokane County Library District has had a successful start. There was no further discussion.

**FISCAL**

Revenue and Expenditure Statement through June 30, 2015.

<u>Fund 001</u>	
Revenues	\$ 6,378,864
Expenditures	\$ 5,672,606
Ending Fund Balance	\$ 5,139,766
Fund Budget Expended	47.76%

Revenue and Expenditure Statement through July 31, 2015.

<u>Fund 001</u>	
Revenues	\$ 6,496,512
Expenditures	\$ 6,557,729
Ending Fund Balance	\$ 4,335,519
Fund Budget Expended	55.21%

CFO Rick Knorr estimated that given expenditures to date, the District will end the year with a slight surplus.

**SPOTLIGHT MEDICAL LAKE LIBRARY**

Library Supervisor Theresa Stephenson welcomed the Board of Trustees to Medical Lake Library and introduced Community Librarian Christie Onzay. With support of PowerPoint, Ms. Stephenson showed photographs of the library before and after the addition of a smaller service desk, which opened usable space. She also pointed out the unique Tree of Knowledge, art installed at the entrance of the library as a fundraiser by the Friends in 1991. For \$50, tree leaves are purchased individually to commemorate life events. On average, a new leaf is purchased and added each month. Another special feature at Medical Lake is the gas fireplace in the browsing area. Members often sit to read and enjoy the warmth during the winter months, and since July can enjoy the new Keurig coffee service, which was also purchased and maintained by the Friends. The library is open 38 hours over four days a week. Membership, visitors, computer station, meeting room use, and program attendance have all significantly increased, whereas print checkout has slightly decreased since 2014.

Librarian Christie Onzay reviewed the Libraries Transforming Communities community conversations held in Medical Lake. Feedback from residents indicated an overall desire for a stronger sense of community, and the library would like to help build and be a part of that community.

Regarding the four service priorities of the Community Impact Plan, Ms. Stephenson reviewed programming to help Develop Young Learners. Storytimes are held each week at the library, and outreach Storytimes are provided to area preschools each quarter, including the ECEAP at Hallett Elementary. Interactive discovery stations are available for use during all library hours, and a favorite is the Farmer's Market, a helpful and fun tool purchased by the Friends to help children learn to count, sort, and role play. Materials for Love Talk Play, a statewide initiative, are displayed for interactive use between parents and their birth to three-year-olds. Ms. Onzay reported on the next service area, Explore and Discover, for which Summer Reading programs were highly successful. Nearly 300 children came to a variety of programs. Highlights included time travel with the Knights of Veritas, music with Eric Herman and the Invisible Band, juggling by the Jamming Jenks, and Mobius Science and the Heroic Birds of Prey, where live owls were popular with participants. Book Discussion Club meets monthly and is open to anyone with interest—beverages and snacks are provided by the Friends. Lego Build is offered once a month during the school year and welcomes all ages to find their inner engineer. The library plans to offer the program once a week starting in September, which will align with the community's desire to have more local activities available for kids. Escape the Ordinary programs were offered to adults this summer, which included the favored cooking classes, Celtic music at the Waterfront Park, golf lessons, and storytelling. In Support of Job Seekers and Local Businesses, another service priority, Ms. Onzay reported that she along with librarians from Cheney and Airway Heights handed out business library cards to members of the West Plains Chamber of Commerce last December. The cards allow for immediate access to online business resources. Ready for Work, a 12-week course funded by WorkSource was held during spring, for which library staff taught some of the classes. Another set of classes were held during summer and funded by SNAP and the Access IT Grant. The library provided the meeting room and computer labs for the program. To Connect Communities, the fourth service priority, the library participated in the Medical Lake Founder's Day Parade and hosted an informational booth. Staff provided informational presentations about library services to the City Council, Lions Club, and participates in the school district's Reading Fair. Student library cards have been distributed to incoming students at Medical Lake middle and high schools over the past three years. These cards allow immediate access to educational databases, and can be converted into full-use cards with parent approval.

For the future, the library plans to participate and offer its meeting room to Reimagine Medical Lake, a grass-roots effort of residents working together to bring back the founders' vision for Medical Lake. Ms. Stephenson has attended organizational meetings and reported there is a high level of commitment to revitalize Medical Lake to again become a thriving destination resort town. Mr. Roewe commented that at the turn of the century, 3,000 people would visit the town each week. Umpqua Bank is spearheading the movement and the Lions Club and Kiwanis are providing support. Medical Lake also plans to kick off a seed library in February 2016 as a way to bring community together and contribute to the local food bank as well. Friends of the Library plan to purchase a cabinet for seed storage.

Ms. Stephenson reported through a Washington State Rural Heritage grant, the District was able to hire an intern to digitize the complete collection of historic documents and artifacts for Medical Lake. Digitization was recently completed and the results are published at [WashingtonRuralHeritage.org](http://WashingtonRuralHeritage.org) for Medical Lake Heritage/SCLD. Ms. Ledebouer commented that the collection is impressive. Trustees expressed appreciation for the informative report. There was no further discussion.

## **OVERVIEW DEVELOP YOUNG LEARNERS**

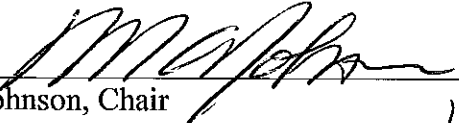
Library Services Manager Mary Ellen Braks and Librarian Christie Onzay provided an overview of library programming to develop young learners, one of the four Community Impact Plan service priorities. Other team members include District librarians Kristy Bateman, Rachel Edmondson, Tammy Henry, and Cindy Ulrey. Approximately 1,000 children and care providers attend library Storytimes each week. Ms. Onzay explained Storytimes include a literacy component to help prepare children for kindergarten. Staff has also been trained online and with hands-on experience to “Supercharge” their hosted Storytimes with added enthusiasm and intentionality. Outreach Storytimes are provided as well to 65 facilities comprised of preschools, daycares, and licensed home care providers. Library staff is also certified to provide free STARS training classes for childcare providers, teachers, and parents. All classes are certified through the Washington State Department of Early Learning, and provide credits toward licensing for care providers. Ms. Braks reported the Library District has created STEM kits, funded by a Thrive Washington grant for Eastern Washington, that provide ready-to-go activities in a bag that can be checked out for free by parents and caregivers. The activities are purposely brief and promise to make STEM learning fun. Also, Ms. Braks visually demonstrated the soon-to-be-live webpage, Getting Ready for Kindergarten. The webpage includes information and activities for the six components of Washington State assessment of kindergarteners, and will also have resources for kindergarten registration for each area school district. Ms. Onzay reported on other program offerings, such as a Parent Workshop scheduled for fall, and transportable Busy Bags, which should be available by the holidays for parents to provide learning activities at home. The sixth Prime Time Family Reading program wrapped up this summer, with another two planned for fall at Spokane Valley and Airway Heights libraries. Humanities Washington provides free training to staff for implementation of this reading and dinner program offered to families. Ms. Braks reviewed the goals and objectives of this service priority, which have been successfully met. The team will continue to work on developing more extensive relationships with agencies. More discovery stations have been added, including an interactive kitchen that has been so popular another was purchased for Otis Orchards. Looking ahead, additional Storytimes and Parent Workshops will be offered at libraries, and a drop-in Just Play and Learn will be offered to families this winter. District libraries are also involved with Title One Family Literacy programs, and All Aboard for Kindergarten, for which Ms. Braks is part of the statewide team designing the ready-for-school program curriculum. Ms. Braks reported that she recently attended the Starting Strong Institute training hosted by Thrive-by-Five and its partners, and returned with ideas for staff training to add numeracy skills to Storytimes. A KSPS documentary on brain development in babies will also be used for staff training. Trustees expressed appreciation for the informative report. There was no further discussion.

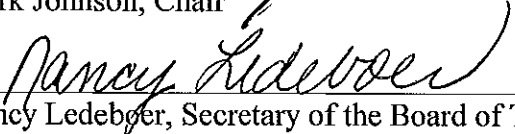
## **PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting adjourned at 5:21 p.m.

  
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Mark Johnson, Chair

  
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Nancy Ledebøer, Secretary of the Board of Trustees