

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: NOVEMBER 24, 2015

CALL TO ORDER

The rescheduled November 17 regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, November 24, 2015, in the Collection Services Department of District Administrative Offices at 4322 N. Argonne Rd., Spokane, WA. Chair Mark Johnson called the meeting to order at 4:00 p.m., and welcomed those in attendance.

PRESENT:

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

EXCUSED:

Tim Hattenburg - Vice Chair

GUEST: Dennis P. Hession, Attorney, Kutak Rock, LLP

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

AGENDA APPROVAL

Mr. Craig moved and Ms. Thompson seconded to move New Business agenda item III. D.2. to follow Action Item III. B.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF OCTOBER 20 REGULAR MEETING MINUTES

Mr. Johnson called for corrections to the October 20 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF OCTOBER 2015 BILL PAYMENT VOUCHERS

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

Fund

L01	Voucher numbers: 48869 through 49081 and W00274-W00280 totaling	\$ 595,615.22
	Payroll numbers: 10092015PR and 10232015PR totaling	\$ 351,891.48
	Total	\$ 947,506.70

There were no questions.

The motion was unanimously approved.

NEW BUSINESS

AMENDMENT NO. 1 TO COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT (RESOLUTION NO. 15-08). Dennis Hession, attorney for Kutak Rock, LLP, provided history of the Medical Lake TIF area initiated in 2006 that allowed for tax increments to be captured and put toward infrastructure to attract future development. The purpose of Resolution No. 15-08 is to authorize the Executive Director to sign the amendment to the agreement, which extends the duration of the agreement from 20 to 30 years. Mr. Hession noted the total dollar amount remains the same and cannot exceed 30 million dollars. Trustee Craig asked if there was anything that could be done to prohibit or at least discourage future annexations in this area by the City of Spokane. Mr. Hession was not aware of any efforts currently underway by the City to annex the area. Mr. Craig was concerned about foregoing property tax in this area for up to 30 years and then having the property annexed; thus, losing the benefit of increased property value generated by the TIF. Ms. Ledebauer indicated the District has been able to negotiate annexation mitigation agreements with the City of Spokane. Perhaps new terms could be negotiated in the event of an annexation that would acknowledge the District's participation in the TIF. Trustees expressed support for the general terms of the agreement. They were also in agreement, however, to request more information before voting on the extension. Mr. Hession offered to come to a future meeting with information about options that might be available to the District to mitigate future annexation of this area. Trustees agreed to table this item until further research could be conducted. Mr. Hession left the meeting at 4:18 p.m.

UNFINISHED BUSINESS

COMMUNITY ENGAGEMENT PLAN (CEP) UPDATE AND DRAFT PLAN REVIEW. Along with a written report provided in advance of the meeting, via PowerPoint, Mr. Roewe presented the revised draft plan based on feedback from Trustees and staff. Mr. Johnson expressed and the other trustees concurred how most would consider the degree of the Library District's involvement in community as amazing. Ms. Ledebauer said the challenge will be to measure the community engagement we are attempting to achieve. Mr. Roewe said the District is committed to its community partners within the bounds of its mission. Ms. Ledebauer said if the CEP is adopted in December, staff will start implementation in January. There was no further discussion.

PERSONNEL POLICY REVISION. Mr. Johnson moved and Ms. Thompson seconded that the revision to Personnel Policy Section 3.13, Salary Adjustments, be approved as presented. Ms. Ledebauer said the revised policy was written in response to a request from Trustees, who wanted a policy that offered more flexibility for determining salary adjustments. Discussion ensued regarding the floor and ceiling limits, 0% and 4% respectively, for which Trustees were comfortable.

There was no further discussion.

The motion was unanimously approved.

2016 BUDGET

ADOPTING A 2016 PRELIMINARY BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION NO. 15-04). Ms. Thompson moved and Mr. Johnson seconded that Resolution No. 15-04, Adopting a 2016 Preliminary Budget and Certifying It to the Board of County Commissioners, be adopted.

RESOLUTION NO. 15-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2016 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2016 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Trustee Thompson asked if staff was comfortable with the amount in the contingency. CFO Rick Knorr indicated the contingency was increased to account for additional revenue from state property tax, and considered the amount realistic. Trustee Craig asked if anticipated revenue from property tax was fully accounted for and Mr. Knorr responded in the affirmative. There was no further discussion.

The motion was unanimously approved.

AUTHORIZING 2015 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2016 (RESOLUTION NO. 15-05). Ms. Thompson moved and Ms. Carlson seconded that Resolution No. 15-05, Authorizing a 2015 Property Tax Levy Increase for Collection in 2016, be adopted.

RESOLUTION NO. 15-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2015 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2016; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

The resolution authorizes an increase in the regular property tax levy to be collected in 2016 in the amount of \$152,610.30, which is a percentage increase of 1.424% from the previous year. There were no questions or comments.

The motion was unanimously approved.

LEVYING THE REGULAR PROPERTY TAXES FOR SCLD FOR COLLECTION IN 2016 (RESOLUTION NO. 15-06). Mr. Craig moved and Ms. Carlson seconded that Resolution No. 15-06, Levying the Regular Property Taxes for SCLD for Collection in 2016, be adopted.

RESOLUTION NO. 15-06

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 2016 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2016 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY

COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS
PROPERLY RELATING THERETO.

There was no further discussion.

The motion was unanimously approved.

DECLARATION OF SUBSTANTIAL NEED FOR PURPOSES OF ESTABLISHING THE LEVY LIMIT FACTOR FOR 2015 PROPERTY TAXES FOR COLLECTION IN 2016 (RESOLUTION NO. 15-07). Ms. Carlson moved and Ms. Thompson seconded that Resolution No. 15-07, Declaration of Substantial Need for Purposes of Establishing the Levy Limit Factor for 2015 Property Taxes for Collection in 2016, be adopted. Mr. Knorr pointed out Resolution No. 15-07 demonstrates the need for requesting the full amount, and that the District expenses are anticipated to exceed revenue in 2016. Mr. Craig commented that the impact on taxpayers would be minimal.

Mr. Knorr provided information showing the combined expenditures for both the Operating and Capital funds. In review of the combined total, expenditures will exceed revenues. However, the anticipated surplus from year-end 2015 will cover the Capital Fund expenditures. Trustee Thompson asked whether the anticipated surplus was enough to cover the proposed Capital Fund. Ms. Ledebouer indicated that through this point in the year, we can anticipate there will be adequate funds to roll over into the 2016 Capital Fund. Ms. Thompson asked if the ending fund balance for 2016 would be impacted. Mr. Knorr indicated we should have a comparable ending fund balance in 2016. The Capital Fund expenditures are for major remodeling projects that may extend beyond one year.

There was no further discussion.

The motion was unanimously approved.

BOARD DIRECTION TO STAFF. Trustees provided direction toward preparation of the final 2016 budget. Ms. Thompson shared her thoughts for an across-the-board salary increase for staff, based on the increase from state property tax. Mr. Johnson said he thought a salary increase was fair and justified, based on the work of staff. Trustees concurred they were in favor of a salary increase for staff, providing the 2016 budget remains balanced. Mr. Knorr will provide the corresponding reports in December.

NEW BUSINESS (CONTD.)

PUBLIC RECORDS POLICY. Mr. Craig moved and Ms. Carlson seconded approval of the Public Records policy as revised. The suggested policy revisions include an added reference to the Confidentiality of Library Records policy, and again affirms the District's commitment to provide access to public records with the acknowledgment that some records are exempt. There was no discussion.

The motion was unanimously approved.

2016 MEETING SCHEDULE/LOCATIONS/OVERVIEWS AND POLICIES REVIEW. Mr. Craig moved and Ms. Carlson seconded approval of the 2016 Meeting Schedule and library locations, as well as the scheduled overviews and policy reviews. Ms. Ledebouer pointed out the only departure from the norm is the August meeting. If held, the meeting is scheduled for the fourth instead of third Tuesday of the month. As a reminder, Mr. Johnson noted the Board of Trustees will confirm its summer schedule in the spring.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Johnson reviewed the list of tentative agenda items for the next two months, and pointed out WLA Library Legislative Day is scheduled for Thursday, January 21, in Olympia. Trustees were asked to determine their participation soon. Regarding the invitation to attend the SAO's audit entrance conference scheduled for Tuesday, December 1, Ms. Carlson, Mr. Craig, and Ms. Thompson said they plan to attend. A special meeting will be announced accordingly.

REPORTS

TRUSTEES

Mr. Johnson acknowledged letters individually addressed to and received by Trustees from Citizens for Responsible Governance. A copy of a second letter from the same group/author addressed to the Board of County Commissioners' Chair Al French was also shared with the Board. Ms. Ledebor said unfortunately the group provided no physical or email address for which to respond. In preparation, however, Ms. Ledebor provided information to Trustees about the points raised in the letters, should they be contacted by the person/group. Mr. Johnson expressed an open invitation to the individual or group to attend a future meeting or arrange a visit. There were no other reports.

EXECUTIVE DIRECTOR

The Executive Director's written monthly report for October 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 expressed gratitude to staff for coming to work when their power was off at home. She noted fast and responsive actions by many staff, including Doug Stumbough who checked on power at libraries at 6 a.m. following the storm. Library Operations Supervisors, Robi Smith and Megan Ritchie, provided tremendous support in rescheduling staff to work at libraries that were open; Communication staff worked actively on social media to help notify those who had scheduled programs or use of meeting rooms about availability. CFO Rick Knorr arranged to work with auditors at Spokane Valley instead of Argonne. Ms. Ledebor also reported the District Leadership Team debriefed today about planning for future worst-case scenarios, and emergency services software. In response to Mr. Johnson's query, Mr. Knorr said Medical Lake Library lost some roofing shingles, and Moran Prairie lost a 50-minute parking sign. Mr. Craig commented that North Spokane was busy after the storm and there were many grateful folks. Mr. Roewe said staff created more space for anyone needing to recharge devices. On a different topic, Ms. Ledebor announced the Friends of the SCLD now have an Amazon Smile account that enables anyone shopping to designate a percentage to the Friends. There was no further discussion.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report in advance of the meeting for October 2015 Public Services, which included data for customer use measures, programming, and library activities. Ms. Ledebor pointed out how database use is

up 500%, which appears relevant to the Community Impact Plan's service priority to support local businesses. She also noted it was reported at the recent Economic Forecast that 39% of businesses in Spokane County are owned and/or operated by one person. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report in advance of the meeting for October 2015 communication activities. Ms. Ledeboer reiterated how the Communication Department staff helpfully continued to use social media and the District website to post updates during the windstorm power outage. There was no further discussion.

FISCAL

Revenue and Expenditure Statement through October 31, 2015.

<u>Fund 001</u>	
Revenues	\$ 10,702,068
Expenditures	\$ 9,292,597
Ending Fund Balance	\$ 5,834,689
Fund Budget Expended	78.24%

CFO Rick Knorr reported on the status of the roof at Spokane Valley Library, which is considered in good shape for its age. He said the leak has been addressed, and time will tell if the repair is successful.

SPOTLIGHT FAIRFIELD LIBRARY

Library Supervisor Kathy Allen and Community Librarian Cindy Ulrey reported on Fairfield Library (FF) and the community it serves. Via PowerPoint, Ms. Allen introduced staff, some of whom also work at Spokane Valley and Otis Orchards. Ms. Ulrey indicated a third of the service area has library cards, and the number of programs has increased along with attendance. Staff has taken more events/program outside the library. Regardless of strong historic support of this library, Ms. Ulrey reported use has declined. For example, the children's collection is under-used. Thus, Youth Collection Development Librarian Sheri Boggs has helped by creating non-fiction books to go. To connect with community, library staff is developing new partnerships with area agencies and increasing visibility of the library in the surrounding area. Staff participates in the North Palouse Chamber of Commerce, Fairfield Community Advisory Board, Flag Day and Southeast Spokane County Fair Parade, and Liberty and Freeman School District fundraisers, to name a few. In support of the Explore and Discover service priority, Ms. Allen reported student library cards are issued in October to promote library resources. This year, programming for the Create and Nourish series was popular, along with The Big Read, which featured distribution of The Call of the Wild classroom sets and presenters who were on location to speak at area schools. LEGO clubs were popular, and Fairfield members participated at the MAC LEGO exhibit as well. Summer Reading had good attendance. A highlight was the superheroes made by kids that decorated the bulletin board. Thursday Night Thing (TNT) is a weekly event held for ages 8-19 at the Fairfield Community Center. Library staff attends to deliver and talk books with teens. They also hosted STEM experiments such as the egg-drop challenge (from the second-floor of the community center) and a watermelon explosion with use of rubber bands. To Develop Young Learners, the library hosts monthly Play and Learn Storytimes in the evening for families who work in Spokane. Staff provides four outreach Storytimes a month. Ms. Ulrey noted that iPads for children and their caregivers are now

attached to the computer stations. To Support Job Seekers and Local Businesses, staff collaborated with WorkSource for programming. The meeting room at Fairfield can accommodate 30 people. Fairfield Library's innovation project got off the ground this year with a superhero scavenger hunt, with sixteen businesses or organizations participating. A total of 337 tickets were entered into prize drawings. The project was a good opportunity to highlight resources in South Spokane County. The SCLD booth at the fair had 160 visitors, and those who won enjoyed their prizes. Regarding Libraries Transforming Communities, by far the most successful activity was the "ask exercise" at the Fair. Staff attempts creative solutions to overcome communication barriers by posting events on the District website's calendar. In response to Trustee Craig, Ms. Ulrey said better Internet access in the area may have contributed to the decreased use of the library. Ms. Allen said residents have moved away, aged, and are having fewer children. Preschool enrollment decreased from 30 to 9. Staff encourages students needing transportation in the dark or inclement weather to use student cards for online resources. They also welcomed trustees to visit! Trustees expressed appreciation for all the great work being done at Fairfield. There was no further discussion.

OVERVIEW COMMUNITY PARTNERSHIPS

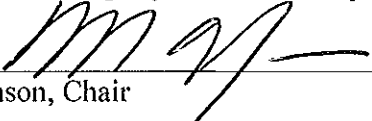
Via PowerPoint, Deputy Director Patrick Roewe provided an overview of the four levels of Community Partnerships and reviewed how partnerships support the District's Community Impact Plan and what the District brings to maximize positive change in community. Mr. Roewe reviewed key elements and examples of Library District activities as they relate to the categories of community partnerships—Networking, Cooperation, Collaboration, and Integration. Ms. Ledebuer said she fully recognized while reading the Public Services report that the library is definitely not alone in its efforts. Mr. Roewe said it is liberating for us to seek out best practitioners of programming to maximize return, and also gain more understanding of the communities we serve. Trustees expressed appreciation to staff for their efforts toward collaboration with and among communities.

PUBLIC COMMENT

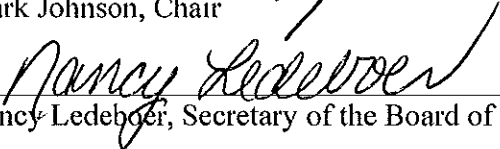
There were no public comments.

ADJOURNMENT

The meeting adjourned at 6:13 p.m.



Mark Johnson, Chair



Nancy Ledebuer, Secretary of the Board of Trustees