

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 16, 2016**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 4:00 p.m., Tuesday, February 16, 2016.

Present: Mark Johnson - Chair
John Craig - Vice Chair
Sonja Carlson - Trustee
Wes Teterud - Trustee
Kristin Thompson - Trustee
Nancy Ledeboer - Executive Director and Secretary

Excused: None.

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Pat Davis, Library Supervisor; Paul Eichenberg, Human Resources Director; Stacey Goddard, Library Services Manager; Gwendolyn Haley, Library Services Manager; Kelsey Hudson, Librarian; Rick Knorr, Chief Financial Officer; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Vanessa Strange, Librarian; Doug Stumbough, IT Director; Jamie Van Wormer, Volunteer Coordinator; and Patty Franz, Administrative Assistant.

Guests: Cynthia McMullen, Attorney, McMullen Law Office, P.S., SCLD Legal Counsel; Spokane and Valley View, WA, residents Stacy Cossey, Larry Deemer, and Bart Haggin.

Call to Order (Item I.) Chair Mark Johnson called the meeting to order at 4:02 p.m. and welcomed those in attendance.

Agenda (Item II.) Mr. Craig moved and Ms. Thompson seconded to approve the agenda. The motion carried unanimously.

Approval of Regular Meeting Minutes, January 19, 2016 (Item III.A.) Mr. Johnson called for corrections to the January 19 regular meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of Payment Vouchers, January 2016 (Item III.B.) Mr. Teterud moved and Ms. Thompson seconded approval of the January 2016 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
L01	49390-49580 and W00295-W00301	\$864,861.36	\$864,861.36
	01082016PR and 01252016PR	\$352,069.77	\$352,069.77
		Total	\$1,216,931.13

There were no questions. The motion was unanimously approved.

Unfinished Business (Item III.C.1.) There was no unfinished business.

New Business
Facility Use for
Political Purposes
Policy
(Item III.D.1.)

FACILITY USE FOR POLITICAL PURPOSES POLICY. Ms. Ledeboer introduced legal counsel for the District, attorney Cynthia “Cindy” McMullen, who provided support memoranda in advance of the meeting as part of staff preparation of the draft revised policy. Chair Johnson opened public comment prior to the Board’s deliberation about the suggested policy changes, which would redefine the extent to which SCLD facilities could be used for political purposes.

Regarding the WAC 434-250-100 regulation that states signature-gathering is not allowed within 25 feet of a ballot drop box, Mr. Larry Deemer asked if that rule is effective all year long. Both Mr. Roewe and Ms. Ledeboer responded that it was their understanding the rule is in effect all year long. In response to Mr. Bart Haggin’s query, Ms. Ledeboer said the library does not plan to visually or physically designate areas outside of 25 feet, yet staff would be trained to implement the policy. Mr. Deemer asked if access would be allowed to other common areas of the library, such as the foyer, to which Ms. Ledeboer said the outside of the building is considered the public forum, unlike the foyer that allows for ingress and egress and is locked during non-business hours.

Trustees began their deliberations about changes to the existing policy, and raised the following points.

Mr. Craig asked if the ballot boxes that exist at all library locations could be moved. Ms. Ledeboer said that could raise a concern for the cost to move them. Mr. Teterud said he considers signature-gathering as separate from freedom of speech, and has concern that the activity could inhibit members’ use of the library. He asked if the District could ask for feedback from members about this potential change. Ms. Thompson expressed agreement, and asked Ms. McMullen if case law exists for signature-gathering as it relates to free speech, to which Ms. McMullen responded. Mr. Craig asked if there was Ninth Circuit case law involving signature-gathering at shopping malls, grocery stores, etc. Ms. McMullen said privately owned property can be regulated as determined. However, when local jurisdiction owns adjacent sidewalks, etc., regulations change. Mr. Teterud referenced the general policy draft that states signature-gathering is allowed “as long as they [signature-gatherers] do not interfere with traffic or public access to the library building,” and asked if the policy could remain as is, instead of providing exceptions to the rule. Ms. Ledeboer said having a policy in place will help staff with implementation.

Ms. Ledeboer said the second iteration of the strategic plan calls for civic engagement; thus, a revised facility-use policy fits with District goals for the future. Discussion ensued regarding the regulation of time, place, and manner. Ms. Ledeboer said the District can designate areas for signature-gathering at each library. Ms. McMullen emphasized that limits could only

be placed on time, place and manner, and must be content neutral.

Trustees requested more time to deliberate on signature-gathering on library premises. Staff will review the draft policy based on concerns raised by the Board and direction by Ms. McMullen. There was no further discussion. Ms. McMullen departed the meeting at 5:03 p.m.

New Business
Reciprocal Use of
Libraries Report for
2015 (Item III.D.2.)

RECIPROCAL USE OF LIBRARIES REPORT. Mr. Roewe provided an annual report for 2015 prior to the meeting. He said the current reciprocal use agreement is working well without negative impact to libraries. No changes were recommended. Ms. Ledeboer commented that cross-use of libraries demonstrates that people may use more than one library, with some use generated by those who use a library near their workplaces or schools their children attend. Moran Prairie and North Spokane have the most use by non-residents. Trustee Craig pointed out different libraries have different strengths, and we want members to have access to needed materials. There was no further discussion.

New Business
WLA Library
Legislative Day
Report for 2016
(Item III.D.3.)

Ms. Ledeboer provided a written report prior to the meeting about the 2016 WLA Library Legislative Day, held in Olympia, WA, on Jan. 21, and said this year's visit was mostly an opportunity to share information about library programs and services, and extend invitations to legislators to visit their district libraries when time avails. There was no further discussion.

Discussion Items,
Possible Action
Future Board
Meeting Agenda
Items
(Item IV.A.)

Mr. Johnson reviewed the list of tentative agenda items for the next two months. The March meeting will be held at Cheney Library. Among other items, the agenda will include a continuation of the review of the Facility Use for Political Purposes policy. Code of Conduct and Partnership and Sponsorship policies will also be reviewed. A report on the Community Impact Plan, 2013-2015, Cheney Library Spotlight, and Overview of the Friends of the SCLD are also part of the agenda.

Trustee
Reports
(Item V.A.)

As a new board member, Mr. Teterud reported he attended District orientation training on January 25 at the Administrative Offices. He considered the day-long training as entirely worthwhile, and expressed appreciation and thanks to all the staff involved.

Ms. Thompson asked the Executive Director and Leadership Team to be mindful in the future about email communication to staff regarding topics for which the Board of Trustees is currently deliberating.

Executive Director's
Report, Jan. 2016
(Item V.B.)

The Executive Director's written report for January 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 shared several correspondences with expressions of gratitude for various library programs, such as an after-school activities blog, a Book a Librarian appointment, and the Exploring Human Origins exhibit. She further said the District measures its success by how

others value what they are learning at the library. Ms. Ledeboer also reported Mike Jackson, city manager for Spokane Valley, would like an opportunity to discuss with Trustees the potential of a new Spokane Valley Library in the future. Based on the Board's affirmative response, Ms. Ledeboer will invite Mr. Jackson to attend a meeting. She also announced notice of proposed annexation within the boundaries of the Moran Prairie LCFA, to which Trustee Craig inquired how close the current annexation is to 90%. Mr. Roewe replied the annexation would reach 3.6% of the LCFA.

Ms. Ledeboer announced HR Director Paul Eichenberg will retire from the District, effective February 29.

**Public Services
Report, Jan. 2016
(Item V.C.)**

Deputy Director Patrick Roewe provided a written report with a new format prior to the meeting for January 2016, with data for customer use measures, programming and library activities. Mr. Roewe introduced Jamie Van Wormer, the District's new Volunteer Coordinator. Ms. Ledeboer pointed out it is Tax-Aide season at the libraries, with many meeting rooms scheduled for representatives to provide assistance for free to anyone in need before the April 15 deadline. There were no questions.

**Communication
Report, Jan. 2016
(Item V.D.)**

Communication & Development Officer Jane Baker provided a written report prior to the meeting for January 2016 communication activities. There was no discussion.

**Fiscal Report,
Final 2015, and
Jan. 2016
(Item V.E.)**

Revenue and Expenditure Statement through January 31, 2016.

<u>Fund 001</u>	
Revenues	\$ 53,561
Expenditures	\$ 1,040,845
Ending Fund Balance	\$ 3,549,526
Fund Budget Expended	8.74%

Mr. Knorr provided further review of the written financial report provided in advance of the meeting, and elaborated on assessed value and levy rate information provided by the Spokane County Assessor's Office.

In response to queries from Trustee Teterud, Mr. Knorr explained the payment voucher to US Bank was for various credit card transactions to conduct routine District business; e.g., purchases of books for the library collection, fuel for maintenance trucks, and conference registrations. He also explained District use of a fee-based collection agency. Mr. Roewe added that this service is revenue-neutral, and the District's primary objective is to encourage the return of materials to make them available for other members. Discussion ensued about payment of annual bank fees, for which Mr. Knorr will explore the possibility of negotiating a reduction in future fees. In response to Trustee Craig, Mr. Knorr reported the roof at Otis Orchards Library will soon be replaced, as that information had inadvertently been omitted from the printed report.

**Spotlight
Argonne Library
(Item V.F.)**

Library Supervisor Pat Davis and Librarian Kelsey Hudson provided highlights on Argonne Library and its service community of 21,000, for which 47.5% are library members. They reported progress on goals related to the Community Impact Plan (CIP) for years 2013-2015, and future plans for the Community Engagement Plan 2016-2018. Ms. Davis reviewed the most popular activities held during 2015 at Argonne, noting 4,600 people attended the increased number of programs offered. Programs geared toward adults in the areas of education and enrichment were The Big Read, meditation training, and coffee and chocolate sampling, to name a few. For children, school visits and Summer Reading were offered, and for families, LEGO Club, music, and other programs were well attended. To support early learning, weekly and outreach Storytimes were attended by 3,000 people last year. Just Play!, STARS training, and Interactive Discovery Stations were also offered. To support the business and career development service area, the library conducted a business survey for the Millwood Community Association to support the emerging partnership. Wi-Fi is always available to serve library visitors, and 1,300 computer station reservations served members last year. There were 39 participants registered and tested on MOS (Microsoft Office Specialist) Certification day. Staff also conducts exam proctoring. The public meeting room had 721 reservations last year, which included a wedding on New Year's Eve. The conference room is used regularly for study space or smaller group meetings. Community connections include a monthly art display by students from West Valley schools, staff participation in the West Valley SCOPE parade and fair, Scholarship Night, Millwood After-School Program, and Christmas Bureau. Friends of Argonne Library host an annual book sale and participate in Millwood Daze. In support of the abundant local history enthusiasts, programs relevant to the history of Millwood will be offered this spring, for which the Friends will provide refreshments. Argonne Library staff has dedicated itself to engage with community and build business relationships into the future. Trustees expressed appreciation for the informative report.

**Overview
Exploring Human
Origins Exhibit
(Item V.G.)**

Librarian Vanessa Strange recapped the Exploring Human Origins exhibit, held at North Spokane Library, January 5 through February 2. The Smithsonian Institution partnered with the American Library Association to create a traveling exhibit based on its permanent Hall of Human Origins at the Museum of Natural History in Washington, D.C. Through a competitive grant process, SCLD was one of 19 libraries in the nation selected for this 1,200 sq. ft. exhibition that included educational panels, interactive kiosks, hands-on displays, videos, and 3D skull casts, the latter becoming part of SCLD's permanent collection. As a result of strong Communication Department support and significant local media coverage, the exhibit received an overwhelming response from the community, with an attendance of 731 people for 28 programs held throughout the 10 libraries; four of the programs had 100 or more in attendance. Ms. Strange also brought to share the hundreds of responses written by participants on Post-

it notes in answer to the question, "What does it mean to be human?" Ultimately, these responses will be archived at the Smithsonian. Trustees expressed appreciation for the informative report.

Public Comment
(Item VI.)

5:50 p.m. - In further support of the Library District's review of its Facility Use for Political Purposes policy, Stacy Cossey, a citizen activist and volunteer for 2015 I-735, provided public comment. She reiterated that a revised library policy could help build the democratic process and, thereby, community. She commented it should be easy for residents to engage in civic duty, and said further that she is in favor to ban pay-per-signature petition initiative gatherers, and has spoken with Senator Andy Billig for support. Ms. Cossey also offered a practical suggestion toward the District's handling of its Facility Use policy, noting Rosauers Supermarkets, Inc., has a placard posted with rules for signature-gatherers at its stores. Larry Deemer, also a volunteer for 2015 I-735, offered several points regarding the Board of Trustees' deliberations. He addressed concerns that some people are uncomfortable walking past signature-gatherers, by saying this was a small price to pay for democracy. He also suggested freedom of speech and the right to petition government are First Amendment rights, and requiring the use of tables and chairs by signature-gatherers could hinder the process. He noted that the legal definition of sidewalks and walkways differs from the general population's understanding, and both should be treated as public forums. In conclusion, Mr. Deemer encouraged the library to be as liberal as possible regarding limitations in its revised policy. There was no further public comment.

Adjournment
(Item VII.)

Chair Johnson adjourned the meeting at 6:04 p.m. The next Board Meeting is scheduled for Tuesday, March 15, 2016, at 4:00 p.m., in the public meeting room at Cheney Library.



Mark Johnson, Chair



Nancy Ledebor, Secretary of the Board of Trustees