

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: OCTOBER 18, 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, October 18, 2016.

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

Excused: Kristin Thompson - Trustee

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Toni Costa, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Gwendolyn Haley, Library Services Manager; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Christie Onzay, Librarian; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Brian Vander Veen, Managing Librarian; and Patty Franz, Administrative Assistant.

Guests: Architect Gary Bernardo, Bernardo|Wills Architects PC

Call to Order (Item I.) Chair Mark Johnson called the meeting to order at 4:01 p.m., and welcomed everyone in attendance.

Agenda (Item II.) Mr. Teterud moved and Mr. Craig seconded to approve the agenda. The motion was approved.

Approval of Sept 20 Regular, and Oct 4, 2016, Special Meeting Minutes, (Item III.A.) Mr. Johnson called for corrections to the September 20 regular and October 4 special meeting minutes. There were no corrections. The motion was unanimously approved.

Approval of Payment Vouchers, Aug 31 and September 2016 (Item III.B.) Mr. Craig moved and Ms. Carlson seconded approval of bill payment vouchers for August 31 in the amount \$33,075.38, as follows:

Fund	Voucher Numbers	Subtotal	Total
Aug 31-L01	50798-50823	\$33,075.38	\$33,075.38

Mr. Knorr noted these payments to 26 vendors, dated August 31, were inadvertently omitted from the original list included in the packet of September board meeting materials.

**Approval of
 Payment Vouchers,
 Aug 31 and
 September 2016
 (Item III.B.)**

Mr. Teterud moved and Mr. Craig seconded approval of the September 2016 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Sept - L01	50824-50992 and W00359-W00366	\$607,743.97	\$607,743.97
	09092016PR and 09232016PR	\$375,013.85	\$375,013.85
		Total	\$982,757.82

There were no questions. The motions were unanimously approved.

**Unfinished Business
 North Spokane
 Library Renovation
 (Item III.C.1.)**

NORTH SPOKANE LIBRARY RENOVATION. Gary Bernardo reviewed the renovation project objectives and provided an update on design plans for North Spokane. The project is scheduled to start Jan. 9, and be completed by April 9, 2017. Mr. Bernardo described the sequential phases of the project. He noted the library will be open as much as possible, yet for safety reasons, give and take will be needed for successful construction. Mr. Bernardo called attention to the existing floor plans, pointing out the new design validates earlier ideas as well as current conversations. Work stations will be economical, durable, ergonomically friendly and wide enough to conduct work. The entry vestibule to the library will be updated, but will not change significantly. The existing basement will be used to prepare for programs and store program materials. In response to Mr. Teterud's queries, Ms. Ledebouer said computer stations will be located in the Commons to help contain noise, and there will be three checkout stations near the exit. Mr. Craig asked Mr. Vander Veen to share his thoughts regarding the plans. In response, Mr. Vander Veen said he thought consolidation of computers would be helpful and more efficient service-wise. Use of the large meeting room is better suited to large groups, and the classroom will provide greater options and flexibility for smaller meetings. Ms. Ledebouer commented that Mr. Vander Veen was helpful with ideas on partitioning, as well as wise use of shelving to create zones. Toward having an attractive reading area, in response to Mr. Craig, Mr. Vander Veen said furnishings have not been addressed as yet. Ms. Ledebouer said we are open to accent pieces to create spaces that facilitate conversations and help to keep noise down. Mr. Craig asked if ADA requirements would affect use of the basement. Ms. Ledebouer responded that at this time, staff are not required to go downstairs. In response to Ms. Carlson, Ms. Ledebouer said staff tends to prep for programs at their workstations. There was no further discussion.

**Unfinished Business
Spokane Valley
Library Renovation
(Item III.C.2.)**

SPOKANE VALLEY LIBRARY RENOVATION. Ms. Ledebouer updated Trustees regarding communications with city of Spokane Valley. She visited with interim city manager Mark Calhoun at his office following the September board meeting to relay that Trustees were open to discussion about future concrete suggestions or action toward a new library. Mr. Calhoun said he would meet with the Council to relay the Board's message, and would subsequently be in touch. Meanwhile, Ms. Ledebouer was notified by IT Director Doug Stumbough that the library district was placed as an advanced agenda item for the City Council's Study Session on Nov. 1, where city legal staff in response to a councilmember's request would present potential options on de-annexation from the library district. A special meeting will be called if three or more Trustees plan to attend. Ms. Ledebouer further reported that Mr. Calhoun called this afternoon, prior to this meeting. He suggested library district representatives and members of city of Spokane Valley meet in November to discuss ideas and perhaps ignite a partnership moving forward. Ms. Ledebouer also reported that Deputy Director Patrick Roewe, CFO Rick Knorr, and she researched the availability of space at Spokane Valley Mall, and found through meeting with mall management that they also had interest in the mall becoming a community gathering place. The cost estimate for renting such space is \$3,000 per month. Ms. Ledebouer commented that library space in the mall had potential to serve a currently unserved demographic. Trustees were in favor of staff developing a preliminary budget and staffing model to support a library at the mall. In response to Mr. Teterud, Ms. Ledebouer said the library would adhere to mall hours. Ms. Ledebouer said staff could also explore standalone facilities on Sprague Avenue, yet those would not have the supportive infrastructure, like the mall. Trustees commented that in the interest of not using funds for renovation of the Spokane Valley Library until issues with city of Spokane Valley are resolved, the advantages of a mall library are a low start-up cost and people already frequent the location. Trustees requested more information about demographics of mall library users. Ms. Ledebouer said staff will develop a recommendation, for which use of focus groups may be a part. There was no further discussion.

**New Business
Personnel Policy
(Item III.D.1.)**

PERSONNEL POLICY. Mr. Craig moved and Ms. Carlson seconded to approve the following revised Personnel Policy sections with changes as discussed: Title of Chapter 2, and sections 2.01, 2.02, 2.07, 2.08, 2.09, 2.10, 2.11, 2.13, 2.14, 2.15, and 2.17. Title of Chapter 3, and sections 3.2, 3.7, 3.8, 3.11, 3.14, 3.16, 3.18, and 3.21. Title of Chapter 5, and sections 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.8, 5.9, 5.10, 5.11, 5.12, 5.13, 5.14, 5.15 and 5.16. Chapter 6, sections 6.1 through 6.11. For the most part, all recommended changes were either edits or intended to document, clarify or expand on current practice. Chief Human Resources Officer pointed out FLSA changes, effective December 31, 2016, were the impetus of the extensive policy review and subsequent revisions. A page by page discussion ensued among the Board of Trustees regarding suggested

**New Business
Contd.
Personnel Policy
(Item III.D.1.)**

changes to the Personnel Policy. Regarding Section 6.2, District Expectations, Substance Abuse, Mr. Craig pointed out use of marijuana was not included, and questioned if it is considered in the same category as controlled substances, now that it is legal in Washington State. He noted this could also affect administering Section 6.4, Employee Misconduct, items 9 and 10, which involve working under the influence or having possession of controlled substances in the workplace. Ms. Ledebouer said further review and consideration will be given to specific reference of marijuana. Meanwhile, to be in agreement with the District Code of Conduct policy, RCW 60.50 will be added as reference in the aforementioned Personnel Policy sections. Mr. Craig raised attention to the section subtitled Personal Attire, listed under Section 6.2, District Expectations. He questioned if the sentence, "all employees must present to work free of body odor and excessive perfume; fragrances must be kept to a minimum," was unnecessarily intrusive. Mr. Johnson questioned if it could be considered discriminatory. Ms. Costa said the goal of the statement was toward professional appearance. Ms. Ledebouer pointed out use of perfume affects those with chemical sensitivity, and said the policy would be administered for active complaints only. Ms. Carlson who has had experience administering such complaints in her business practice, was in favor of the statement to provide support for handling such cases. Ms. Costa suggested revising the statement to read: "Excessive scent should be kept to a minimum." Trustees approved the revised statement by consensus. Along with the changes described above, Trustees requested that the Personnel Policy again be reviewed to remove instances of duplication and/or scrivener errors prior to publishing the revised policy sections. There was no further discussion.

The motion was unanimously approved.

**New Business
Friends of the
Library Review
(Item III.D.2.)**

FRIENDS OF THE LIBRARY REVIEW. Ms. Ledebouer pointed out the Board of Trustees adopted a substantially revised Friends of the Library policy in 2014, and found there were no suggested changes at this review. She also shared that in recognition of National Friends of Libraries week, Oct. 16-22, a letter of appreciation was sent to all library Friends. Thanks were also expressed for Friends' efforts toward the Districtwide book sale, held Saturday, Oct. 8, which was reported as successful for at least several libraries. Library Friends were asked for feedback regarding future book sales. Ms. Ledebouer also re-extended invitations to Trustees for the Spokane is Reading Friends-appreciation reception with author Anthony Marra at Moran Prairie Library on Oct. 26, and After Hours at the Library, on Friday evening, Nov. 4, at North Spokane Library. In response to Mr. Teterud's query regarding the budget for Friends of the SCLD, Ms. Ledebouer said CFO Rick Knorr will include the Friends' budget in his preliminary budget report for 2017. There was no further discussion.

New Business
Budget 2017 (Item
III.D.3.a-b.)

PRELIMINARY BUDGET 2017.

PUBLIC HEARING ON AUTHORIZED REVENUE SOURCES. Mr. Johnson called the Public Hearing on Authorized 2017 Property Tax Revenue and Other Revenues to order at 5:27 p.m. and called for public testimony. There was none; the hearing closed at 5:28 p.m.

2017 PRELIMINARY BUDGET PRESENTATION. Via PowerPoint, CFO Knorr summarized development of the 2017 budget. He distributed a budget handout to Trustees for reference. His summary presentation included the General Fund, Building Services, Revenues, Expenses, and ultimately, presentation of a balanced budget for next year. Primary sources of District revenues are from property tax and contracts with cities, which total nearly \$12 million. Mr. Knorr pointed out contract cities will be slightly down, as 2016 was the final year for West Plains' annexation mitigation agreement payments. Fines and fees continue to decline; however, the E-Rate forecast remains close to 2016, and grants and donations are forecasted to rise by approximately 24%. Mr. Knorr reviewed property tax revenue, and noted assessed valuation has climbed year over year for the past five years. He also reviewed the decline in levy rates, for which in 2017 will be 0.4724 vs. 0.5000 in 2015. He pointed out the Board of Trustees passed Resolution 15-07, A Declaration of Substantial Need for Purposes of Establishing the Levy Limit Factor for 2015 Property Taxes to be Collected in 2016, in November last year. He said to again receive the full levy amount of one percent (1%), a similar resolution will need to be approved and submitted by November 30 for 2017. Although the resulting figure for the full dollar amount is \$5,200, Mr. Knorr and Ms. Ledebouer both agreed that filing the resolution would be fiscally responsible, as the losses compound over time. In response to Mr. Teterud, Ms. Ledebouer said levy lid lifts can be done at any time, and options will be considered next year. For the expense side, total costs of personnel, supplies, services (maintenance, facilities, software, broadband, insurance, and grounds), library materials, capital, library programs and grant-supported programs, and contingency were presented. Mr. Knorr noted it has been District practice to adjust salaries according to the CPI-W, which was announced to increase by 0.7 percent. Therefore, minimum wage will rise 6 cents, to \$9.53 per hour in 2017. He reviewed the impact on the budget for the range of SCLD salary adjustments (134 FTE), for a total amount of \$49,300. He pointed out Group Health medical benefits, fully paid by the District for employees working 30+ hours per week, will increase 1.2%. However, because additional employees have opted for benefits coverage next year, the budget impact is forecasted to be 2.5%. For the Capital Projects Fund, Mr. Knorr reviewed the potential impact of the proceeds and interest of the land sold back to the city of Spokane Valley. He also reviewed the cost and breakdown of funds for capital improvements to North Spokane Library and preliminary design costs of the Spokane Valley Library renovation. Mr. Knorr noted in January he will suggest moving the 2016 General Fund

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**New Business
Contd.**

surplus to the Capital Projects Fund in support of library renovations. More details will be provided next month.

**Budget 2017 (Item
III.D.3.c-d.)**

ORGANIZATIONAL MEMBERSHIPS REVIEW. Mr. Teterud moved and Ms. Carlson seconded that organizational memberships be approved for inclusion in the 2017 General Operating Fund. Ms. Ledebauer pointed out a recently added organizational membership to Pacific Northwest Booksellers Association was added for next year, as the benefits significantly outweigh the annual membership fee. In response to Mr. Craig, Ms. Ledebauer reported the annual cost of all District organizational membership fees is approximately \$11,000. There were no further questions. The motion was unanimously approved.

BOARD DIRECTION TO STAFF. Trustees provided direction toward preparation of the final 2017 budget. Trustees agreed by consensus to direct staff to prepare for November the separate budget resolution to request from Spokane County the full 1% tax levy amount for 2017. Regarding the Cost of Living Wage Adjustment (COLA), Trustees also agreed to adjust the final budget to include an across-the-board wage increase of one percent (1%), for the amount of \$70,600, an increase of \$21,300 from the preliminary budget. Mr. Teterud queried if staff could be rewarded beyond the one percent (1%) adjustment. Chair Johnson agreed library staff is hard-working, yet cautioned the board against moving away from District policy. Ms. Ledebauer noted a compensation study is planned for next year, and based on study results, salaries may be adjusted accordingly in the future. Mr. Craig commented that based on the comparison he did last year, District salaries have been below inflation, although not widely so. There was no further discussion.

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

Chair Johnson reviewed forthcoming agenda items for the next two months. The Board of Trustees' election of officers and the meeting schedule for 2017 will be added to the December regular meeting agenda. In response to Mr. Craig, Ms. Ledebauer said CHRO Toni Costa will present a staff composition report early next year. There was no further discussion.

**Trustees'
Reports
(Item V.A.)**

There were no trustee reports.

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

The Executive Director's written report for September provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledebauer additionally reported Spokane Valley Library is conducting a soft rollout of MyPC and PaperCut, the new software reservation and print management systems. The full rollout is scheduled for November. Ms. Ledebauer also reported there was a great turnout for the Fall Forum at Argonne Library on September 30. She noted it was exciting to see library partners and guests make new connections.

There was no further discussion.

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

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for September 2016, with data for customer use measures, programming and library activities. Ms. Bateman clarified there have been eight sessions of the GED and High School Completion classes offered at Cheney Library, thus far. She also noted the Thinking Money Financial Exhibition opens at Spokane Valley Library this Saturday, October 22. There was no further discussion.

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

Communication & Development Officer Jane Baker provided a written report prior to the meeting for September 2016 communication activities. Ms. Baker re-extended an invitation to the Board of Trustees to attend After Hours at the Library at North Spokane Library on Friday, November 4. There was no further discussion.

**Fiscal Report,
Sept. 2016
(Item V.E.)**

Revenue and Expenditure Statement through September 30, 2016.

<u>Fund 001</u>	
Revenues	\$ 7,102,066
Expenditures	\$ 8,713,570
Ending Fund Balance	\$ 2,919,912
Fund Budget Expended	73.23%

There was no further discussion.

**Spotlight
Medical Lake Library
(Item V.F.)**

Librarian Christie Onzay provided recent highlights of Medical Lake Library (ML) and the community it serves. The Seed Library began in February. Along with distribution of 535 seed packets, Master Gardener and WSU Extension services offered classes. At this time, a volunteer is taking inventory and organizing remaining seed packets, and staff is planning programs for next year. ML continues to partner with Medical Lake Parks and Recreation. In doing so, staff provides programming once a month for before-school care at Hallett Elementary. Initially the goal was to provide STEM activities, yet a craft project was added in response to students' feedback. Staff continues to have positive connection with area schools and teachers. This year, staff was able to borrow EggBots from Washington State Library and offered programs at four libraries, Cheney, North Spokane, Spokane Valley, and Moran Prairie. And through collaboration with a science teacher at Medical Lake, Ms. Onzay was able to take the program offsite to Medical Lake school. She also participated in Family Literacy Night for the first time. For the fifth year, library cards will be distributed to 6th graders at Medical Lake Middle School. Ms. Onzay will visit English classes on Halloween to provide a demonstration of library databases. She is also collaborating with the principal at Hallett Elementary to start an art

**Spotlight contd.
Medical Lake Library
(Item V.F.)**

projects rotation for library wall spaces. Ms. Onzay and Volunteer Coordinator Jamie Van Wormer plan to propose tutoring at the schools in 2017. Storytime attendance is increasing. The Tooth Fairy visited, and STEM Play and Learn was offered, for which the local ECEAP walked to the library to join in. Last week, Ms. Onzay attended a Reimagine Medical Lake meeting, which focused on expanding the annual Tree Lighting Ceremony. The library will support the group's plans for revitalization of the area as much as it can. In response to the group's intent to also start a business district, Ms. Onzay said she hopes by collaborating with the city manager, library resources materials will be made conveniently available at City Hall early next year for small businesses. She noted Medical Lake business license renewals are due in January and February, and require a visit to City Hall. There were no questions. Trustees expressed appreciation for the informative report.

**Overview
Education and
Enrichment
(Item V.G.)**

Library Services Manager Gwendolyn Haley presented a brief overview of Education and Enrichment, one of the four service priorities of the Community Engagement Plan. In support of the first of three goals, "to provide school-age youth access to fun and free extended learning opportunities and activities that promote literacy, STEM skills, and art," every student entering middle school in the District's service area will receive a library Student Card. This is the fifth year of this program, and staff is in the process of distributing cards to approximately 2,150 new middle school students. The card allows immediate use of library online resources and free tutoring from 2-10 p.m., as well as all other homework resources. Other library cards require parental involvement. In support of literacy and the arts, Ms. Haley referenced the paper link chains that represented every book read by a child over the summer at each library. Summer Reading allows kids to choose what they want to read, based on their interests. Ms. Haley noted the tenth Prime Time Family Reading program recently finished. District staff works with one school at a time, and 25 families are recruited. Eleven (11) elementary schools and six different school districts are part of the program. The program enables families to engage with one another. Conversations about life concepts, such as kindness, fairness, and justice, are led by humanities scholars from local universities. Kids are able to see their parents as people. The District plans to offer this program twice next year, and is researching ways to self-fund this valuable program. STEM activities, Harry Potter celebration, Great Stories Club (an ALA grant-funded project, offered in collaboration with Central Valley and Mica Peak high schools), and the Northern Slam, are some of the other programs and events recently offered. Ms. Haley noted the highly successful Northern Slam will be offered again at Riverside High School next spring. In support of the second enrichment goal, "community members interested in instructional and lifelong learning experiences will have opportunities through enrichment programs that leverage cultural and community partnerships," Ms. Haley reviewed the Exploring Human

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**Overview contd.
Education and
Enrichment
(Item V.G.)**

Origins exhibit, the Renew spring programming series, and Civility series. These events were well attended and demonstrated that community members have desire to engage in intellectual topics. The fall programming series, Words, also promises to offer engagement. Ms. Haley reviewed the 3D printer, creative arts, crafts, and cooking program offerings, and the soon to be completed media lab with recording booth at Spokane Valley. All of these services provide more opportunities for library members to create and make in space, and are in support of the third goal, "community members interested in learning how to make and create will have spaces and opportunities to do so." Trustees expressed thanks for the great work by staff, and their interest in future programming and events. There was no further discussion.

**Public
Comment
(Item VI.)**

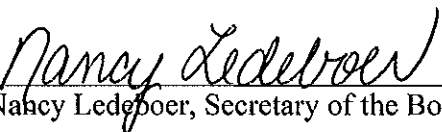
There was no public comment.

**Adjournment
(Item VII.)**

Vice Chair Craig adjourned the meeting at 6:41 p.m. The next Board Meeting is scheduled for Tuesday, November 15, 2016, at 4:00 p.m., in the public meeting room at Argonne Library.



Mark Johnson, Chair



Nancy Ledebroer, Secretary of the Board of Trustees