

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: NOVEMBER 15, 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, November 15, 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; Mary Ellen Braks, Library Services Manager; Diane Brown, Librarian; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Brian Vander Veen, Managing Librarian; Sheree West, Librarian; and Patty Franz, Administrative Assistant.

Guests: None.

Call to Order (Item I.) Chair Mark Johnson called the meeting to order at 4:00 p.m., and welcomed everyone in attendance.

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

Approval of Oct. 18 Regular, and Nov. 1, 2016, Special Meeting Minutes, (Item III.A.) Mr. Johnson called for corrections to the October 18 regular and November 1 special meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Oct - L01	50993-51012 voided 51013-51147 and W00367-W00375	\$557,412.67	\$557,412.67
	10072016PR and 10252016PR	\$375,013.85	\$357,868.56
L01		Total	\$915,281.23

Fund	Capital Projects Fund	Subtotal	Total
Oct-L08	9533 – Hammond Facility Consulting Services (NS)	\$395.26	\$395.26
	9534 – BWA (NS)	\$6,200.00	\$6,200.00
L08		Total	\$6,595.26

There were no questions. The motion was unanimously approved.

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

NORTH SPOKANE LIBRARY RENOVATION. Chief Financial Officer Rick Knorr reviewed the renovation project objectives and provided an update on design plans for North Spokane. He noted planning meetings have continued and the project timeline is on schedule. When the construction plan is finalized, a request for proposals will be announced and bidders will have three weeks to respond. In response to Mr. Knorr, Trustees agreed by consensus that their having online access to the RFP will be sufficient. In response to a query from Mr. Craig, Ms. Ledebor said furnishings drawings are not yet available. Ms. Ledebor additionally reported there was a second incident involving a car that crashed into the North Spokane facility on Nov. 9. There was no further discussion.

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

SPOKANE VALLEY LIBRARY RENOVATION. Ms. Ledebor updated Trustees regarding ongoing communications with the city of Spokane Valley. She and other library staff are scheduled to meet with city staff on Thursday, Nov. 17, to discuss ideas toward the future. Discussion ensued regarding the future of libraries in Spokane Valley and potential collaboration with the city of Spokane Valley. Various ideas were raised and discussed regarding how to best convey the Board of Trustees' position on moving forward, as well as its willingness to work with the city. Ms. Ledebor will explore the suggested options, which included a joint SCLD/city of SV press release, as follow up to the Nov. 17 meeting. Chair Johnson and Vice Chair Craig expressed their wishes to communicate to the city of Spokane Valley the board's intent to put the Spokane Valley Library renovation project on hold to work with the city for a year. Ms. Ledebor said she will send a report to the board following the Nov. 17 meeting. There was no further discussion.

**New Business
 Potential Valley Mall
 Library Discussion
 (Item III.D.1.)**

POTENTIAL SPOKANE VALLEY MALL LIBRARY DISCUSSION. Ms. Ledebor said after the bond issue failed, the District looked at how to expand services in Spokane Valley. Research revealed several library systems in the state had achieved success operating libraries in malls. Library district leadership contacted Valley Mall management to explore the potential for space, for which mall management was highly interested. A mall library could be up and running by April 2017. Ms. Ledebor reported estimated costs for operating a 3,000 square foot space in the mall. She asked Trustees for direction to begin negotiations with mall management, to

which they gave approval. Trustees were in favor of the mall library, and thought the addition had high potential to attract new members. Ms. Thompson noted the mall library would be immediate and wouldn't preclude the District from future projects. Discussion ensued regarding signage, federal holiday closures, and the potential for a kiosk. The board also requested a staffing model for which staff will follow up. Mr. Craig expressed concern for committing resources to an addition, and referenced a population map from a year ago that indicated low population figures adjacent to the mall. In response, Ms. Ledebouer said the budget presentation will show costs of the mall library can be accommodated by contingency in 2017, and that currently there is significant construction of new apartments in the area. In response to an additional query by Mr. Craig, Ms. Ledebouer said staff could look into the availability and condition of the recently closed Hastings store on East Sprague. In response to Mr. Teterud's query, Ms. Ledebouer said the lease would be for one year. Mr. Craig indicated that he was in favor of the mall library idea, and also thought it important to make the District's intent clear to City Council members. Staff will follow up as requested. There was no further discussion.

**New Business
Computer, Wireless
Network and
Computer Use Policy
(Item III.D.2.)**

COMPUTER, WIRELESS NETWORK AND INTERNET USE POLICY. Mr. Teterud moved and Ms. Thompson seconded approval of the Computer, Wireless Network and Internet Use policy as revised. Ms. Ledebouer pointed out the thorough policy review was conducted by Deputy Director Roewe, which included pertinent pre-2012 Internet and policy information. Since the previously extensive policy revision was approved by the Board of Trustees in 2012, the most substantive suggested change at this time involves the option to block Internet access for minors, which is no longer readily available because of technological system upgrades. Mr. Roewe reported there are only 406 active library accounts set to not allow Internet access, compared to 117,000 registered users. Since an Internet filtering system is already in place to block access to content that the majority of parents would find objectionable, the additional option to block Internet access was rendered unnecessary. Ms. Ledebouer also pointed out the category of library cards for children are driven by age, regardless of which library computer station is used. There was no further discussion.

The motion was unanimously approved.

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

PRELIMINARY BUDGET UPDATE 2017.
2017 PRELIMINARY BUDGET UPDATE. Via PowerPoint, CFO Rick Knorr summarized development of the 2017 budget since the last meeting. For the expense side, a salary increase of 1% was added, as well as the cost of the recently passed minimum wage of \$11 per hour. The change in minimum wage will affect 13 FTE. The 2017 budget remains balanced, with cost changes moved from contingency. In review of the proposed

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

capital budget, in response to Ms. Thompson, Mr. Knorr said capital funds budgeted for 2016 were not fully expended. Along with a new roof at Otis Orchards and roof leakage repair at Spokane Valley, Ms. Ledebouer said capital funds were used for some renovation project fees for North Spokane. Mr. Knorr noted 2017 contingency funds could be used in support of the mall library for six months or longer. In response to Mr. Teterud, Mr. Knorr confirmed capital funds could be used to support startup costs of the mall library. In response to Mr. Craig, Ms. Ledebouer said another library supervisor may well be needed to support the mall library, yet coverage may be possible by the Otis Orchards library supervisor along with other existing staff. There was no further discussion.

2017 BUDGET

**New Business
Budget 2017
(Resolution 16-07)**

ADOPTING A 2017 PRELIMINARY BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION NO. 16-07). Mr. Craig moved and Ms. Thompson seconded that Resolution No. 16-07, Adopting a 2017 Preliminary Budget and Certifying it to the Board of County Commissioners, be adopted.

RESOLUTION No. 16-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2017 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2017 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no discussion.

The motion was unanimously approved.

**New Business
Budget 2017
(Resolution 16-08)**

AUTHORIZING 2016 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2017 (RESOLUTION NO. 16-08). Ms. Thompson moved and Ms. Carlson seconded that Resolution No. 16-08, Authorizing a 2016 Property Tax Levy Increase for Collection in 2017, be adopted.

RESOLUTION No. 16-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2016 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2017; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

The resolution authorizes an increase in the regular property tax levy to be collected in 2017 in the amount of \$129,800, which is a percentage increase of 1.174% from the previous year. There were no further comments.

The motion was unanimously approved.

New Business
Budget 2017
(Resolution 16-09)

LEVYING THE REGULAR PROPERTY TAXES FOR SCLD FOR COLLECTION IN 2017 (RESOLUTION NO. 16-09). Mr. Teterud moved and Ms. Carlson seconded that Resolution No. 16-09, Levying the Regular Property Taxes for SCLD for Collection in 2017, be adopted.

RESOLUTION NO. 16-09

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 2017 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 discussion.

The motion was unanimously approved.

New Business
Budget 2017
(Resolution 16-10)

DECLARATION OF SUBSTANTIAL NEED FOR PURPOSES OF ESTABLISHING THE LEVY LIMIT FACTOR FOR 2016 PROPERTY TAXES FOR COLLECTION IN 2017 (RESOLUTION NO. 16-10). Ms. Carlson moved and Mr. Teterud seconded that Resolution No. 16-10, Declaration of Substantial Need for Purposes of Establishing the Levy Limit Factor for 2016 Property Taxes for Collection in 2017, be adopted.

RESOLUTION NO. 16-10

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, MAKING A DECLARATION OF SUBSTANTIAL NEED FOR PURPOSES OF ESTABLISHING THE LEVY LIMIT FACTOR FOR 2016 PROPERTY TAXES TO BE COLLECTED IN 2017; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Mr. Knorr pointed out Resolution No. 16-10 demonstrates the need for

requesting the full levy amount, and that the District expenses are anticipated to exceed revenue in 2017. In response to a query from Mr. Teterud, Mr. Knorr explained a financial audit as well as the compliance portion that wasn't completed in 2015 will be conducted next May. Following 2017, two-year audit cycles will begin for subsequent years. There was no further discussion.

The motion was unanimously approved.

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

Chair Johnson reviewed forthcoming agenda items for the next two months. He noted the next board meeting is scheduled during the week of Christmas. Among other business, the agenda will include review and approval of the 2017 meeting schedule and election of officers. A holiday gathering at District Administrative Offices will be held after the meeting. There was no further discussion.

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

There were no trustee reports.

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

The Executive Director's written report for October provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Mr. Teterud inquired about the presentation by the Spokane Valley city attorney regarding de-annexation. Ms. Ledebauer replied that the presentation covered the process as outlined in the RCWs. However, some of the information presented was misleading. Should the city of Spokane Valley leave the District there is no obligation to continue serving residents, even for an individual fee. The presentation also indicated that current law is silent on the library district tax and would be open to interpretation if voters approved a de-annexation proposal. Advice from an attorney who represents library district' interests concurs that the city's overall tax levy limit will go up; however, it would still need voter approval to raise taxes for city library services. There was no further discussion.

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

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for October 2016, with data for customer use measures, programming and library activities. In response to Chair Johnson's query regarding member use statistics, Mr. Roewe confirmed trends for declining door counts and use of Internet stations, as well as increased use of digital media. In response to Vice Chair Craig's question about the volunteer program, Mr. Roewe confirmed background checks are conducted on all library volunteers. There was no further discussion.

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

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

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

Revenue and Expenditure Statement through October 31, 2016.

<u>Fund 001</u>	
Revenues	\$ 11,067,210
Expenditures	\$ 9,623,381
Ending Fund Balance	\$ 5,975,245
Fund Budget Expended	80.88%

Mr. Knorr pointed out the budget is ahead of forecast. There was no further discussion.

**Spotlight
Spokane Valley
Library (Item V.F.)**

Managing Librarian Aileen Luppert and librarians Diane Brown and Ree West provided recent highlights of Spokane Valley Library (SV) and the community it serves. Ms. West reviewed successful and ongoing programming such as Storytimes, Too Fun Tuesday, and Random Fandom. She noted the great turnout for Pajama Storytime where local authors read from their favorite picture books, which will be offered again in December. SV will continue outreach services to 38 of the 49 adult-care facilities served by the District. In response to Mr. Teterud's query, Ms. West explained outreach staff delivers library materials to residents, as well as specific titles or genres by request, and hosts a book club. SV also offers monthly Book a Librarian appointments, noting September appointments reached an all-time high of 39. She commented that these appointments are highly valued by members. Ms. Brown reviewed programs or events that were new this year, including staff attendance at the Centennial Middle School Career Day and CVHS Education and Career Fair, where skull replicas from the Exploring Human Origins exhibit were a big hit. In April, the Harry Potter party drew a crowd of 130, and in August the Star Wars party drew even more attendance. Ms. Luppert reported that staff reaches 1,000 kids and their families by attending end-of-year school events to promote Summer Reading programs. Title I themed parties provided a craft as well as an opportunity for kids to learn about the library. This year staff reached 271 students from nine different elementary schools. SV was a tour stop on the 2nd Saturday Art Walk held June 11. Hatch: Creative Business Incubator partnered with SV Library, Broadway Elementary, Mellow Monkey Yoga, Magicraftsman Studio, and Spokane Valley Arts Council to present a Valley-wide art tour to showcase student and international artistic talent. The library participated for the first time through collaboration with Hatch Gallery, EWU, and Broadway Elementary. Refreshments provided by Friends of the Library and live jazz guitar music contributed to an exhibit atmosphere and an event highlight. Another highlight of summer programming was the Touch a Truck Storytime attended by 220 participants. Waste Management staff came to the library with a garbage

truck for the kids to explore from the parking lot, which made for a fun and positive event for everyone. Ms. Brown reviewed other special programs, which included a book discussion group with author Jack Nisbet. Book discussions are also held at outreach sites. The library was a major participant in Valleyfest this year. Staff marched together in the parade wearing a book caterpillar costume and talked with over 600 participants throughout the weekend. STEM and robotics activities held Saturday and Totfest on Sunday provided an appropriate and worthwhile platform to connect with community and publicize library services. Also, after nearly four weeks, Ms. West reported the Thinking Money Financial Exhibition and programming is going well. A full report will be provided in the future. Trustees expressed appreciation for the informative report. There was no further discussion.

**Overview
Early Learning
(Item V.G.)**


Library Services Manager Mary Ellen Braks presented a brief overview of Early Learning, one of the four service priorities of the Community Engagement Plan. Ms. Braks reviewed progress related to funds from the Ready for School with STEM grant from Thrive Washington. Development of early learning STEM kits was conducted as a collaborative effort among various local and regional training partners, including Child Care Aware of Eastern Washington and Northeast Washington Educational Service District (NEWESD 101). A sample STEM kit was distributed to each trustee to use as a hands-on visual aid. Ms. Braks reviewed kit components and explained how these kits make math and science accessible to everyone. Libraries, child care providers, and early learning programs throughout Eastern Washington were recipients of 517 STEM kits. Seventeen training sessions were provided to 253 child-care providers to support optimal use of the kits, and training will continue into next year. All lesson plans can be found on the Library District website at Ready for School with STEM. The site features color-coded markers, FAQs, and other resources to help guide trainers. Ms. Braks also visually demonstrated the Getting Ready for Kindergarten website, for which she gave a shout out to the Communication Department and Library Services Manager Carlie Hoffman for assistance in development of this valuable one-stop source for parents. The site provides everything parents need to know to register and prepare their children for kindergarten. Ms. Braks also noted the ever-evolving library Storytimes program that reaches about 1,000 kids per week. In response to a query from Mr. Teterud, Ms. Braks said STEM kits can be reserved in advance and checked out for 28 days. There was no further discussion.

**Public
Comment
(Item VI.)**

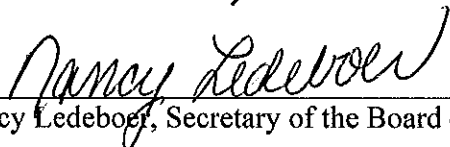
There was no public comment.

Adjournment
(Item VII.)

Chair Johnson adjourned the meeting at 5:58 p.m. The next Board Meeting is scheduled for Tuesday, December 20, 2016, at 4:00 p.m., in the public meeting room at Argonne Library.



Mark Johnson, Chair



Nancy Ledeboer, Secretary of the Board of Trustees