

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MARCH 21, 2017**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards, WA, at 4:00 p.m., Tuesday, March 21, 2017.

Present: John Craig - Chair
 Mark Johnson - 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; Toni Costa, Chief Human Resources Officer; Tammy Henry, Librarian; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Gina Rice, Customer Experience Manager; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; David Wyatt, Library Supervisor; and Patty Franz, Administrative Assistant.

Guests: Tony Nunez, Spokane Valley resident.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:04 p.m., and welcomed everyone in attendance.

Agenda (Item II.) Mr. Craig moved and Ms. Carlson seconded an amendment to the agenda to accommodate schedules. The motion was unanimously approved to move VII. Public Comment to follow III.B. Payment Vouchers.

Approval of Feb. 13, 2017, Regular Meeting Minutes, (Item III.A.) Mr. Craig called for corrections to the February 13, 2017, regular meeting minutes. He pointed out on Page 2, agenda Item III.C.2, that it was city of Spokane Valley Mayor Rod Higgins who made a comment in reference to the interlocal agreement, not Cary Driskell as recorded. Mr. Teterud moved and Mr. Johnson seconded approval of the minutes as amended.

The motion was unanimously approved.

Approval of Payment Vouchers, February 2017 (Item III.B.) Ms. Thompson moved and Mr. Johnson seconded approval of the February 2017 bill payment vouchers as follows:

| Fund | Voucher/Payroll Numbers | Subtotal | Total |
|-----------|-------------------------------|--------------|--------------|
| Feb - L01 | 51631-51793 and W00408-W00418 | \$607,862.03 | \$607,862.03 |
| | 02102017PR and 02242017PR | \$364,745.21 | \$364,745.21 |
| L01 | | Total | \$972,607.24 |

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**Approval of
Payment Vouchers,
February 2017
(Item III.B.)**

| Fund | Capital Projects Fund | Subtotal | Total | |
|-------------|---|-------------|-------------|-------------|
| Feb- L08 | 9542 – BWA (NS) | \$4,803.65 | \$4,803.65 | |
| | 9543 – Hammond Facility Consulting Services (NS) | \$1,806.01 | \$1,806.01 | |
| | 9544 – M. E. Uphus Construction - NS – 1 st Contractor Payment | \$17,789.46 | \$17,789.46 | |
| | 9545 – Chipman – Cart Lease for Moving Books (NS) | \$480.00 | \$480.00 | |
| | 9546 – OPTO Int'l – NS Furniture, Equip/Tables | \$9,038.50 | \$9,038.50 | |
| | 9547 – US Bank– NS Furniture, Equip/Tables | \$5,989.00 | \$5,989.00 | |
| | 9548 – Chipman – Cart Lease for Moving Books (NS) | \$360.00 | \$360.00 | |
| | L08 | | Total | \$40,266.62 |

In response to Mr. Teterud's query, Mr. Knorr explained payment vouchers written to reimburse 16 District employees were for medical benefits tax withholdings. Mr. Knorr reported the system was incorrectly set up by the District in 2014 for staff enrolled in Asuris Northwest Health. Reimbursements made in February were for 2016. Thus, years 2014 and 2015 are yet to be reviewed, with reimbursements provided as necessary. There were no other questions.

The motion was unanimously approved.

**Public Comment
(Board motion to
move from Item
VI.)**

Spokane Valley resident and community volunteer Tony Nunez provided public comment regarding the time limit for use of District computer stations and library security. Mr. Nunez requested use of library computers beyond the established 90-minute sessions, particularly during low-use periods. He also suggested establishing 30-minute time limits for more effective use of computer stations overall. Mr. Nunez also recounted his unfortunate experience at Spokane Valley Library on Sunday, March 19, when his cell phone, left unattended at his computer station, was stolen while he picked up documents at the printer. He expressed frustration for the lack of video surveillance at libraries and being unable to obtain information about others registered to use computer stations during the same period. He also expressed concern for those who are issued a temporary library pass without having to provide personal identification. Ms. Ledebor pointed out that because this topic of discussion was not on the meeting agenda, no action could be taken at this time. Mr. Craig thanked Mr. Nunez for his comments and indicated he was aware that staff

was taking measures to address some of his concerns. Mr. Craig also suggested that staff review issues raised by Mr. Nunez and report back at the next meeting. There was no further public comment.

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

NORTH SPOKANE LIBRARY RENOVATION. Chief Financial Officer Rick Knorr reported on progress at North Spokane. Other than the three-week delay of carpet installation, the project continues mostly on schedule. The library will be closed March 30 and 31 for work in the entryway and to level concrete. In response to Mr. Teterud, Mr. Knorr said the District will not be compensated for the error made by the carpet vendor, yet will receive a higher-end product in exchange. Ms. Ledebouer added the delay in carpet installation has fortunately not impacted the general contractor in any way. There was no further discussion.

**Unfinished Business
SV Library Task
Force (Item
III.C.2.)**

SPOKANE VALLEY LIBRARY UPDATE/EXPLORING OPTIONS WITH THE CITY OF SPOKANE VALLEY. Ms. Ledebouer reported the second monthly meeting of the Spokane Valley Library Task Force was held Thursday, March 2, with city staff and two council members. Spokane Valley representatives shared their plans for a cityscape, which included how a new library would be a part, as well as ideas for lowering the costs for a potential library project. Ms. Ledebouer said library staff and trustees will share ideas for lowering project costs and creating a smaller LCFA at the next meeting. Ms. Ledebouer noted the library remains committed to the Conklin Road and Sprague Avenue properties. Ms. Ledebouer said she was notified by email today about a potential opportunity for an available building that was built to be repurposed. The architects are seeking someone interested in moving the structure, as the owner has plans for demolition. Ms. Ledebouer noted the building could possibly be suitable as a library, and would therefore lower the cost of the Conklin project. In response to the Board's interest and request for more information, Ms. Ledebouer will follow up. In response to Mr. Teterud, Ms. Ledebouer reviewed upcoming election calendars and related deadlines through 2018. More information will be available and discussed at the Board of Trustees' retreat scheduled for July. Meanwhile, Ms. Ledebouer has been in touch with other library directors to ascertain if cities have contributed land or funding toward district library buildings. Mr. Teterud suggested that we explore the option for borrowing funds against existing revenue, similar to how the city of Spokane Valley has funded its city hall project. Ms. Thompson responded that it is important for taxpayers to be invested in any future capital projects. Chair Craig indicated that discussions with the city are intended to ensure that both the city and its citizens are fully supportive of any future capital investment in new libraries. The next task force meeting is scheduled for April 13. There was no further discussion.

**Unfinished Business
Spokane Valley Mall**

SPOKANE VALLEY MALL LIBRARY UPDATE. Mr. Roewe provided an update on The BookEnd, the new boutique library at Spokane Valley Mall. The

**Library Update
(Item III.C.3.)**

project is moving along, except for the carpeting, which was part of the same order as North Spokane and also delayed. Ms. Ledebouer reported on the hiring fair held Friday, March 3, which created a lot of interest at the new site. Ms. Ledebouer said there was also a meeting this morning to select paint colors, and Facilities staff is working onsite. Ms. Ledebouer noted support from Collection Services Director Andrea Sharps, Communication & Development Officer Jane Baker, and IT Director Doug Stumbough has been integral to the project as well. Mr. Teterud added state legislators are interested in attending the grand opening of the new library, and Spokane Valley City Councilman Ed Pace would like to attend as well. There was no further discussion.

**New Business
Children's Safety in
Libraries Policy
(Item III.D.1.)**

CHILDREN'S SAFETY IN LIBRARIES POLICY

Mr. Johnson moved and Ms. Thompson seconded to approve the Children's Safety in Libraries policy, as revised.

Mr. Roewe reviewed suggested policy changes, which primarily emphasized that District staff do not take on the same functions and responsibilities or stand in place of a parent, guardian, or caregiver. A more substantive change was to remove an age reference regarding children left alone without transportation after closing. The effect of the change is that any minor child left without transportation after closing may be considered at risk, and law enforcement can intervene, if necessary. In response to Mr. Teterud's query, Mr. Roewe said that fortunately libraries have not experienced major issues related to unattended children. There was no further discussion.

The motion was unanimously approved.

**New Business
Scheduling and
Vacation Practices
Report
(Item III.D.2.)**

SCHEDULING AND VACATION PRACTICES REPORT. Deputy Director Patrick Roewe explained District practices for the scheduling of staff work and vacation schedules. His presentation included the District's general service philosophy, open hours and service points, staff composition, general scheduling objectives and guidelines, as well as time off request factors and protocols. Mr. Roewe pointed out customer service is the core of the District's operational mission, and it is accomplished primarily through direct interactions between library members and staff. He also noted scheduling staff to effectively and efficiently provide service at 10 and soon to be 11 locations can at times be challenging. Library programming has increased 35 percent, which is staff intensive as well. Discussion and Q & A ensued with intent to ensure fair and equitable scheduling of staff. Customer Experience Manager Gina Rice explained operational practices, noting details about software tracking and the three-month equal-consideration clause that is not seniority-based or first come, first served. Ms. Ledebouer pointed out that staff may trade shifts with other staff of the same classification level to resolve urgent requests for time off. In response to Mr. Teterud, Ms. Ledebouer indicated this information could be included as part of the recently implemented new employee orientation

program. There was no further discussion.

**New Business
Compensation Study
Progress Report
(Item III.D.3.)**

COMPENSATION STUDY PROGRESS REPORT. CHRO Toni Costa reported on draft recommendations received from Pontifex Consulting Group (PCG), hired to conduct a review of District compensation practices. Its recommendations included a reduction in the number of classification ranges and use of performance-based compensation to place individuals within each range. Ms. Costa reported PCG found the District recruitment/hiring compensation and benefits staff to be competitive, and COLA increases have kept pace with public sector averages. The report data does not adjust for the lower cost of living in Spokane County, however, for which the Leadership Team will more fully explore the impact of these differences, as well as the implications of the PCG recommendations. In response to Mr. Craig, Ms. Costa confirmed a final report with recommendations to the Board is anticipated by July. There was no further discussion.

**New Business
Overview
Internal Controls
(Item 111.E.)**

OVERVIEW INTERNAL CONTROL. Chief Financial Officer Rick Knorr presented an overview of internal controls utilized by the Library District. Mr. Knorr pointed out internal controls are relied upon to obtain reasonable assurance that the District is meeting its objectives for reliability of reporting, safeguarding assets, compliance with laws and regulations, effectiveness and efficiency. He also distributed supportive documents to the Board, as well as an internal control checklist provided by the Washington State Auditor's Office for reference regarding compliance. In response to Mr. Craig's query, Mr. Knorr reviewed the internal handling and storage of assigned District credit cards to limit risk exposure and support accounting procedures. Mr. Knorr encouraged Trustees to call him with any further questions. There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months. Venues were exchanged for the April and May meetings because of the renovation project at North Spokane. Therefore, the April meeting will be held at Deer Park, and the newly renovated North Spokane Library will be the venue for May. Public concerns regarding computer station allocation times will be addressed at the April meeting. There was no further discussion.

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

Mr. Teterud reported on his visit to Olympia to attend the WLA Library Legislative Day on March 16. He and Deputy Director Patrick Roewe opened their visits by thanking legislators and sharing the Engage magazine. Mr. Teterud said their visits were well received. Legislators also expressed interest in attending the grand opening of The BookEnd. There were no other reports.

**Executive Director's
Report, Feb. 2017
(Item V.B.)**

The Executive Director's written report for February provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledebor further provided an update on the status of WLA. Public library directors recently received a letter of apology from the president of WLA, along with notification that lobbyist Steve Duncan had been reinstated. The District will pay a portion of its membership dues while review of WLA dues is underway. In response to Mr. Craig, Ms. Ledebor confirmed there is no need for a formal resolution at this time. Mr. Craig reiterated the board supports efforts to reduce institutional dues. There was no further discussion.

**Public Services
Report, Feb. 2017
(Item V.C.)**

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for February 2017, with data for customer use measures, programming and library activities. There was no further discussion.

**Communication
Report, Feb. 2017
(Item V.D.)**

Communication & Development Officer Jane Baker provided a written report prior to the meeting for February 2017 communication activities. There was no further discussion.

**Fiscal Report,
Jan.-Feb. 2017
(Item V.E.)**

Revenue and Expenditure Statement for two months ending February 28, 2017.

| <u>Fund 001</u> | |
|----------------------|--------------|
| Revenues | \$ 208,096 |
| Expenditures | \$ 2,092,810 |
| Ending Fund Balance | \$ 2,697,122 |
| Fund Budget Expended | 17.20% |

Mr. Knorr also distributed a second final version of the budget for 2016, to show the transfer of funds from the General Fund to the Capital Projects Fund, as approved by the Board of Trustees, effective February 13, 2017. There was no further discussion.

**Spotlight
Otis Orchards
Library
(Item V.F.)**

SPOTLIGHT. Library Supervisor David Wyatt and Librarian Tammy Henry presented highlights of recent events and programming at Otis Orchards Library (OT). Mr. Wyatt reported program attendance has notably increased, allowing staff to hone in on community interests and select future special programming. Storytime remains popular and draws large audiences. Use of meeting rooms has also increased, along with door counts. Ms. Henry reported a second weekly Play and Learn Storytime is planned for fall because of increased attendance. Ms. Henry also commented how delightful it was to see children prepare for school at

OT's Ready for Kindergarten kickoff last month. Staff visits three local daycares and four ECEAPs in the East Valley School District, and in doing so, has read to 350 children over the past year. Summer Reading events drew nearly 300 children, and there was a steady turnout for tween events and LEGO Club. In response to community interest, Thumbs-Up Thursdays was created for elementary students and began in January. Thus far, the five alternating activities have proven successful. Prime Time Family Reading attracted 23 families and an average of 59 children over the six-week reading and dinner program. Ms. Henry noted staff has worked with intent to make OT a destination place for students and families by offering family-friendly events. Regarding education and enrichment programs for adults, Mr. Wyatt reported concerts, the seed library, urban farming, and other DIY programming have been especially popular. For community connections, Ms. Henry reported OT staff engages with community by hosting artwork from East Farms STEAM Magnet School, conducting Summer Reading promotion, attending school board meetings and the Back to School Fair, and participating in the Otis Days Parade. Mr. Wyatt reported on upcoming events, as well as OT's goals to increase the number of Storytimes, use of the meeting room, and to find more adult programs of interest. Staff will also continue to build its relationship with schools and provide informal learning opportunities through home daycares, community events and youth organizations. Trustees expressed appreciation for the informative report. There was no further discussion.

Chair Craig called a brief recess at 6:02 p.m.

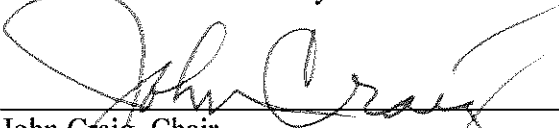
Executive Session
(Item VI.A.)

EXECUTIVE SESSION. REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE.

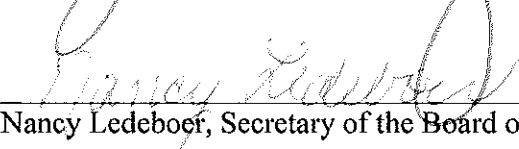
Mr. Craig moved and Mr. Johnson seconded for the Board to commence an executive session at 6:10 p.m. to discuss the Executive Director's fifth annual performance evaluation. The Board returned from executive session at 7:35 p.m. Chair Craig will complete a summary of Ms. Ledeboer's evaluation to submit for District personnel files.

Adjournment
(Item VII.)

Chair Craig adjourned the meeting at 7:35 p.m. The next Board Meeting is scheduled for Tuesday, April 18, 2017, at 4:00 p.m., in the public meeting room at Deer Park Library.



John Craig, Chair



Nancy Ledeboer, Secretary of the Board of Trustees