

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 20, 2011

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held September 20, 2011, in the public meeting room at Otis Orchards Library, 22324 E. Wellesley Avenue, Otis Orchards, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed those in attendance.

PRESENT:

Tim Hattenburg - Chair
Mary E. Lloyd - Vice Chair
Ann Apperson - Trustee
Dan Davis - Trustee
Jacob Laete - Trustee
Michael J. Wirt - Director and Secretary

Also Present: Paul Eichenberg, Human Resources Manager; Patrick Roewe, Branch Services Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Branch Services Manager; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

Ms. Apperson moved and Mr. Davis seconded to approve the agenda.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF JULY 19, 2011, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the July 19, 2011, regular meeting minutes. There were no corrections; minutes stand approved as written.

APPROVAL OF JULY AND AUGUST 2011 BILL PAYMENT VOUCHERS

Mr. Davis moved and Ms. Lloyd seconded approval of the July and August 2011 bill payment vouchers.

JULY 2011

Fund

L01	Voucher numbers: 39939 through 40212 and W00041-W00043 totaling	\$ 630,112.74
	Payroll numbers: 07082011PR and 07252011PR totaling	\$ 329,009.46
	Total	\$ 959,122.20

L08 Voucher number 9503 totaling	\$ 1,988.03
Total	\$ 1,988.03

AUGUST 2011

Fund

L01 Voucher numbers: 40213 through 40452 and W00044-W00046 totaling	\$ 608,436.10
Payroll numbers: 08102011PR and 08252011PR totaling	\$ 329,627.79
Total	\$ 938,063.89

There were no questions or comments.

The motion was unanimously approved.

NEW BUSINESS

2012 BUDGET.

BUDGET PREPARATION SCHEDULE. Mr. Wirt reviewed the 2012 budget preparation schedule and highlighted items on upcoming meeting agendas, with the final budget presented for adoption in December.

OVERVIEW OF ANTICIPATED MAJOR REVENUES AND EXPENSE CHANGES FROM 2011.

Mr. Wirt provided updated information on property taxes and the impact of annexation mitigation agreements for Airway Heights and Spokane, the potential impact of the August 2011 CPI-W figure on salaries, and insurance benefit costs.

At Mr. Wirt's request Collection Services Manager Andrea Sharps reported on the planned reallocation of approximately \$54,000 from print reference, periodicals, online databases and physical audiobook budgets that have been under expended this year, to 2012 downloadable materials.

For purposes of future planning, Mr. Wirt noted that based on assessed valuation decreases over the past two years and the likelihood of minimal increases over the next few years, the District's levy rate will likely remain at its \$0.50/\$1000 maximum for at least the next three to four years. If that proves to be the case, there won't be an option for a levy lid lift proposal for additional revenue.

Jacob Laete arrived at 4:35 p.m.

BOARD DIRECTION TO STAFF.

In response to Mr. Hattenburg's direction that followed discussion, the preliminary budget presented in October will include a salary increase of 4.3% equal to the CPI-W increase, pending further discussion of the amount by Trustees.

NEW BUSINESS

GIFTS POLICY. Ms. Lloyd moved and Ms. Apperson seconded that the Gifts Policy be reaffirmed as written.

The policy was developed to help avoid misunderstandings about the process under which the District will accept various gifts and donations. There were no questions or public comments.

The motion was unanimously approved.

CITY OF SPOKANE ANNEXATION MITIGATION AGREEMENT. Mr. Hattenburg moved and Mr. Laete seconded that the City of Spokane Annexation Mitigation Agreement be approved as written and the Executive Director be authorized to sign on behalf of the District.

Mr. Wirt distributed revised copies of documents provided prior to the meeting, with final City of Spokane revisions noted in blue, none of them impacting the terms of Agreement. There were no questions or public comments.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

NOVEMBER SPECIAL MEETING DATES/TIMES for candidate screening and preliminary interviews for the executive director position opening.

Based on information provided by Human Resources Manager Paul Eichenberg, trustees selected Saturday, November 5, 9-11 a.m., for a conference call with Library Consultant June Garcia to screen applicants, and Friday, November 11, for candidate interviews. Interviews via Skype will begin at noon at Spokane Valley Library Meeting Room.

Special meeting dates will be announced in advance and open to the public as required by the Open Public Meetings Act.

FUTURE BOARD MEETING AGENDA ITEMS

A list of potential agenda items tentatively scheduled for future meetings was distributed prior to the meeting. Mr. Hattenburg reviewed upcoming agenda items related to the 2012 budget, all of which will be discussed at Argonne Library, the venue for meetings held October through December.

REPORTS

TRUSTEES

Author John Berendt's *Midnight in the Garden of Good and Evil* prompted Mr. Laete and his family's side trip to Savannah, Georgia, the setting for the story. Ms. Lloyd said to keep up the good work as she motioned toward all the wonderfully creative Storytime artwork displayed on the walls inside the Otis Orchards Meeting Room.

Mr. Hattenburg reported a special meeting to hold an executive session may be necessary next week to discuss property acquisition. If the meeting is held, trustees will meet Thursday, September 29, at 5 p.m., at the Administrative Offices Conference Room.

DIRECTOR

Executive Director Mike Wirt had no additional comments to his written reports for July and August provided prior to the meeting. There were no questions. The two reports included information on Library Services – customer use analysis, customer payments, security incidents and Branch Services reports; Collection Services – collections, interlibrary loan and other--to include Spokane is Reading; Administration – West Plains annexation and update, e-newsletter, City Council presentations, DiscXpress II, public library directors' meeting, mobile computing, library site research, 2011 budget review, 2012 budget planning, recruitment update, Airway Heights Library Annexation Committee, missing SCLD library items; Professional and Community Activities; Communications; Human Resources; Information Technology; and Facilities, Finance & Purchasing.

FISCAL

Revenue and Expenditure Statement through July 31, 2011

<u>Fund 001</u>		
Revenues	\$ 6,242,115	
Expenditures	\$	6,396,656
Ending Fund Balance	\$ 3,132,708	
Fund Budget Expended	56.73%	

Revenue and Expenditure Statement through August 31, 2011

<u>Fund 001</u>		
Revenues	\$ 6,431,699	
Expenditures	\$	7,405,405
Ending Fund Balance	\$ 2,313,543	
Fund Budget Expended	65.67%	

Business Manager Bill Sargent said figures for August reflect 2011 budget mid-year review #2 and minor adjustments for costs associated with the house on the recently acquired property at 9220 Upriver Drive. In addition, Mr. Sargent reported the 2012 rate increase for Labor and Industries is 2.5%--significantly below the expected 8%.

OVERVIEW: Infrastructure Maintenance and Upgrade Plans

Business Manager Bill Sargent presented an overview of the infrastructure maintenance and upgrade plans, an eight-year maintenance schedule created to address four areas—Library Materials, Facility, FFE and Technology—to keep all 10 library branch facilities running smoothly without deferred maintenance.

In response to a trustee's question, Mr. Sargent and Branch Services Manager Doug Stumbough explained replacement is scheduled for closet doors in the meeting room at Moran Prairie Library. A more user-friendly model will soon be selected and installed.

PUBLIC COMMENT

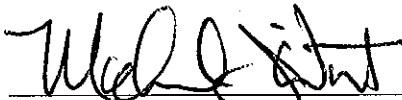
There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:17 p.m.



Tim Hattenburg, Chair



Michael J. Wirt, Secretary of the Board of Trustees