

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: NOVEMBER 15, 2011

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held November 15, 2011, in the public meeting room at Argonne Library, 4322 North Argonne Road, Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed guests.

PRESENT:

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

EXCUSED:

None.

Also Present: Paul Eichenberg, Human Resources Manager; Priscilla Ice, IT Manager; Bethany Luck-Hutson, Communications 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

Mr. Hattenburg moved to approve the agenda with the addition of an item to Discussion Items, Possible Action: Executive Director Retirement Reception Budget: Approval Recommendation. Ms. Lloyd seconded the motion.

There were no other additions or comments.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF OCTOBER 18, 2011, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the October 18, 2011, regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF OCTOBER 2011 BILL PAYMENT VOUCHERS

Mr. Laete moved and Mr. Davis seconded approval of the October 2011 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 40651 through 40834 and W00050, W00051 and W00052 totaling	\$ 510,729.83
	Payroll vouchers:10072011PR and 10252011PR totaling	\$ 325,846.67
	Total	\$ 836,576.50

In response to a trustee's question, Branch Services Manager Patrick Roewe confirmed Safe Environment Training was offered to almost 100 public services staff over several days in September by Security Manager Joe Fithian of Seattle Public Library. Feedback from staff was entirely enthusiastic for the industry-specific training received. There were no other questions or comments.

The motion was unanimously approved.

UNFINISHED BUSINESS

2012 BUDGET.

2012 REVENUE & EXPENSES: DIRECTOR'S BUDGET MESSAGE UPDATE. Because changes to the budget were highlighted in documents distributed in advance of the meeting, Mr. Wirt briefly reported minor changes in property taxes and impact of the 2.5% salary adjustment. Mr. Wirt also distributed a handout reflecting updated 2011 state-assessed values recently provided by the State Assessor's Office. These new figures required subsequent changes to three resolutions presented for signature at this meeting, for which Mr. Wirt clarified changes to each resolution. There were no questions or comments.

ADOPTING A 2012 PRELIMINARY BUDGET (RESOLUTION NO. 11-04). Ms. Apperson moved and Mr. Laete seconded that Resolution No. 11-04, Adopting a 2012 Preliminary Budget and Certifying to the Board of County Commissioners, be adopted.

RESOLUTION NO. 11-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2012 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2012 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

General Operating Fund revenues total \$11,564,960; expenditures total \$11,445,133. The estimated unassigned ending fund balance is \$1,801,725. Capital Projects Fund revenues total \$216,500; expenditure \$0. There were no questions or comments.

The motion was unanimously approved.

AUTHORIZING A 2011 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2012 (RESOLUTION No. 11-05). Mr. Laete moved and Ms. Lloyd seconded that Resolution No. 11-05, Authorizing a 2011 Property Tax Levy Increase for Collection in 2012, be adopted.

RESOLUTION No. 11-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2011 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2012, AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

The resolution authorizes an increase in the 2011 levy to be collected in 2012 for the amount of \$0.00, which is a percentage increase of zero (0.0%) from the previous year. There were no questions or comments.

The motion was unanimously approved.

LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2012 (RESOLUTION No. 11-06). Mr. Laete moved and Ms. Apperson seconded that Resolution No. 11-06, Levying the Regular Property Taxes for Spokane County Library District for Collection in 2012, be adopted.

RESOLUTION No. 11-06

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 2012 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2012 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

The resolution adopts a 2011 property tax levy for collection in 2012 in the amount of \$10,588,625 for collection in 2012, including an additional \$21,807 for administrative refunds. In response to a trustee's question about the likelihood of further budgetary changes, Mr. Wirt replied, though remote, there could be a change in the Public Employees Retirement System contributions. There were no other questions or comments.

The motion was unanimously approved.

NEW BUSINESS

CHILDREN'S SAFETY IN LIBRARIES POLICY. Ms. Apperson moved and Mr. Hattenburg seconded that the Children's Safety in Libraries policy be revised as written.

Branch Services managers, Patrick Roewe and Doug Stumbough, with Youth Services managers Gwendolyn Haley and Mary Ellen Braks, made minor editorial changes to update language and bring clarification to the policy.

The motion was unanimously approved.

TERMINATION OF INTERLOCAL AGREEMENT WITH STEVENS COUNTY RURAL LIBRARY DISTRICT. Mr. Davis moved and Ms. Lloyd seconded that Termination of the Interlocal Agreement with Stevens County Rural Library District be approved as written.

Mr. Wirt distributed copies of the formal letter of request from the Board of Trustees Chair and Director of the Libraries of Stevens County, dated November 7, 2011, to terminate for economic reasons the interlocal agreement between the two library districts, which allowed Stevens County residents in the 99006 ZIP code to obtain an SCLD library card and SCRLD to pay the non-resident fee.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

2012 BOARD OF TRUSTEES MEETING OVERVIEW PRESENTATION TOPICS

Trustees considered the suggested service-area overview topics for continuing education presentations to trustees in 2012. After discussion, there was consensus to combine Library Advocacy with Communications Department and remove Fines for Forgiveness and Interlibrary Loan to cull the list from 12 to nine topics.

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 items for the December agenda, which includes appointment of the new executive director, adoption of the final 2012 budget and election of officers for 2012 Board of Trustees. He also noted Mr. Laete's last meeting as a trustee is scheduled for December.

In response to Mr. Laete's question about his successor and Mr. Hattenburg's suggestion to trustees to consider extending the application deadline for the position, it was decided by consensus to extend the deadline beyond December 2.

Human Resources Manager Paul Eichenberg reviewed the December time commitment and special meetings schedule for the purpose of hiring a new executive director. In response to a trustee's question, Mr. Eichenberg confirmed an events calendar will be prepared for each candidate and sent via email to trustees. A transition plan for the new executive director will be available for January review and may require a special meeting, workshop or conference call with Library Consultant June Garcia.

2012 BALANCED SCORECARD PROGRESS REPORT

Mr. Hattenburg moved and Mr. Laete seconded that the 2012 Balanced Scorecard be approved as presented.

Mr. Wirt said the initial goal of the Balanced Scorecard was to develop a clearer mission, vision, strategy and core values for the organization. Three primary projects are recommended for 2012: Advocacy Plan and Print Management System implementations, and prior to redesign, full evaluation of the SCLD website effectiveness. In response to a trustee's mention of the ambitious goals for 2012 during what will also be a leadership transition, Branch Services Manager Patrick Roewe said many of the goals are already near completion.

EXECUTIVE DIRECTOR RETIREMENT RECEPTION BUDGET

Mr. Davis moved and Mr. Hattenburg seconded that the Board of Trustees approve a budget of \$4,500 for the Executive Director Retirement Reception to be held Friday, February 17, 2012.

Branch Services Manager Doug Stumbough distributed copies of an event proposal from Beacon Hill Events, 4848 E. Wellesley, Spokane, to cover the costs of room rental, food, service fees, printing and mailing of invitations, and miscellaneous other expenses to accommodate a reception for 150 guests. Beacon Hill was selected over other venues because of cost and responsiveness.

In response to a trustee's questions, if guests exceed 150, the venue can accommodate a larger group by making additional space available.

REPORTS

TRUSTEES

Mr. Hattenburg reported there has been one applicant with interest in the open trustee position, thus far. Also, Mr. Hattenburg presented SCLD library services information at two senior government classes at Central Valley High School last week and will return next week for more.

There were no other reports.

DIRECTOR

The Director's written report provided prior to the meeting included information on the following topics: Library Services – October customer use measures, Security Incidents, Adult, Youth and Circulation services, and Branch highlights; Collection Services – collections and other; Administration – 2012 budget, future budget planning, Moran Prairie Library Capital Facility Area, Spokane is Reading, Staff Day, Stevens County Rural Library District agreement termination, Urban Growth Areas Update; Professional and Community Activities; Communications; Human Resources; Information Technology; and Finance, Facilities & Purchasing.

Mr. Wirt had nothing to add to his written report and there were no questions.

FISCAL

Revenue and Expenditure Statement through October 31, 2011

<u>Fund 001</u>	
Revenues	\$ 10,470,728
Expenditures	\$ 9,051,512
Ending Fund Balance	\$ 4,706,465
Fund Budget Expended	80.27%

Business Manager Bill Sargent reported the audit office work was completed Friday, November 4, and the exit briefing date will soon be determined. Mr. Hattenburg expressed appreciation on behalf the board to Mr. Sargent, as the auditors were most complimentary of the audit preparedness provided by the Business Office.

There were no questions or discussion.

PUBLIC COMMENT

There were no public comments.

EXECUTIVE SESSION

Mr. Hattenburg moved and Mr. Davis seconded that the board move to the Administrative Offices Conference Room for an executive session to consider acquisition or lease of real estate and to evaluate qualifications of an applicant for public employment.

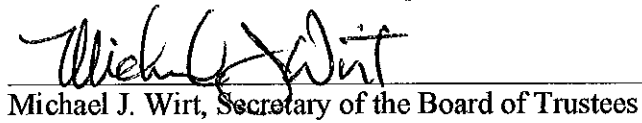
The motion was unanimously approved and the board went into executive session at 4:55 p.m. and returned at 6:09 p.m. There was no action taken.

ADJOURNMENT

The meeting adjourned at 6:10 p.m.



Tim Hattenburg, Chair



Michael J. Wirt, Secretary of the Board of Trustees