

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

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held December 20, 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  
Jacob Laete - Trustee  
Michael J. Wirt - Director and Secretary

**EXCUSED:**

Dan Davis, Trustee.

Also Present: De Bliss, Desktop Administrator; Stacey Goddard, Adult Services Manager; Gwendolyn Haley, Youth Services Manager; Priscilla Ice, IT Manager; Bethany Luck-Hutson, Communications Manager; Bill Sargent, Business Manager; Patrick Roewe, Branch Services Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Branch Services Manager; and Patty Franz, Administrative Assistant.

**AGENDA APPROVAL**

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

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF NOVEMBER 15, REGULAR MEETING, AND NOVEMBER 5, 11, AND DECEMBER 2, 2011, SPECIAL MEETING MINUTES**

Mr. Hattenburg called for corrections to the November 15, 2011, regular meeting minutes, and November 5, 11 and December 2, 2011, special meeting minutes. A title correction for Mr. Laete was noted for the November 15, regular meeting minutes. Minutes for special meetings stand approved as written.

**APPROVAL OF NOVEMBER 2011 BILL PAYMENT VOUCHERS**

Mr. Hattenburg moved and Ms. Lloyd seconded approval of the November 2011 bill payment vouchers.

Fund

L01	Voucher numbers: 40835 through 41008 and W00053-W00055 totaling	\$ 462,595.43
	Payroll numbers: 11102011PR and 11232011PR totaling	\$ 332,243.99
	Total	\$ 794,839.42

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

2012 BUDGET.

2012 REVENUE & EXPENSES: DIRECTOR'S FINAL BUDGET MESSAGE. Mr. Wirt's final budget message summarizes the entire budget and explains the small increase in the property tax revenue estimate, beginning fund balance and estimated ending unassigned fund balance. The only changes since the preliminary budget, presented and adopted at the November 15 regular meeting, are an update to final property tax and contract fee amounts, and a slight reduction in state industrial insurance premiums. There were no questions or comments.

ADOPTING A 2012 FINAL BUDGET (RESOLUTION No. 11-07). Mr. Laete moved and Ms. Apperson seconded that Resolution No. 11-07, Adopting a 2012 Final Budget, be approved.

RESOLUTION No. 11-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2012 FINAL BUDGET; SUPERCEDING THE 2012 PRELIMINARY BUDGET ADOPTED ON NOVEMBER 15, 2011, WITH RESOLUTION NO. 11-04; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Revenues total \$11,553,248; expenditures total \$11,234,154, plus a \$200,000 transfer to the Capital Projects Fund. The estimated ending unassigned fund balance is \$1,809,038. There were no questions or comments.

The motion was unanimously approved.

NEW BUSINESS

EXECUTIVE DIRECTOR APPOINTMENT. Mr. Hattenburg moved and Ms. Lloyd seconded the suggested motion for Nancy Ledebouer to be appointed as Spokane County Library District Executive Director, effective March 1, 2012, at a starting annual salary of \$115,363, and reimbursement for up to \$15,000 of relocation expenses, as well as other compensation/benefits terms of the employment offer, dated December 14, 2011, be approved as written.

Mr. Hattenburg expressed appreciation for all staff input and time committed toward the executive director search. He said each of the two final candidates had excellent credentials and were qualified for the position; however, Ms. Ledeboer stood out as the most qualified to lead the district. There were no questions or public comments.

The motion was unanimously approved.

**RULES OF CUSTOMER CONDUCT POLICY.** Ms. Apperson moved and Mr. Laete seconded that the Rules of Customer Conduct Policy be reaffirmed as written.

The policy is posted in all District facilities and governs customer behavior in libraries and provides the basis for handling situations where behavior is inconsistent with the policy. Mr. Wirt noted the policy was reviewed and significantly revised in May of this year to address the specificity required for the Safe Environment Training conducted last September. Because December is the established month for biennial review, it is recommended to reaffirm the policy as it is currently written. There were no questions or public comments.

The motion was unanimously approved.

**2012 BOARD OF TRUSTEES MEETING LOCATION AND SCHEDULE.** Ms. Apperson moved and Mr. Hattenburg seconded that the 2012 Board of Trustees meeting dates and locations schedule be adopted.

By consensus, two special meetings will be scheduled over the next two months, January 11 and February 28. The purpose of the first is to interview applicants for the open trustee position; the second, to discuss the transition plan for the new executive director. Both meetings are scheduled to begin at 4 p.m. at the Argonne Library/Administrative Offices. There were no public comments.

The motion was unanimously approved.

**2012 BOARD OF TRUSTEES OFFICERS ELECTION.** Mr. Laete nominated Mr. Hattenburg to serve as chair and Ms. Lloyd to serve as vice chair for the 2012 calendar year. Ms. Apperson seconded the nominations. Both candidates expressed interest in serving another term in their respective offices. There were no questions or public comments.

The elected officers will serve from January 1, 2012, through December 31, 2012.

The motion was unanimously approved.

Ms. Apperson addressed the board for permission to add Resolution No. 11-08, Recognizing Retiring Trustee Jacob Laete's Service to Spokane County Library District and its Residents, to the agenda as a New Business item.

Mr. Hattenburg responded that with no objection from the board, this item is hereby added to the agenda.

RECOGNIZING RETIRING TRUSTEE JACOB LAETE'S SERVICE TO SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS (RESOLUTION NO. 11-08). Mr. Hattenburg moved and Ms. Apperson seconded that Resolution No. 11-08, be adopted.

RESOLUTION NO. 11-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING RETIRING TRUSTEE JACOB LAETE'S SERVICE TO SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS.

Mr. Hattenburg read the resolution aloud for Mr. Laete and others to hear.

In Favor: Tim Hattenburg, Mary E. Lloyd, Ann Apperson.

Abstentions: Jacob Laete.

Motion passed.

Following the vote, Mr. Laete was presented with a framed original of the resolution and an engraved crystal book; photos were taken, and expressions of thanks and best wishes were given by trustees.

WASHINGTON COUNTIES INSURANCE POOL INTERLOCAL AGREEMENT AMENDMENT.

Ms. Lloyd moved and Ms. Apperson seconded Amendment No. 2 to the Washington Counties Insurance Pool (WCIP) Interlocal Agreement be approved.

District trustees approved an interlocal agreement for WCIP to provide self-insured PPO medical coverage to employees at its meeting January 16, 2001. A first amendment to the agreement, effective January 1, 2006, was approved by District Board of Trustees at its meeting, October 18, 2005. WCIP requests approval of Amendment No. 2 to the agreement, which modifies Article 12 (b), Cancellation and Withdrawal. The only change is an additional sentence clarifying withdrawal from the plan for coverage other than medical. HR Manager Paul Eichenberg, also a member of the WCIF Board, recommends approval of the second amendment. There were no questions or public comments.

The motion was unanimously approved.

## **DISCUSSION ITEMS, POSSIBLE ACTION**

### **LIBRARY LEGISLATIVE DAY TRUSTEE ATTENDANCE**

Washington Library Association Library Legislative Day is scheduled for Thursday, January 19, in Olympia, WA, for which Mr. Hattenburg is unable to attend. Mr. Wirt and Ms. Apperson will attend, and if available, it was suggested Mr. Davis also attend.

## FUTURE BOARD MEETING AGENDA ITEMS

A list of agenda items tentatively scheduled for future meetings was distributed prior to the meeting; Mr. Hattenburg reviewed the list and meeting locations. The next regular meeting is scheduled for January 17 at the Argonne Library/Administrative Offices; a transition plan for the new executive director will be in place by then, and a candidate will be selected to fill the open trustee position, formerly held by Jacob Laete.

## REPORTS

### TRUSTEES

Mr. Laete expressed appreciation for the board and Mr. Wirt's leadership, and said the end of his term provides an opportunity for someone else to learn about the behind the scenes work of the libraries.

Ms. Apperson publicly agreed to all the favorable comments about Mr. Laete. She said it has been a pleasure to work with him, and wished him the best in the future.

Ms. Lloyd expressed sentiment for time shared on the board with Mr. Laete, his appreciation of community and service held with uppermost importance.

Mr. Hattenburg noted he and Ms. Lloyd will give a formal presentation on the future site of Spokane Valley Library to Spokane Valley City Council at its January 10 meeting.

### DIRECTOR

The Director's written report provided prior to the meeting included information on the following topics: Library Services – November customer use measures, security, programming and branch services reports; Collection Services – collections; Administration – 2012 budget, future budget planning, regional economic outlook, Airway Heights' annexation to SCLD, communications manager position; Professional and Community Activities; Communications; Human Resources; Information Technology; and Finance, Facilities, & Purchasing.

In response to a trustee's question about patron use of computer stations, Branch Services Manager Patrick Roewe responded though use has declined, District bandwidth is at maximum for personal wireless devices and Wi-Fi. IT Manager Priscilla Ice said this trend was predicted, yet we currently cannot determine future station usage.

**FISCAL**

Revenue and Expenditure Statement through November 30, 2011

<u>Fund 001</u>	
Revenues	\$ 11,292,012
Expenditures	\$ 9,848,632
Ending Fund Balance	\$ 4,730,629
Fund Budget Expended	87.34%

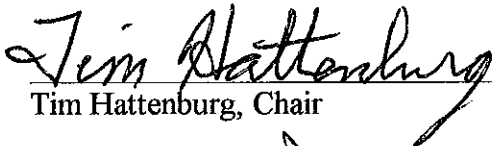
Business Manager Bill Sargent reported SCLD will change its insurance carrier from Unigard to Philadelphia Insurance Companies, which offers 12.5 percent savings for the same coverage. Mr. Sargent also apprised trustees about upcoming financial reporting changes requested by State Auditor's Office staff subsequent to the recent 2009-2010 audit. There were no questions or comments.

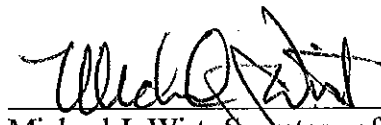
**PUBLIC COMMENTS**

None.

**ADJOURNMENT**

The meeting adjourned at 4:40 p.m.

  
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Tim Hattenburg, Chair

  
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Michael J. Wirt, Secretary of the Board of Trustees