

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JANUARY 17, 2012

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held Tuesday, January 17, 2012, 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 those in attendance.

PRESENT:

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

EXCUSED:

None.

Also Present: Paul Eichenberg, Human Resources Manager; Priscilla Ice, IT 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 Ms. Lloyd seconded to approve the agenda. There were no questions or comments.

The motion carried unanimously.

ACTION ITEMS

**APPROVAL OF DECEMBER 20, 2011, REGULAR MEETING MINUTES AND
JANUARY 11, 2012, SPECIAL MEETING MINUTES**

Mr. Hattenburg noted a correction to the December 20, 2011, regular meeting minutes: 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,” not Chamber of Commerce as written. The January 11, 2012, special meeting minutes stand approved as written.

APPROVAL OF DECEMBER 2011 BILL PAYMENT VOUCHERS

Mr. Davis moved and Ms. Apperson seconded approval of the December 2011 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 41009 through 41225 and W00056-W00058 totaling	\$ 668,143.63
	Payroll numbers: 12092011PR and 12232011PR totaling	\$ 326,886.94
	Total	\$ 995,030.57

There were no questions or comments.

The motion was unanimously approved.

TRUSTEE APPOINTMENT RECOMMENDATION TO BOARD OF COUNTY COMMISSIONERS

Because an applicant withdrew from consideration prior to the pending interview, Mr. Hattenburg proceeded with the motion to the Board of County Commissioners to recommend Mark Johnson for appointment to the SCLD Board of Trustees, for the five-year term ending December 31, 2016. Ms. Lloyd seconded the motion. Mr. Johnson is recommended because he resides in the West Plains area and will thereby maintain geographically-balanced representation within the District. He has organizational, contract and long-range planning experience as general manager of a highway construction firm, young children who use the library regularly and he would like to help in the community as well. There were no public comments.

The motion was unanimously approved.

NEW BUSINESS

VOLUNTEER PROGRAM POLICY. Ms. Apperson moved and Mr. Davis seconded that the Volunteer Program Policy be reaffirmed as presented.

The Volunteer Program Policy was initially adopted November 1999 to provide direction for a branch-based, part centralized program. The program is designed to be carried out by existing staff, without a formal volunteer coordinator position. The policy was reaffirmed without changes in 2007 and 2009, and again this year, following review by Human Resources Manager Paul Eichenberg.

In response to a trustee's question, Mr. Eichenberg said 77 volunteers comprise the successful program. As for SCLD liability, volunteers are covered by SCLD insurance if they are at work at time of incident. There were no public comments.

The motion was unanimously approved.

CONTROL OF CAPITAL ASSETS POLICY. Ms. Lloyd moved and Mr. Hattenburg seconded that the Control of Capital Assets Policy be revised and renamed as presented.

The policy was first adopted in May 2000, in part because of a recommendation by the Washington State Auditor's Office (SAO). During the most recent audit, SAO staff raised issues about how capital assets were defined and represented on financial statements, as well as distinctions between capital and controlled assets—even though the Business Office was following SAO direction from the previous audit. The major

changes include a clearer differentiation between capital and controlled assets, and statements about the manner in which capital assets are depreciated and represented on financial statements. The revisions also include changing the policy title from Control of Capital Assets to Capital and Controlled Assets. There were no public comments.

The motion was unanimously approved.

AMENDING AND RESTATING THE DEFERRED COMPENSATION PLAN (RESOLUTION NO. 12-01). Mr. Hattenburg moved and Mr. Davis seconded that Resolution No. 12-01, Amending and Restating the Deferred Compensation Plan, be adopted as recommended.

RESOLUTION NO. 12-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AMENDING AND RESTATING THE DEFERRED COMPENSATION PLAN TO INCLUDE THE ASSOCIATED ROTH AMENDMENT AND DECLARATION OF TRUST.

As an employee benefit, the district offers a deferred compensation plan administered by ICMA Retirement Corporation, referred to as 457 deferred compensation plan, similar in concept to 401(k) plans widespread in the private sector. Participation in the 457 plan is voluntary and limited to employee pre-tax contributions, without district/employer matching funds.

In the second quarter of 2011, ICMA added new Roth elective deferral provisions to its 457 plan offerings. The district is required to submit a statement of intent to offer the Roth provisions, and first requires Board of Trustees' approval by resolution. As with existing deferred compensation plan options, employee contributions are voluntary, without employer match.

In response to a trustee's question, Human Resources Manager Paul Eichenberg responded about one-third (60) of SCLD employees contribute to the 457 plan; employee interest was the impetus for the Roth offering. There were no public comments.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

EXECUTIVE DIRECTOR TRANSITION PLAN

With input from staff, a transition plan tasks-list was prepared for review and discussion to help acquaint the new executive director with SCLD, the community and region. Trustees briefly reviewed and ranked each task according to importance and will take up a more formal discussion during the next regular meeting, February 21, followed by a special meeting with executive session scheduled for Tuesday, February 28, at 4 p.m., for which the new executive director, Nancy Ledeboer, will also attend.

FUTURE BOARD MEETING AGENDA ITEMS

A list of potential agenda items scheduled for future meetings was distributed prior to the meeting.

Mr. Hattenburg reviewed the tentative highlights, and then discussion ensued regarding establishment of performance goals for the new executive director. Mr. Wirt suggested a two-person task force be appointed to meet with him to establish goals based on the current executive director position description. Ms. Apperson and Mr. Davis volunteered for this appointment, and will soon meet with Mr. Wirt, date and time to be determined.

REPORTS

TRUSTEES

Mr. Davis apologized for his absence last meeting to travel to meet and greet the birth of a new granddaughter.

Ms. Lloyd described the current issue of Alki, the official print journal of the Washington Library Association, as page-turning excellence.

Mr. Hattenburg expressed appreciation to Mr. Wirt and SCLD staff for creation of the PowerPoint presentation about the new Spokane Valley Library; presented to and well received by 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 – December customer use analysis, customer payments, security incident, adult and youth services and branch services reports; Collection Services – collections, other; Board of Trustees – Executive Director appointment, trustee applications; Administration – 2012 budget, property taxes, Public Employees Retirement System; future budget planning, United Way campaign, Vandalism at North Spokane, Communications Manager position, West Plains annexation and audit; Professional and Community Activities; Communications; Human Resources; Information Technology; and Finance, Facilities, & Purchasing.

In response to a trustee's question about the cause of significant circulation increases over three years, Branch Services Manager Patrick Roewe responded that favorable programming to bring participants into the library and modest population growth are the likely factors behind the increases.

FISCAL

Revenue and Expenditure Statement through December 31, 2011.

Revenue and Expenditure Statement through December 31, 2011.

Fund 001

Revenues	\$ 11,389,518
Expenditures	\$ 10,694,699
Ending Fund Balance	\$ 3,982,068
Fund Budget Expended	94.84%

Mr. Sargent reported this statement was prepared in anticipation of recommended changes to the Control of Capital Assets Policy would be approved; therefore, consumable FFE items were lumped into Supplies. He also noted SAO auditors were back 10 days ago for the final audit segment, though the exit brief is not yet scheduled and may not be completed before mid-February. There were no questions or comments.

OVERVIEW: PUBLIC FORUM DOCTRINE AND ITS APPLICATION TO PUBLIC LIBRARIES

Executive Director Mike Wirt presented an overview of public forum doctrine and its application to public libraries and SCLD.

In response to a trustee's question, Mr. Wirt said each policy is reviewed by Attorney Jim Sloane before the board's review to ensure appropriateness and compliance.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:25 p.m.



Tim Hattenburg, Chair



Michael J. Wirt, Secretary of the Board of Trustees

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