

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MARCH 20, 2012

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, March 20, 2012, in the public meeting room of Argonne Library, 4322 N. Argonne Road, Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:01 p.m. and welcomed those in attendance.

PRESENT:

Tim Hattenburg - Chair
Mary E. Lloyd - Vice Chair
Ann Apperson - Trustee
Daniel Davis - Trustee
Mark Johnson - Trustee
Nancy Ledeboer - Director and Secretary

EXCUSED:

None.

Also Present: Jane Baker, Communications Manager; Paul Eichenberg, Human Resources Manager; Priscilla Ice, IT 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 Ms. Lloyd seconded to approve the agenda.

The motion carried unanimously.

ACTION ITEMS

**APPROVAL OF FEBRUARY 21 REGULAR MEETING AND FEBRUARY 28, 2012,
SPECIAL MEETING MINUTES**

Mr. Hattenburg called for corrections to the February 21 regular meeting and February 28 special meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF FEBRUARY 2012 BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Mr. Davis seconded approval of the February 2012 bill payment vouchers as follows:

Fund

L01 Voucher numbers: 41400 through 41571 and
W00063-W00065 totaling \$ 410,916.41

Payroll numbers: 02102012PR and 02242012PR totaling	\$ 344,857.20
Total	\$ 755,773.61

There were no comments or questions.

The motion was unanimously approved.

NEW BUSINESS

FRIENDS OF THE LIBRARY POLICY. Mr. Hattenburg moved and Ms. Lloyd seconded the Friends of the Library Policy be reaffirmed as presented. Branch Services Manager Doug Stumbough reiterated there were no changes from the previous policy version revised in 2010 to remove the requirement for Friends of the Library groups to maintain IRS tax-exempt statuses. There was no further discussion.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

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

Mr. Hattenburg apprised trustees a Memorandum of Understanding (MoU) between City of Spokane Valley and SCLD will be prepared and distributed at the next Board of Trustees' meeting, April 17. The MoU will describe a traffic study for the potential future site of the new Spokane Valley Library and park expansion for City of Spokane Valley.

Ms. Ledebouer shared additional information about the agreement resulting from a meeting at Spokane Valley City Hall, March 19, where Phil Brooke of Paine Hamblen represented us. The purpose of the meeting was to discuss moving forward on a potential purchase of land along Sprague Avenue. Branch Services Manager Doug Stumbough and Executive Director Nancy Ledebouer met with the SV City Manager, City Attorney and Parks Director to discuss proposed terms of an inter-local agreement regarding the property. Pending approval by SV City Council and SCLD Board of Trustees, SCLD and City of Spokane Valley will split costs of the traffic study; City of Spokane Valley plans to go forward with the land purchase regardless of our involvement. Ms. Ledebouer also indicated a draft of the inter-local agreement will be presented for board review prior to being asked to consider approval of the agreement in May. Ms. Lloyd expressed interest in learning more about the traffic study and appreciated terms of the agreement will come forward with adequate time for review. Based upon her background, she agreed traffic issues should be analyzed in depth to prevent later complications.

The first budget revision will be postponed to May; in June an executive session will be held to evaluate performance of a public employee.

REPORTS

TRUSTEES

Mr. Davis enjoyed attending PLA in Philadelphia last week.

Ms. Apperson shared ideas from PLA Conference 2012 materials, brought back from Philadelphia. She was pleased to have attended and felt proud to represent SCLD. It was gratifying to attend sessions and recognize our libraries offer many programs and services considered leading edge in the profession.

Ms. Lloyd said she thoroughly enjoyed the sessions, particularly those led by consultants, which ultimately were lessons applicable to life in general as well as libraries. Ms. Lloyd also returned with potential program ideas and materials to share. She was particularly interested in providing a book club for developmentally disabled adults called Books for Dessert. She will provide staff with more information as follow up.

Mr. Hattenburg reiterated Ms. Apperson's comments about having pride in SCLD. He noted several people he met at the conference were impressed to learn SCLD trustees attended in force. Mr. Hattenburg shared particular interests in building design and community outreach programs.

EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities; Collection Services; Communications; Human Resources; Information Technology; and Community Activities.

Ms. Ledebor expressed appreciation to staff for sharing time and knowledge on aspects of the district as she transitions into her new role as executive director. Tomorrow she will join Mr. Roewe for visits to Medical Lake and Cheney, the remaining two of 10 library branch visits.

Regarding community activities, Mr. Roewe extended an invitation to trustees to join the SCLD table at the Our Kids, Our Business kickoff breakfast held Friday, March 30, 7-9 a.m. at Martin Centre on Gonzaga University campus. Mark Milliron, formerly of the Bill and Melinda Gates Foundation, will speak on the value of education. Trustees were asked to RSVP to Patty Franz by Friday, March 23.

PUBLIC SERVICES

Branch Services managers Patrick Roewe and Doug Stumbough provided a written report prior to the meeting with February 2012 customer use measures, programming and branch activities. In the future, Ms. Ledebor indicated public services reports will be presented by Mr. Roewe and Mr. Stumbough.

In response to a trustee's question about the roof at Moran Prairie, Mr. Stumbough responded the unusual force of a recent sideways wind and rain caused a leak found 30 feet

from its source. The damage assessment concluded the situation is repairable; Facilities staff is working on repairs.

In response to a trustee's question about patron use of false names when applying for a library card via Web application, Mr. Stumbough replied this method provides temporary limited access as convenience for customers who ultimately must show proof of identification at his/her next library visit.

Ms. Lloyd commented with superlatives regarding all the wonderful support provided SCLD by its Friends groups. Trustees were in agreement to send a note of thanks for recent generous donations from Spokane Valley Friends.

FISCAL

Revenue and Expenditure Statement through February 29, 2012.

Fund 001

Revenues	\$	458,284
Expenditures	\$	1,910,757
Ending Fund Balance	\$	2,471,488
Fund Budget Expended		16.71%

Business Manager Bill Sargent provided a written report prior, yet was unable to attend the meeting. There were no questions or comments.

OVERVIEW:

Human Resources Manager Paul Eichenberg provided an overview of employee recruitment and selection for SCLD. He also reviewed recent implementation of Opportunity for Lateral Transfer, a job-transfer procedure available to current employees, and Tips for Applicants, instructions added to the Web site designed to help applicants successfully navigate our employment application process.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting adjourned at 4:57 p.m.



Tim Hattenburg, Chair



Nancy Ledebor, Secretary of the Board of Trustees