

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: MAY 15, 2012**

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**CALL TO ORDER**

The regular meeting of the Spokane County Library District Board of Trustees was held May 15, 2012, at Cheney Library Public Meeting Room, 610 First Street, Cheney, 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  
Mark Johnson - Trustee  
  
Nancy Ledebuer - Director and Secretary

Also Present: Jane Baker, Communications Manager; Pat Davis, Branch Supervisor Cheney Library; 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**

Mr. Davis moved and Mr. Hattenburg seconded to approve the agenda.

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF APRIL 17, 2012, REGULAR MEETING MINUTES**

Mr. Hattenburg called for corrections to the April 17, 2012, regular meeting minutes.

There were no corrections; minutes stand approved as written.

**APPROVAL OF APRIL 2012 BILL PAYMENT VOUCHERS**

Ms. Apperson moved and Ms. Lloyd seconded approval of the April 2012 bill payment vouchers as follows:

Fund

L01 Voucher numbers: 41799 through 41997 and  
W00069, W00070, W00071 totaling \$ 562,707.69  
Payroll numbers: 04102012PR and 04252012PR totaling \$ 343,385.81  
Total \$ 906,093.50

There were no comments or questions.

The motion was unanimously approved.

## NEW BUSINESS

REVISING THE DISTRICT 2012 FINAL BUDGET (RESOLUTION NO. 12-03). Mr. Hattenburg moved and Ms. Lloyd seconded that Resolution No. 12-03, Revising the District 2012 Final Budget, be adopted.

### RESOLUTION NO. 12-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REVISING THE DISTRICT'S FINAL 2012 BUDGET, ADOPTED DECEMBER 20, 2011, WITH RESOLUTION NO. 11-07; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

General Operating Fund (001-661): \$ 11,302,989

Capital Projects Fund (008-661): \$ 900,000

Business Manager Bill Sargent explained the mid-year budget review procedure and reviewed proposed changes in revenue. Total expenditures for the 2012 general operating budget remain within the amount approved by the board; however, recent audit recommendations require board approval of the proposed changes. In addition, a transfer of funds in the amount of \$900,000 to the Capital Projects Fund is proposed in anticipation of the land purchase for a new Spokane Valley Library. Ms. Ledebor noted, if and when a purchase agreement is proposed by the City of Spokane Valley, Board of Trustees' approval of the purchase will be required. There were no questions or public comments.

The motion was unanimously approved.

PERSONNEL POLICY. Ms. Lloyd moved and Ms. Apperson seconded that revisions to Personnel Policy sections 2.13 Trial Period and 5.1 Holidays be approved.

Human Resources Manager Paul Eichenberg reviewed the recommended changes. Trial Period was revised to include a definition of the term and to add clarification allowing the Board of Trustees to approve leave without pay for the Executive Director during this period. The section on Holidays was revised to further clarify District closure and subsequent staff hours for holidays that fall on Sunday and Monday. In response to a trustee's question, Mr. Eichenberg said this change does not impact the budget, and Ms. Ledebor noted this revision allows the District flexibility in the future. There were no further questions or public comments.

The motion was unanimously approved.

PUBLIC ART IN DISTRICT FACILITIES POLICY. Mr. Hattenburg moved and Ms. Lloyd seconded that the Public Art in District Facilities Policy be reaffirmed as written.

The Public Art in District Facilities Policy authorizes the District to dedicate a portion of the total expenditure from capital projects toward purchase of public art. Ms. Ledeboer and Branch Services managers reviewed the policy and made no revisions. Ms. Ledeboer noted Cheney Library provides a great example of art integrated into a public setting. There were no questions or public comments.

The motion was unanimously approved.

## **DISCUSSION ITEMS, POSSIBLE ACTION**

### **SUMMER BOARD OF TRUSTEES' MEETING SCHEDULE**

After a brief discussion, there was consensus among trustees to cancel the regular meeting scheduled for August 21, 2012. Action items tentatively scheduled for August will move to September.

### **FUTURE BOARD MEETING AGENDA ITEMS**

A list of potential agenda items scheduled for future meetings was distributed prior to the meeting for which Mr. Hattenburg reviewed and reminded trustees the June meeting will be held at Argonne Library, with Moran Prairie Library the venue for July.

City of Spokane Valley will hold a public hearing at 6 p.m., Wednesday, May 30, inviting the public to comment on a traffic study concerning the property adjacent to Balfour Park. Completion of the jointly-funded traffic study is expected soon thereafter. Dependent on the results of the traffic study, the Board will be asked to consider the proposed inter-local agreement with the City of Spokane Valley to purchase land for a future Spokane Valley Library.

## **REPORTS**

### **TRUSTEES**

Mark Johnson expressed appreciation for the opportunity to attend the WLA Conference in Marysville, WA. Dan Davis seconded Mr. Johnson's comments, and added how he also valued the information presented by staff about Argonne Library and Play and Learn Storytimes at last month's board meeting. Ms. Lloyd who also attended the WLA Conference commented on the outstanding presentation given by Ellen Peters; Ms. Ledeboer seconded comments about Ms. Peters' presentation and delivery. Mr. Hattenburg echoed the others' comments, noting conversations with staff are highly beneficial to trustees.

## EXECUTIVE DIRECTOR

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

Ms. Ledebauer noted going forward and effective this month, the Communications Department report is separate from the Executive Director, and highlights efforts to raise awareness and increase library visibility in the community. It will also include a cost estimate of the advertising equivalency for coverage received by the District through ongoing communications efforts.

Toward strategic planning for the Library District, Branch Services Manager Doug Stumbough and Librarian Sonia Gustafson will attend PLA Boot Camp in August. Ms. Gustafson will serve as staff coordinator for the initiative, with support from Branch Services managers Stumbough and Roewe. Plans are underway to use Staff Training and Development Day, scheduled for September 28, to engage staff in the planning process. Ms. Ledebauer anticipates planning will be the topic of a Board of Trustees' regular or special meeting before then.

Meanwhile, the District will focus on activities to increase awareness of library services, services in support of economic development and expansion of online, anytime services. Branch Services managers are developing a position description to hire someone whose primary focus will be to manage Web site content and virtual services.

## PUBLIC SERVICES

Branch Services managers Patrick Roewe and Doug Stumbough offered to answer questions about their written report, provided prior to the meeting, with April 2012 customer use measures, programming and branch activities. Ms. Lloyd commented on growth of Airway Heights, for which District strategy could dovetail; Mr. Johnson corroborated by noting affordable housing has increased in the area.

## COMMUNICATIONS

Communications Manager Jane Baker reviewed components of her April report, which listed key events for April such as Library Snapshot Day, Avista Kill-A-Watt Meter Check Out, Digital Bookmobile and the potential land parcel purchase. The report includes stories as well as calendar and social media listings for Facebook and Twitter.

## FISCAL

Revenue and Expenditure Statement through April 30, 2012.

Fund 001

Revenues	\$	4,934,825
Expenditures	\$	3,706,343
Ending Fund Balance	\$	5,152,441
Fund Budget Expended		32.41%

Mr. Sargent noted financial statements for May and beyond will reflect line-item adjustments as a result of Resolution 12-03. He also reported on a modest reduction recently adopted by the Legislature to employers' PERS contributions, and will continue to monitor PERS changes that could have future budgetary impact for the District. Airway Heights' annexation was approved for the area proposed for expansion of Northern Quest Casino. If the timeframe to file for 2013 is met, our contract would be adjusted accordingly. There were no questions at the meeting.

## CHENEY LIBRARY SPOTLIGHT

Branch Supervisor Pat Davis reported on the history of Cheney, named after Boston railroad tycoon Benjamin Pierce Cheney. Originally settled in 1860, Cheney developed into the city known today because of strong ties to education, rail and agriculture. The popular Cheney Library was established in 1968 and has been in its current building and location since 1988; a grandfather clock in the reading area retains the community's pride in its past. Ms. Davis reviewed participation in special events such as Cheney Rodeo Days Parade and Eastern Washington University Neighbor Day Festival. Not only did Cheney host the first Late Night at Your Library, children also achieved record numbers for summer reading. EWU Faculty and students frequent the library for popular materials and the children's collection, as support for education curriculum. Test proctoring has become more frequent as distance learning becomes more available; Book a Librarian sessions thus far mostly provide help with digital downloads. Friends of Cheney Library have a book discussion group; AARP provides Tax-Aide sessions, and during National Novel Writing Month (NaNoWriMo), writers meet to discuss and critique each other's work. Outreach is provided monthly, and in December the Parks Department arranges community caroling, with fireside hot chocolate and reading at the library.

Trustees expressed appreciation to staff for their efforts to make the Cheney Library an integral part of the community.

## OVERVIEW: PRINT MANAGEMENT SYSTEM

IT Manager Priscilla Ice provided an overview of the new print management system. The goals of the new system are to control printing costs and provide additional privacy to members. When it is fully implemented, staff is proposing to allow 75 free printed pages per week to each cardholder. We will continue to offer other methods for customers to save their work with flash drives, CD burning capability at each station, and alternate free methods such as Dropbox, Cloud Save and email.

Software stations are scheduled to be completed by June 30 and system installation by Labor Day or sooner, if possible.

Ms. Ledeboer noted if trustees approve a limited number of free printouts, we may also want to review charges for copying. A report with recommendations for fees and charges will be forthcoming in the next few months.

Trustees expressed appreciation for the update and look forward to final installation.

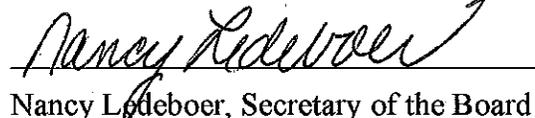
**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting adjourned at 5:07 p.m.

  
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Tim Hattenburg, Chair

  
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Nancy Ledeboer, Secretary of the Board of Trustees