

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: February 19, 2013

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held February 19, 2013, at Argonne Library Public Meeting Room, 4322 N. Argonne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:02 p.m. and welcomed those in attendance.

PRESENT:

Tim Hattenburg - Chair
Daniel Davis - Vice Chair
Mark Johnson - Trustee
Mary E. Lloyd - Trustee
Sean Morrow - Trustee
Nancy Ledebor - Executive Director and Secretary

EXCUSED:

None.

Also Present: Jane Baker, Communication Manager; Sonia Gustafson, Librarian; Carlie Hoffman, Virtual Services Manager; Priscilla Ice, IT Manager; Rebekah Midkiff, Information Specialist; Debra Park, Adult Collection Development Librarian; Debbie Rhodes, Human Resources Assistant; Patrick Roewe, Public Services Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Public Services Manager; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

Ms. Lloyd moved and Mr. Hattenburg seconded to approve the agenda.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF THE JANUARY 15, 2013, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the January 15 regular meeting minutes. Following corrections to 2013 titles for Trustees Davis and Lloyd, minutes stand approved as written.

APPROVAL OF JANUARY 2013 BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Mr. Johnson seconded approval of January 2013 bill payment vouchers as follows:

Fund

L01 Voucher numbers: 43434 through 43596 and
W00097 through W00100 totaling \$ 596,924.31

Payroll numbers: 01102013PR and 01252013PR totaling \$ 342,840.74
Total \$ 939,765.05

There were no comments or questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

COMMUNITY IMPACT PLAN.

Mr. Davis moved and Ms. Lloyd seconded approval of the Community Impact Plan 2013-2015. Under the acknowledgements section, both 2012 and 2013 board members will be listed as contributors to plan completion. Public Services Manager Patrick Roewe pointed out adaptation will be corrected to adaptability under the Values subheading. The Community Impact Plan will be posted on the District website to share with the community, noting it as a dynamic guide for our growth and development, added Ms. Ledebor.

Mr. Hattenburg reiterated his comments of last month and again expressed appreciation to staff for its work. The bar for accomplishment was set high and will inspire the District to excel in these four service areas.

There were no additional questions or comments.

The motion was unanimously approved.

NEW BUSINESS

DISPLAYS AND EXHIBITS POLICY. Ms. Lloyd moved and Mr. Hattenburg seconded approval of the Displays and Exhibits Policy. Ms. Ledebor reiterated this policy provides guidelines for the display of artwork, cultural and educational displays and private collections in District libraries. Recent revisions bring clarification and eliminate redundancies between former policy versions.

There were no further questions or comments.

The motion was unanimously approved.

SPOKANE VALLEY NEW LIBRARY AND PARK PROJECT DESIGN TEAM SELECTION.

Mr. Davis moved and Mr. Hattenburg seconded approval of the Spokane Valley Library and Park Design Team Selection contract with Bernardo Wills Architects (BWA), not to exceed \$49,000. Ms. Ledebor explained there were 15 proposals in response to the RFQ and five finalists were interviewed. After BWA was selected, negotiations of costs ensued, to ultimately be divided between the District and City of Spokane Valley. Final plans for the site are anticipated by October for Board approval. The scope of work includes three community meetings to gather ideas and provide an opportunity for the community to review plans. A steering committee will meet with BWA on a monthly basis and BWA will be available to present progress to the Board at its retreat in September. A timeline will be created to show when deliverables are due. In response to a Trustee's question, Ms. Ledebor said BWA's staff worked on remodels of North Spokane and Spokane Valley libraries prior to joining the firm. The existing firm worked on the Liberty Lake Library. BWA landscape architect is currently working with the highly visible and politicized

McEuen Park in Coeur d'Alene. In response to another Trustee's question, Mr. Stumbough said the vacant property selected for the library was previously used for a carnival; however, there have been no permanent structures as cause for EPA concern. Mr. Davis asked about the status of plans for North Spokane and the forthcoming bond issue, to which Ms. Ledeboer said both will be addressed at the fall Board retreat. During the next several months we will gather information to help the Board make decisions about scope and timing of a future bond issue. Mr. Sargent said District Financial Advisor Dick Schober of Seattle-Northwest Securities Corporation is developing cost estimates to present for Board consideration in April. Mr. Schober assisted with the recently refinanced Moran Prairie Library Capital Facility Area bonds and was involved with the bond issue in 1996.

There were no further questions or comments.

The motion was unanimously approved.

ALA MIDWINTER CONFERENCE REPORT.

Staff that attended the ALA Midwinter Conference in Seattle, January 25-27, compiled written remarks about their experiences in a written report for Trustees. Mr. Hattenburg and Ms. Lloyd commented how much they enjoyed reading staff comments. Trustee Mark Johnson who also attended the conference expressed high praise for it, commenting that Rich Harwood's presentation alone was well worth the trip. Ms. Ledeboer noted ALA President Maureen Sullivan recently announced ALA has begun a new initiative "Promise of Libraries Transforming Communities" in partnership with the Harwood Institute of Public Innovation, United Way and other catalyst organizations to bring groups together to spark community engagement and innovation.

WLA LEGISLATIVE DAY REPORT.

Ms. Ledeboer wrote the report submitted in the meeting packet in anticipation of the trip to Olympia, Friday, February 15, to attend WLA Legislative Day. She and others who traveled to Olympia from the District, Mr. Roewe, Mr. Stumbough and Ms. Gustafson, delivered the message of gratitude to legislators, since they were not there to ask for state funding. Secretary of State Kim Wyman spoke to the library group about moving the State Library back to the Capitol Campus. Ms. Wyman also supports a request to fund the IT Academy for all public, tribal, community college and prison libraries. If funded this would support SCLD's strategic initiative to support job seekers and local businesses. Staff visited with Senators and House Representatives serving Districts 4, 6, 7 and 9.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of potential agenda items for March and April meetings. Otis Orchards in the venue for March. Regarding the Spokane Public Library Foundation report listed as tentative for the March agenda, Mr. Hattenburg reported he met last Thursday with several individuals and learned because of the configuration of SPL, it may be more complicated for us to work together than initially considered. With the impending retirement of the SPL Director, timelines are in flux until fall. For now, we are in the discussion stage. Ms. Lloyd commented that Ann Apperson, former trustee, had been interested in fundraising for years. Ms. Ledeboer noted that fundraising has been noted as a District weakness during strategic planning. Ms. Ledeboer suggested fundraising be added as a future agenda item; she will gather information about library foundations as well as

what other avenues for fundraising are possible. Ms. Ledebouer also reminded Trustees that if more than three of them meet, an announcement of the meeting is required.

Mr. Sargent noted a resolution for disposal of surplus property will be added to the March meeting agenda. Performance review of a District employee will move to April for which the venue is Airway Heights. Also included will be an update on the new Spokane Valley Library and financial forecasting.

Ms. Lloyd noted she is unable to attend the March meeting. Mr. Hattenburg and Ms. Lloyd plan to attend OLA/WLA Conference held in Vancouver, WA, April 24-26. Ms. Ledebouer noted Staff Training and Development Day is Friday, September 27, at Spokane Valley CenterPlace. The Board Retreat could be scheduled for the next day, a Saturday, to coincide with subjects or speakers for Staff Day.

REPORTS

TRUSTEES

Mr. Morrow expressed thanks to the Management Team for its time last Wednesday, February 13, to provide orientation to the District and his role as Trustee. Mr. Johnson appreciated the opportunity to attend ALA Midwinter Conference held in Seattle, January 25-27. The conference served as an indicator of future trends for which he found the District to be at the forefront. While recently traveling in Hawaii, Mr. Hattenburg had the opportunity to experience DEAR, Drop Everything and Read, a national independent reading program for children.

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. In response to a Trustee's question about District automobile insurance, Ms. Ledebouer said employees use their own vehicles to conduct business. Mr. Sargent said employees are covered under Labor & Industries once they arrive at work or for transportation from site to site during the work day. He then cited examples of when an employee would or wouldn't be covered by District insurance policies. Each of the two building maintenance staff utilizes a truck to cover maintenance at 10 libraries. Once they leave their homes to conduct library maintenance business, they are covered by District insurance. Ms. Ledebouer said along with District legal counsel, we are in the process of determining how to handle potential incidents resulting from events or programming in library meeting rooms.

PUBLIC SERVICES

Public Services Managers Patrick Roewe and Doug Stumbough provided written reports for January 2013 Public Services in advance of the meeting. Mr. Hattenburg commented about the incident at Argonne Library involving a failure to comply with the recently revised Computer, Wireless Network and Internet Use Policy—the only incident thus far that resulted in member exclusion since revision of the policy. Mr. Stumbough noted an excluded member is required to contact a library manager or supervisor prior to his/her return to the library. In response to a Trustee's question about stamping materials, or particularly for children, potential loss of receipts leading to fines, Ms. Ledebouer explained members have the option to stamp items themselves. Mr. Roewe noted testing of this new system has been favorably received thus far. Ms. Ledebouer pointed out youth can read to pay off fines. There were no other comments.

COMMUNICATION

Communication Manager Jane Baker was available for questions about her January report submitted prior to the meeting. Ms. Baker mentioned the upcoming free Jim Gill concert, scheduled for Saturday, March 2, 11 a.m., at CenterPlace. A promotional segment was just secured for him that morning on KHQ-TV 6/Spokane. Ms. Ledebouer noted the student library card campaign has received good coverage as well. There were no additional comments.

FISCAL**FINAL** Revenue and Expenditure Statement through December 31, 2012.

<u>Fund 001</u>	
Revenues	\$ 11,346,170
Expenditures	\$ 11,609,280
Ending Fund Balance	\$ 3,660,849
Fund Budget Expended	96.53%

Revenue and Expenditure Statement through January 31, 2013.

<u>Fund 001</u>	
Revenues	\$ 10,125,734
Expenditures	\$ 1,131,303
Ending Fund Balance	\$ 12,655,281
Fund Budget Expended	9.59%

Mr. Sargent provided two financial reports in the board materials packet: Final 2012 and January 2013. He noted 2012 ultimately had a significantly smaller deficit, attributable to Contingency Fund savings for snow removal, legal fees, building maintenance, travel, and a combined office supplies account for all libraries. Unexpended library materials funds will be rolled into next year's budget. In April, projected revenues and expenditures will be discussed. Mid-Year Review #1 is on the regular meeting agenda for March 19.

CATALOG ENHANCEMENTS OVERVIEW

IT Manager Priscilla Ice and Virtual Services Manager Carlie Hoffman reviewed the new SirsiDynix online library catalog enhancements and improved non-catalog resources. Ms. Ice said the District pursued Enterprise, a new online search tool, to provide better search capabilities for members and as a means for engagement.

Ms. Hoffman, who oversees value-added improvements, reviewed LibraryThing, a customizable social cataloging web application that allows members to browse, search and interact with the catalog. Its primary feature is the cataloging of 78 million books, to date, by importing data from 690 libraries, including the Library of Congress, and Amazon stores. There are two mobile versions of the catalog available as well. Top databases will be cycled mid-month based on use, with the least used database featured as "Database of the month" with intent to promote use. Ms. Hoffman also reviewed Zinio, the largest provider of digital magazines, which offers page-for-page versions of 150 magazine titles, interactive features and search capability. Regarding non-catalog resources, Ms. Hoffman said additional content and card registration will become available with the enhanced website, noting non-catalog features visually located around the perimeter of the catalog can be tightly integrated with the website and catalog.

Ms. Ice demonstrated improved title search capabilities and results using *Gone with the Wind*. Ms. Ledebor noted the new catalog has better search analytics and allows staff to promote various lists of books. Ms. Ice demonstrated how to place multiple holds with one click, and showed the holds pick up location is set automatically. Individual accounts can be set to show checkout history, lists, holds and fines. In response to a Trustee's comment, Ms. Ice will look into an explanatory definition of ProQuest for the catalog, and if text size can be changed other than by changing one's own computer browser. Ms. Ledebor asked Trustees to spend some time with the new catalog and share comments or suggestions.

Trustees expressed appreciation to Ms. Ice and Ms. Hoffman for their informative report and bringing them up to speed on the new catalog.

PUBLIC COMMENT

There was no additional public comment.

ADJOURNMENT

The meeting adjourned at 5:28 p.m.



Tim Hattenburg, Chair



Nancy Ledebor, Secretary of the Board of Trustees