

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: APRIL 16, 2013

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, April 16, 2013, in the public meeting room at Airway Heights Library, 1213 S. Lundstrom St., Airway Heights, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed those in attendance.

PRESENT:

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

EXCUSED:

None.

GUEST: Dr. Jeffrey Stafford, Consultant

Also Present: Jane Baker, Communications Manager; Paul Eichenberg, Human Resources Manager; Carlie Hoffman, Virtual Services Manager; Stacy Hartkorn, Airway Heights Library Supervisor; Priscilla Ice, IT Manager; Aileen Luppert, Librarian; Debbie Rhodes, HR Assistant; Patrick Roewe, Public Services Manager; Andrea Sharps, Collection Services Manager; Bill Sargent, Business Manager; Doug Stumbough, Public Services Manager; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF MARCH 19, 2013, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the March 19 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF MARCH 2013 BILL PAYMENT VOUCHERS

Mr. Davis moved and Ms. Lloyd seconded approval of the March 2013 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 43761 through 43960 and W00106-W00110 totaling	\$ 564,332.78
	Payroll numbers: 03082013PR and 03252013PR totaling	\$ 324,703.33

Total \$ 889,036.11

In response to a Trustee's question, Collection Services Manager Andrea Sharps said Midwest Tape is one of the District's main suppliers of audiovisual materials (DVDs, music CDs and audiobooks) for all ages. There were no other questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

SPRAGUE AVENUE LIBRARY AND PARK PROJECT UPDATE. Mr. Stumbough and Ms. Ledeboer provided an update on the Sprague Avenue Library and Park Project. The first monthly Steering Committee meeting will be held Thursday, April 16, at Spokane Valley Library. Ms. Ledeboer and Mr. Stumbough will represent SCLD, Mike Stone and Steve Worley will represent City of Spokane Valley and Mindy Rowe, Denise Sutton and Linda Thompson will represent the community. The first public workshop to present the project and acquire community feedback will be held Monday, April 22, at 6 p.m., at Spokane Valley Library. Email invites were sent to 13,062 library members in zip codes 99206, 99212 and 99216. Additional invitations were designed and mailed to 4,600 recipients living within a four-mile radius of the current Spokane Valley Library.

Bernardo Wills Architects (BWA) will attend the June 18 Board of Trustees' meeting to apprise and gain feedback from Trustees before moving ahead toward project design completion, anticipated by November 30. The June meeting venue has moved from Fairfield to Argonne Library for convenience and cost efficiency.

NEW BUSINESS

NATIONAL VOLUNTEER WEEK. In honor of National Volunteer Week, April 21-27, HR Assistant Debbie Rhodes apprised Trustees of how each year the District honors the valuable contributions of its volunteers. This year for the first time, Trustees were honored similarly for their 50-99 annual hours of volunteerism with token gifts and a letter of appreciation from Executive Director Nancy Ledeboer.

In 2012, 36 volunteers (in addition to Trustees and Friends of the Library) served the District for a total of 2,348 hours. Ms. Rhodes said over 10 years, total volunteer hours were 23,395. Calculated at minimum wage levels, volunteers provided the District the equivalent of \$185,709. Ms. Rhodes distributed a copy of a moving tribute to long-time volunteer Edith Rains who served the District for over 30 years, to illustrate how volunteers contribute to member library experiences.

CONFIDENTIALITY OF LIBRARY RECORDS POLICY. Mr. Hattenburg moved and Mr. Davis seconded the Confidentiality of Library Records Policy be revised and retitled as written. Ms. Ledeboer said the revised policy acknowledges third party vendors such as Amazon or Tutor.com that may require library members to register for their services, and the District's use of member email addresses to send information for which members can choose to opt out. Also, RCW 42.56.310 referenced in the revised policy is the Public Records Act as related to libraries which states any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure under this chapter. The District interprets library materials more broadly—what one reads, views or

checks out is confidential. However, attendance at the library is not private. The District may use member information for operational reasons, such as use of a collection agency for fines, or calling the police to report vandalism. However, a subpoena would be necessary for a public safety officer to request access to information.

Mr. Johnson asked for clarification about CommunityConnect data and how it applies to the confidentiality policy. Ms. Ledebor indicated data used with CommunityConnect would be for operational purposes. The District might share general findings with other government agencies or as part of programming for business startups; however, no personal information about library members would be shared.

There was no further discussion.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of tentative agenda items distributed prior to the meeting. For May, Ms. Ledebor noted bond issue options will be reviewed. Each month, additional information will be provided to the Board for consideration at the Board's retreat, planned for September. Future health and benefits options for the District will be presented in June, and fundraising ideas will be presented by Ms. Ledebor. Ms. Lloyd said she is available to meet with Ms. Ledebor, Mr. Hattenburg, and former Trustee Ann Apperson to generate fundraising ideas. Ms. Ledebor noted for the purpose of BWA travel, the June meeting venue changed from Fairfield Library to Argonne, where the Spotlight will also be for Argonne Library.

REPORTS

TRUSTEES

Mr. Davis attended the Friends of Airway Heights April 9 meeting. He said the group is energetic and has a weekly book sale. Mr. Davis said his attendance at the May 21 meeting is tentative. Mr. Morrow attended the Friends of North Spokane Library March 25 meeting. He also attended the Friends' book sale, which had a large turnout. He assisted with the take down and clean up after their sale. Mr. Morrow is not able to attend the July 16 meeting. Ms. Lloyd was able to attend the Backyard Bounty Beekeeping program presented by the West Plains Beekeepers Association and was impressed by the high interest and attendance. Mr. Hattenburg and Ms. Ledebor met with Friends of Deer Park at its April 10 meeting and visited with Spokane County Commissioner Shelly O'Quinn who responded positively to District plans for a new Spokane Valley Library. She expressed her appreciation for the fiscal oversight by Library Trustees in operating the District.

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. Ledebor said Human Resources Manager Paul Eichenberg has stayed apprised of changes in health and benefits coverage laws for employees; thus, the District is keeping track of employee hours in preparation for 2014 when an employee who works 30 hours per week will be considered full-time and

benefits eligible. Ms. Ledebor noted the District is considering more cost-efficient insurance options.

IT Manager Priscilla Ice pointed out Proquest is now accessible through the catalog, and OverDrive also has new interface making it easier to download digital content. In response to Trustee questions about Proquest, Ms. Ice said Proquest costs are negotiated on a state-wide basis and different packages are available to public and academic libraries.

Ms. Ledebor said the latest report on the legislative session is for libraries to sit tight and wait to see if the IT Academy is funded. On the federal level, Ms. Ledebor distributed a copy of an email she received today asking for support of Library Services and Technology Act (LSTA) funding, and Innovative Approaches to Literacy Grant, crucial funding to help update books and materials for low-income school libraries.

PUBLIC SERVICES

Public Services managers Patrick Roewe and Doug Stumbough provided a written report prior to the meeting with March 2013 customer use measures, programming and library activities. Mr. Stumbough noted corrections to the first page of the report for 2012 self-check figures affecting year-to-date totals. In response to Mr. Johnson's question about Kaleidoscope Play & Learn, Mr. Stumbough said it is a program of Child Care Resources of Seattle, WA. Initially, the structure of SCLD did not meet Kaleidoscope Play & Learn agreed-upon guidelines and standards, yet following program adjustments by Youth Services managers Gwendolyn Haley and Mary Ellen Braks, we now meet its criteria. Mr. Johnson commented favorably about the District's partnership with WorkSource.

COMMUNICATION

Communication Manager Jane Baker provided a written report for March 2013 communication activities prior to the meeting. Ms. Baker said in response to Mr. Hattenburg's question, the library location appearing in the Food for Fines television spot has not been determined.

FISCAL

Revenue and Expenditure Statement through March 31, 2013.

Fund 001

Revenues	\$ 10,262,291
Expenditures	\$ 2,812,869
Ending Fund Balance	\$ 11,112,990
Fund Budget Expended	24.14%

Business Manager Bill Sargent pointed out his latest written report is based on Board-approved Mid-Year Review #1 figures. Mr. Sargent reported the program incident at Airway Heights involving a community member hosting a meeting and the insurance carrier remains unresolved. Ms. Ledebor said James Sloane, legal counsel for the District, did not think signing release forms would mitigate risk. Ms. Ledebor also noted we continue to want to open District meeting rooms to as varied events as possible. There were no other questions or comments.

SPOTLIGHT

Library Supervisor Stacy Hartkorn reported on Airway Heights Library and its four service priorities, as related to the Community Impact Plan. To develop young learners, Ms. Hartkorn noted program attendance has increased and remains consistent into April. Airway Heights, a heavily attended library, anticipates increased future use with additional housing construction nearby. To meet demand, more materials have been added and directed to parents in support of children. Typically an outreach, state-funded West Plains ECEAP located next door to the library, enables its participants to visit the library regularly. Cheney School District has a Ready for Kindergarten program; Ms. Hartkorn participates at Sunset Elementary three times per year and connects with parents about early literacy. In support of job seekers, the library offers technology, resume software, Internet access and printing services. With WorkSource expanding its resources, direct programming in Airway Heights would be helpful toward future convenience. In support of local businesses, a service area for growth, Ms. Hartkorn attends West Plains Chamber of Commerce meetings and posts library events on the Chamber website. To explore and discover, After School specials, Beyond Books and Summer Reading programs are offered, as well as print and digital collections, software and ELS computer stations and electronic databases and resources. To connect communities, community bulletin boards, social media, Sunset Elementary and the Parks and Recreation Department are options. Ms. Hartkorn is part of the Social Media Team led by Communication Manager Jane Baker; she posts on Facebook and Pinterest each week. She also actively pursues connecting with Parks and Recreation to coordinate schedules to enable participant attendance at as many events as possible. In response to Mr. Morrow's question, Ms. Hartkorn said Fairchild Air Force Base (FAFB) is receptive to and promotes District event brochures and encourages attendance. An Air Force Base display case is also planned for fall. Mr. Sargent suggested contacting the FAFB child care center to raise awareness of District programming, and Mr. Morrow suggested promoting District events in FAFB communication mediums. In response to Mr. Davis' question, Ms. Hartkorn said a member volunteer recently spoke with Mayor Patrick Rushing about providing resources to those recently released from the Corrections Center.

OVERVIEW:

Business Manager Bill Sargent provided a financial forecast presentation about the District, including detailed information and examples for tax anticipation notes (TANs), property tax levy rates and levy lift election models and projected financial impacts, financial forecasts with defined assumptions for 2014 and beyond, and 2014-2022 forecasted cash flow. Mr. Sargent also provided several scenarios of additional factors that could affect District budgets in the future, including development of proposals to change legislation at the state level. Ms. Ledeboer said information about Library Capital Facility Areas (LCFA) will be presented to Trustees at the next meeting.

A 10-minute recess was called at 5:50 p.m.

EXECUTIVE SESSION

Mr. Hattenburg moved and Mr. Davis seconded for the Board to go into executive session at 5:59 p.m. to discuss the Executive Director's annual performance evaluation.

The Board returned from executive session at 6:39 p.m.

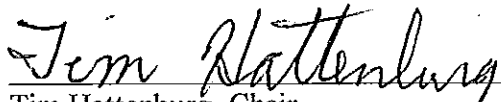
In open session, Ms. Lloyd moved and Mr. Johnson seconded to authorize Chair Hattenburg to complete a summary of Ms. Ledebouer's first annual performance evaluation. The document for file will include feedback from the Management Team and Board of Trustees as summarized by Dr. Stafford.

PUBLIC COMMENT


There were no public comments.

ADJOURNMENT

The meeting adjourned at 6:41 p.m.



Tim Hattenburg, Chair



Nancy Ledebouer, Secretary of the Board of Trustees