

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: MAY 21, 2013**

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, May 21, 2013, in the public meeting room at Medical Lake Library, 321 E. Herb St., Medical Lake, WA. Chair Tim Hattenburg called the meeting to order at 3:55 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:**

Also Present: Jane Baker, Communication Manager; Laura Baird, Medical Lake Library Supervisor; Robin Vickerman-Smith, Circulation Clerk; Paul Eichenberg, Human Resources Manager; Debra Park, Adult Collection Development Librarian; Patrick Roewe, Public 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 APRIL 16, 2013, REGULAR MEETING MINUTES**

Mr. Hattenburg called for corrections to the April 16 regular meeting minutes. There were no corrections; the minutes stand approved as written.

**APPROVAL OF APRIL 2013 BILL PAYMENT VOUCHERS**

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

Fund

L01	Voucher numbers: 43961 through 44127 and	
	W00111-W00115 totaling	\$ 514,431.71
	Payroll numbers: 04102013PR and 04252013PR totaling	\$ 339,628.43
	Total	\$ 854,060.14

There were no other questions.

The motion was unanimously approved.

#### UNFINISHED BUSINESS

**SPRAGUE AVENUE LIBRARY AND PARK PROJECT UPDATE.** Mr. Stumbough provided an update on the Sprague Avenue Library and Park Project. Approximately 60 people attended the second community meeting held yesterday evening at Spokane Valley Library, where three potential designs were presented for the Balfour Park expansion. Participants were asked to complete a survey to indicate their preferences for each design. Through June 7, City of Spokane Valley will accept public input on the three designs through its website, for which the Library District will provide an access link through its website. Additionally, Spokane Valley Library will host display boards with design and project information at its facility. The public walk-through at the project site scheduled for September 12 will be to scale, with key features outlined and marked throughout the location. Ms. Lloyd suggested that results of the previously conducted traffic study be emphasized at the next community meeting. To apprise and gain feedback from Trustees about the library/park project, Bernardo Wills Architects (BWA) will attend the next Board of Trustees' meeting scheduled for June 18 at Argonne Library.

#### NEW BUSINESS

**ACCESS TO LIBRARY SERVICES POLICY.** Mr. Morrow moved and Mr. Hattenburg seconded that the Access to Library Services Policy be revised as written. Ms. Ledeboer said the revised policy acknowledges our commitment to access, as District libraries are open to everyone. In response to Mr. Davis' query, included with the policy is a grievance procedure, to which Mr. Eichenberg confirmed is required by the ADA. The grievance procedure will be visibly posted at each library; the policy with grievance procedure link will be posted on the District website.

There was no further discussion.

The motion was unanimously approved.

**PERSONNEL POLICY.** Mr. Hattenburg moved and Ms. Lloyd seconded that revisions to Personnel Policy Sections 4.7 (Other Benefits), 8.1 (Notice of Resignation), and the addition of 10.03 (Valuing and Managing Diversity), be approved as presented. Ms. Ledeboer said tuition reimbursement was expanded to cover part-time employees enrolled in a library school and no longer limits attendance at the University of Washington program. However, the District will reimburse only the lowest-cost tuition between UW and any other program. Notice of Resignation was revised to disallow use of vacation time on the last day of employment. Valuing and Managing Diversity was an appropriate addition to Personnel Policy and will no longer stand as a separate District policy. In response to Mr. Morrow's question, HR Manager Paul Eichenberg clarified language for a terminating Personnel Action Form (PAF). There were no further comments.

The motion was unanimously approved.

**BOND ISSUES OPTIONS.** Mr. Sargent distributed three documents, one with tax-rate scenarios for bond issues options and two additional documents with financial data

demonstrating cash-flow projections with TANs, transfer in and levy lift election in 2017, and with Spokane Valley LCFA land reimbursement from properties. Review and discussion ensued, with further discussion and decisions scheduled as part of a Board of Trustees' Retreat agenda for Saturday, September 14. Ms. Ledeboer will prepare District voting patterns for presentation at a future meeting. Regarding future revenue and expense projections, Mr. Sargent said the current CPI-W rate is tracking at 1%; the current budget was based on 2-2.5%.

WLA OLA CONFERENCE REPORT. Ms. Ledeboer noted the combined forces of WLA and OLA allowed for more conference programming for participants. Staff was able to bring valuable programming ideas back to work. Several interesting programs on filtering reaffirmed the outcome of Board decisions made in 2012 regarding District policy. In response to Ms. Lloyd's question, Mr. Roewe said he provided clarification to staff about District operations, as we rely on technology to block sites and do not individually assess which sites or material is blocked. Ms. Ledeboer noted staff is continually encouraged to assess and ask questions about District procedure as we move forward. Regarding holds material and member privacy, Mr. Roewe said the private pick-up option is rarely requested, yet District procedures will be reviewed to ensure all staff is informed of this option. There was no further discussion.

## **DISCUSSION ITEMS, POSSIBLE ACTION**

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

After brief discussion, there was consensus to cancel the July 16, 2013, regular meeting. Tentatively scheduled action items for July will move to the August 20 agenda; Deer Park Library will be the meeting venue.

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

Mr. Hattenburg reviewed the list of tentative agenda items distributed prior to the meeting. For June, future health and benefits options for the District will be presented, along with fundraising ideas presented by Ms. Ledeboer. Regarding cancellation of Staff Training and Development Day, Mr. Davis asked about the impact on staff. Ms. Ledeboer responded that staff anniversary service pins will be presented monthly, and conversations with staff about a variety of topics will be scheduled more frequently to continue open dialogue. Training for librarians and library service managers is being planned for fall.

## **REPORTS**

TRUSTEES – Mr. Hattenburg attended the first gathering of all Friends of District libraries, held last Saturday, May 18, at Children's Home Society. He enjoyed the opportunity to meet Friends from six of 10 libraries, and expressed gratitude for all Friends contributions to the District. Ms. Ledeboer commented the gathering was aptly entitled Friends Helping Friends; Seeds for Our Future, as support and advocacy from Friends is needed now and in the future. Ms. Ledeboer noted she also learned from the four staff who presented at the meeting their strategies to achieve goals related to the four service priorities of the Community Impact Plan.

## 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. Ledeboer additionally reported that she volunteered to travel to attend National Library Legislative Day in Washington, DC. One of the many presentations by the American Library Association included results of a Pew Research Center report on family reading habits and view of libraries. Bill and Melinda Gates Foundation will continue the study to learn more about those who responded that they rarely, if ever, use a library. Ms. Ledeboer had an appointment with Cathy McMorris Rodgers and for 10 minutes shared what we're doing in Spokane to support job seekers and early education. She also asked for her support in Congress to approve legislation that would allow libraries to apply for funding available for workforce development and early education, and invited her to visit one of our libraries this summer.

## PUBLIC SERVICES

Public Services managers Patrick Roewe and Doug Stumbough provided a written report prior to the meeting with April 2013 customer use measures, programming and library activities related to Community Impact Plan strategies and goals. There were no questions or comments.

## COMMUNICATION

Communication Manager Jane Baker provided a written report for April 2013 communication activities prior to the meeting. Ms. Ledeboer noted the great media coverage received for Summer Reading and Spokane Valley library planning.

## FISCAL

Revenue and Expenditure Statement through April 30, 2013.

### Fund 001

Revenues	\$ 10,295,942
Expenditures	\$ 3,690,619
Ending Fund Balance	\$ 10,268,891
Fund Budget Expended	31.68%

Business Manager Bill Sargent reported in preparation for the 2011-2012 audit, 2012 District financial statements were successfully transferred to the state. He anticipates receipt of audited statements by February to prepare for spring bond ratings and potential levy lift. Mr. Sargent announced to Trustees his plans for retirement from the District in the coming year. By this time next year, 2013 financial statements will be finished and he expects to leave once financials are complete. It is anticipated to have his successor in place by June or July of next year. There were no further questions.

## SPOTLIGHT

Library Supervisor Laura Baird, with audiovisual technical assistance provided by Robin Vickerman-Smith, reported on Medical Lake Library and its four service priorities. Ms. Baird distributed an outline to support her presentation. To develop young learners,

Ms. Baird said Storytime has strong attendance demonstrated by 26 participants each month. She anecdotally emphasized the value of this program when last month at the onset of Storytime, library evacuation was necessary for a potential gas leak. In lieu of cancelling, staff retrieved a blanket and held Storytime on the lawn. As an added bonus, firemen talked with kids about their work and photos were taken. The floor plan is part of the Play and Learn educational games format; adults and children can interact at the same level. Ms. Baird provides two outreach programs for children. Currently, there are several interactive stations for children, including a bin of puppets. Medical Lake Friends have been generous in supporting early learning interactive learning stations. In support of job seekers, Ms. Baird said this is the most challenging of service priorities in Medical Lake, though the city works hard to draw new business and overcome its bedroom community image. Ongoing use of the Internet at the library for job searches is routine. Staff has trained library members to use a computer, sell items on Craigslist, and research small business development to start a business. The library supports member success by posting business flyers on its bulletin board. Test proctoring has climbed from zero to two on a consistent basis, with hopes to increase the number as time goes on. Explore and discover holds much promise, as adults express interest in music programs; Celtic Nots brought record high attendance, and adults attended the teen cupcake program to learn about the business of cake decorating. Five community members reached out to share their expertise on wood carving, electricity, quilting, Spanish and leatherworking. The connect communities service priority is a natural at Medical Lake because of its strong community ties. There is a strong Friends and book discussion group; The Historical Society partners with the library to house photos formerly held at City Hall, and Ms. Baird regularly attends the West Plains Chamber of Commerce breakfast meetings. Deep Creek Hutterite School of 30 students visits twice per month. It has also been a joy to have Haven Home residents visit the library. Meeting room usage for myriad groups and purposes has quadrupled since fees were dropped. Ms. Baird concluded her presentation by sharing about the Tree of Knowledge, a beautiful wall art dedication started 20 years ago as a Friends fundraising project. Most of the gold leaves were purchased in memory and engraved for \$50 each. To this day it remains a most inspirational and functional method to raise money for Friends. Friends purchased a memory leaf as tribute to former page Howard Oliver who recently passed away. Ms. Baird noted this has been a tremendous support to staff, as it enables them to honor their coworker.

Trustees commented about the beauty of the Tree of Knowledge.

#### OVERVIEW:

Business Manager Bill Sargent provided an overview of Waste Management and recycling at the District. By PowerPoint with copies that followed by email, he presented data for solid and hazardous waste removal for 10 libraries, current recycling practices, and summary of results of a Waste Reduction Assessment Program (WRAP), offered for free by Spokane Regional Waste System. In addition to handling waste in a sustainable manner, the District is looking into its purchasing practices. Mr. Sargent shared comparative prices for use of recycled paper. In 2012, 2,400 reams of paper were used at District libraries. Incremental costs for converting to recycled paper would range from \$1,488 to \$12,168 per year. It is yet to be determined if recycled paper is suitable for District copiers and printers.

The annual Waste Management Service costs for 2012 were \$15,656.94. The annual cost of recycling for the District in 2012 was \$2,200. Ms. Ledebor pointed out the dedication of staff, as staff helps out at smaller libraries to recycle items themselves. She indicated that Mr. Sargent's thorough report demonstrates the District's commitment to sustainable practices; thus, she does not recommend adopting a policy at this time.

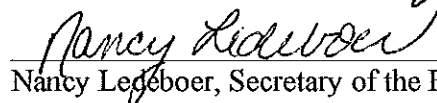
**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting adjourned at 5:35 p.m.

  
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Tim Hattenburg, Chair

  
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Nancy Ledebor, Secretary of the Board of Trustees