

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JUNE 18, 2013

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, June 18, 2013, in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 3:56 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.

GUESTS: Gary Bernardo, AIA, Principal; Dell Hatch, ASLA, Bernardo Wills Architects PC.

Also Present: Mary Kay Anderson, Library Supervisor; Jane Baker, Communication Manager; Kristy Bateman, Lead Librarian; Mary Ellen Braks, Youth Services Manager; Paul Eichenberg, Human Resources Manager; Sonia Gustafson, Librarian; Priscilla Ice, IT Manager; Aileen Luppert, Librarian; Patrick Roewe, Public Services Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Public Services Manager; Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF MAY 21, 2013, REGULAR MEETING MINUTES

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

APPROVAL OF MAY 2013 BILL PAYMENT VOUCHERS

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

Fund

L01	Voucher numbers: 44128 through 44327 and W00117-W00121 totaling	\$ 606,083.35
	Payroll numbers: 05102013PR and 05242013PR totaling	\$ 343,486.85

Total \$ 949,570.20

There were no questions. The motion was unanimously approved.

UNFINISHED BUSINESS

SPRAGUE AVENUE LIBRARY AND PARK PROJECT UPDATE. Architect and Principal Gary Bernardo and Landscape Designer Dell Hatch of Bernardo Wills Architects PC presented an update on the Sprague Avenue Library and Park Project to Trustees. Mr. Bernardo began with the project mission statement developed with input from the Steering Committee and public during workshops. What he referred to as the inside-outside connection of the library and park is yet to be determined. He broadly presented possibilities for the library floor plan, noting design and systems furniture he saw widely represented during a recent visit to the Phoenix/Scottsdale area. While the scope of this project is not to design the library interior, it is important to take certain aspects about delivery, parking and building access into consideration as the site plan is developed. Landscape Designer Dell Hatch presented three site plans, all of which are approximately three acres with a 33,000 sq. ft. footprint. At this time, Survey Monkey results demonstrate Concept A as favored.

Discussion and questions ensued. Mr. Johnson asked about the offset from Sprague as it relates to noise. Mr. Hatch responded with dimensions of 20-50 feet, plus or minus 50 feet, noting sound can also be tempered with windows and landscaping. Mr. Davis asked if a drive-through book drop is an option. Mr. Bernardo said a drive-through book drop tends to drive the interior configuration and requires significant space. Ms. Ledeboer said it wasn't a requirement because of cost, yet a mailbox or station for those with physical challenges will be considered. Trustees commented about the setup at Moran Prairie, noting it works well, particularly in relation to its parking lot. In response to Ms. Ledeboer, Mr. Bernardo said 90-125 parking spaces are planned, with room to increase by shifting the building eastward. In response to Ms. Lloyd, Mr. Bernardo confirmed parking criteria is driven by zoning code. Mr. Hatch said ample room is available to expand spaces without infringement on park elements. Overflow parking could be provided for events, with spaces added to the east side of the park for park users. Ms. Lloyd asked about considerations identified in the Traffic Study, specifically about a stop light. Realignment of Dartmouth to create a full intersection wasn't considered cost-worthy. However, a pedestrian light is still a possibility. Mr. Davis asked what the city plans for events, to which Ms. Ledeboer responded a farmers market has been discussed. Library programming has highest priority, though parking could be shared when the library is closed. Ms. Ledeboer noted Mirabeau Park is the common venue for most city events. Mr. Bernardo encouraged Trustees to continue to forward their suggestions. The project Steering Committee meets again this Thursday, June 23; Mr. Stumbough and Ms. Ledeboer will share feedback from Trustees at the next meeting.

NEW BUSINESS

DISPOSAL OF SURPLUS PROPERTY POLICY. Mr. Davis moved and Mr. Hattenburg seconded that the Disposal of Surplus Property Policy be revised as presented.

This policy provides District staff with guidelines for disposal of surplus furniture, equipment, library materials and real estate, incorporating applicable state laws. Mr. Sargent itemized four substantive changes to this latest revision, which authorizes managers to declare items as surplus and specifies discarded library materials will not be centrally collected for surplus. Regarding waste management, to the fullest extent and when economically feasible, the District will recycle and follow E-Cycle Washington guidelines. There were no questions.

The motion was unanimously approved.

CAPITAL AND CONTROLLED ASSETS POLICY. Mr. Davis moved and Ms. Lloyd seconded that the Capital and Controlled Assets Policy be approved as written. Mr. Sargent noted the only revision was to apply the latest District standardized policy format to the document. The policy was first adopted in May 2000, in part because of a recommendation by the Washington State Auditor's Office (SAO). In January 2012, major changes included a policy title change from Control of Capital Assets to Capital and Controlled Assets and clearer differentiation between capital and controlled assets, and statements about the manner in which capital assets are depreciated and represented on financial statements was provided. There were no questions or discussion.

The motion was unanimously approved.

HEALTH BENEFITS OPTIONS. Mr. Hattenburg moved and Mr. Davis seconded a motion to authorize Ms. Ledebor to work with Mr. Eichenberg to execute an agreement to join Association of Washington Cities to provide health insurance coverage for District employees. Mr. Eichenberg presented an overview of health insurance options and potential cost savings the anticipated move to AWC will provide. He distributed a handout to support his presentation. To ensure the District is spending its health and welfare dollars efficiently, the HR Department evaluated two additional plans offered through the Washington Health Care Authority's Public Employee Benefit Board (PEBB) and Association of Washington Cities Employee Benefit Trust (AWC). Based on this evaluation, medical plans offered by PEBB were significantly more expensive, but decidedly less in value, than our current benefit plans with Washington Counties Insurance Fund (WCIF). AWC's medical plans were less expensive, yet appeared to have equal or better value than our current plans. While the District is not a city, we were sponsored by the City of Spokane Valley and the AWC Board approved our application. The cost savings are significant, yet Mr. Eichenberg reminded Trustees in 2014, the Affordable Care Act requires health benefits to be provided for employees who work 30-hours per week. With Trustee approval, the District will pursue health benefits coverage through AWC, to become effective January 2014, and begin an educational process for staff. A resolution for approval will be prepared for the August 20 regular meeting. In response to Ms. Lloyd's question about the health and benefit plans, Mr. Eichenberg said four health plans would be offered, Group Health HMO and HDHP plans and Regence/Asuris PPO and HDHP plans. Washington Dental Service and Willamette Dental plans; The Standard for Term Life Insurance Long-Term Disability, EAP and Vision Service Plan will also be offered.

Mr. Johnson asked about administrative fees associated with a move to AWC. Ms. Ledebor explained the fee will apply to both District and employee-paid premiums.

With lower premium costs more staff may take advantage of this option. In response to Mr. Morrow, Ms. Ledebouer replied the District does not offer a traditional Flex Benefit plan. Last year, however, a Health Savings Account (HDHP) option was introduced.

Mr. Davis asked about the difference between a Health Care Authority and Public Employees Benefits Board, which pays a subsidy to retirees of state agencies. The Public Employees Benefit Board plans have different rates for state employees and other public employees. The rates available to the District were much higher than those available to state employees, though Ms. Ledebouer said she not entirely familiar on differences between the three organizations. There was no further discussion.

The motion was unanimously approved.

LIBRARY FUNDRAISING REPORT. Ms. Ledebouer reported that she, Ms. Lloyd and former trustee Ann Apperson met last Tuesday, June 11, to discuss fundraising for District libraries. Ms. Ledebouer reviewed fundraising as it currently exists within the District, and identified several potential future options as opportunities. Currently, Friends contribute funds from their book sales and have indicated there is some interest in working together to increase revenues they contribute. Forming a foundation is a possibility if the Friends are not interested in working on other fund-raising options, such as seeking out sponsorships or membership drives. Ms. Ledebouer noted that there is a movement toward libraries as on-demand retail sales outlets, with a percentage of sales to libraries. As yet, the District has not implemented such a venture, as it would require a policy decision. However, District legal counsel Jim Sloane reviewed the program and said this is the wave of future. Mr. Johnson asked if success of this program has been quantified, to which Ms. Ledebouer said statistics aren't available because the program is still new. Mr. Morrow asked if collaborating with a local retailer would be possible. IT Manager Priscilla Ice said Powell's Book Store in Portland, Oregon, might be a possibility. In response to Ms. Lloyd's question, Ms. Ice said computer cookies expire within 30 minutes, yet a buyer would ultimately have a business relationship with the vendor. Ms. Ledebouer said after further research this topic will be revisited with Trustees sometime this fall.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of upcoming tentative agenda items for the August and September meetings to be held at Deer Park and North Spokane respectively. Ms. Ledebouer also pointed out the Board retreat planned for Saturday, September 14, where Trustees will discuss bond election options and provide future direction. Consultants June Garcia and Sandra Nelson are also scheduled to talk about emerging trends in library facilities and services. Mr. Hattenburg announced his recent change of plans and subsequent unavailability on September 14. Thus, Trustees by consensus canceled the Saturday retreat and instead will discuss bond options during the regular board meeting on Tuesday, September 17. Staff will plan for an extended meeting that evening and dinner will be provided.

REPORTS

TRUSTEES – There were no reports.

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 highlighted informational meetings held with District staff on alternate dates and locations to discuss the Community Impact Plan and work changes. Public Services managers Doug Stumbough and Patrick Roewe are continuing the trend by meeting with staff about titles and job description changes. These meetings open communication with staff and appear to be working well.

Regarding the Human Resources report, Mr. Hattenburg asked for clarification about the audit currently being conducted on staff I-9 forms. Mr. Eichenberg said the form has been revised as of May 7 of this year and there are now specific standards for how the form is signed and dated.

PUBLIC SERVICES

Public Services managers Patrick Roewe and Doug Stumbough provided a written report prior to the meeting with May 2013 customer use measures, programming and library activities. Ms. Ledeboer pointed out a child-only library card has now been implemented that doesn't require a parent to be on the premises when issued; however, parents are notified. In response to Mr. Morrow, Library Supervisor Mary Kay Anderson said there is no age limit for children.

COMMUNICATION

Communication Manager Jane Baker provided a written report for May 2013 communication activities prior to the meeting. Mr. Hattenburg commented how great it is to so often see something in the news about libraries.

FISCAL

Revenue and Expenditure Statement through May 31, 2013.

Fund 001

Revenues	\$ 10,542,097
Expenditures	\$ 4,571,129
Ending Fund Balance	\$ 9,634,536
Fund Budget Expended	39.23%

Mr. Sargent noted auditors will likely be here in October to begin the audit process. There were no questions.

SPOTLIGHT

Library Supervisor Mary Kay Anderson reported on Argonne Library. Its central location, proximity to I-90 and well-traveled streets as well as iconic landmarks, such as the Centennial Trail, Arbor Crest Winery and Plantes Ferry Park, make it a classic commuter destination. However, members also live nearby who demonstrate loyalty to their local library. Ms. Anderson shared a story about how the current Argonne Library site almost became a 7-Eleven store, if it weren't for members of the Garden Club who stood on the corner of Upriver Drive and Argonne Road to collect enough signatures to dissuade City Council. She went on to report while Argonne has always responded to the neighborhood; it will now strengthen its focus toward the four service priorities of the Community Impact Plan. For Community Connections, pastor, author and Millwood resident Craig Goodwin spoke to a standing-room only crowd about his book, *A Year of Plenty*, for which there was so much interest, participants stayed afterward to share ideas. The library asked Mr. Goodwin to speak and provided the venue for this conversation. Two Argonne Friends of the Library are business owners in Millwood. They represented the library at Millwood Daze and the Millwood Business Group. This is a start toward responding to local business and non-profit organizations. Librarian Kelsey Hudson, Ms. Ledebor and Ms. Anderson, attended the Millwood City Council meeting on Tuesday, June 11. Ms. Anderson presented an overview of the Community Impact Plan. Ms. Hudson's new role as liaison between the community and library begins in September. To support young learners, a successful Storytime is held each Wednesday. Ms. Anderson anticipates interest and would like to offer a second weekly storytime in the near future. Recent structural changes have made the library a good place to explore and discover. Materials are returned to shelves more quickly from a sorting cart, and now one service point makes it easier to respond to members. Seating has been added, with more planned for laptop users, browsers and readers. Ms. Anderson noted staff is excited about upcoming training toward the universal skill set and to work with Ms. Hudson. On a personal note, Ms. Anderson announced her upcoming retirement, planned for September. Mr. Hattenburg complimented how the library has structurally opened up the sight lines and providing perusal of displays.

Trustees expressed thanks to Ms. Anderson for her informative report.

OVERVIEW:

Librarians Kristy Bateman and Aileen Luppert shared how the District integrates the Public Library Association's 5 Fundamentals for early learning to develop young learners.

Ms. Luppert reported first on developing young learners, one of the four service priorities of the Community Impact Plan. The goal of this service priority is for children ages birth to five to have essential services and programs to be ready to learn when they start school. To meet this goal, the first objective is to provide resource-sharing through early learning programming. Activities are primarily delivered through storytimes for this age group. In 2012, the combined number of storytimes, to include all 10 SCLD libraries and outreach facilities, was 1,855, presented to approximately 46,000 children and caregivers. Thus far in 2013, 876 storytimes have been presented to 23,000 participants. Last year, an additional 30 minutes of play and learn was added to each storytime. Play and Learn is designed to teach care providers how to play with children and incorporate major practices used to develop early literacy, math and science skills. To increase awareness of the

importance of early learning activities, more parents and care providers need to be reached. To meet this objective, the District plans to offer storytimes at unconventional times and locations; e.g., weekends at a mall, during festivals, farmer markets or online. It will also consider storytimes in different languages or with guest speakers; e.g., firefighters or local business owners, such as dog groomers or bakers. The District also plans to collaborate with other agencies and organizations with similar missions. This will both increase the number of people reached and develop connections in the community.

Interactive discovery stations also help to meet this goal. Stations are designed for children to learn by discovery through interaction with tables of blocks, puppet stages and computers. Currently, all 10 libraries have Early Learning Station computers. These are computers with age appropriate games and no Internet access. The District plans to replace these stations with tablets or iPads in the future to enable interactivity. Ms. Luppert pointed out the numerous educational and fun apps available.

In addition to Play and Learn Storytimes, educational workshops for parents, and caregivers are offered. STARS workshops provide training and career development for teachers and child care professionals. Also in the works is a six-week Humanities Washington series, Prime Time Reading, planned for fall at Opportunity Elementary School. It is designed to help entire families learn to read together and become active library users. The District was also recently awarded a grant for Talk Love Play parties in every library that will include a 30-minute concert, 30-minute play session, and giveaways for families in attendance.

Ms. Bateman took the floor to review the five practices for early literacy outlined by the Public Library Association, which are the basis for Play and Learn: reading, writing, talking, singing and playing. Ideally by raising awareness, training and encouraging parents, teachers and caregivers, they will implement these five practices with children. To promote early literacy, the District offers five different play and learns for a total of 26 storytimes a week in District libraries. Baby Play and Learn, ages 0-18 months; Play and Learn Storytime, ages 2-5; Toddler Play and Learn, ages 18 months-3 years; Preschool Play and Learn, ages 3-5; Family Play and Learn, all ages. Materials are targeted for each age group.

A typical storytime is about 20-30 minutes of stories, songs, and flannel boards followed by 30 minutes of different activities to promote early literacy, math and science skills, such as blocks, puzzles, sorting and counting games. Four to five different interactive discovery stations are also provided for children and their caregivers to explore. Ms. Bateman pointed out libraries also have a fantastic music collection and parents are encouraged to checkout items. Displays of music and age-appropriate books make it easier for parents to choose and checkout.

Mr. Hattenburg reiterated what he has reported in the past, that at statewide meetings he has learned the District offers more than what many library systems can provide. He expressed thanks to the great work done by staff to make this possible. Ms. Ledeboer noted the most challenging part is to make the connection between what the library provides and how it prepares children to be learners. She mentioned a program sponsored by Goldman Sachs in Salt Lake City libraries to invest in early childhood learning. The company is working with schools to invest in early education as a way of reducing costs for special education. They


believe if they are successful in preparing children for school, fewer children will require the more costly remedial programs in the future. In five years, if there are fewer children in special education classes, money invested will be paid back to Goldman Sachs. This will be an interesting case study showing how early investment in our children benefits the entire community.

PUBLIC COMMENT

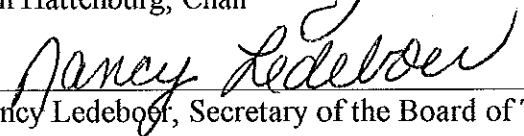
There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:32 p.m.



Tim Hattenburg, Chair



Nancy Ledebor, Secretary of the Board of Trustees