

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: AUGUST 20, 2013

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, August 20, 2013, in the public meeting room at Deer Park Library, 4322 N. Argonne Rd., Spokane, 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 - Executive Director and Secretary

EXCUSED:

None.

Also Present: Jane Baker, Communication Manager; Kris Barnes, Library Supervisor; Stacey Goddard, Library Services Manager; Priscilla Ice, IT Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; Vanessa Strange, Librarian; Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF JUNE 18, 2013, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the June 18 regular meeting minutes. Following a typographical error correction in the third paragraph of page seven, the minutes stand approved as written.

APPROVAL OF JUNE and JULY 2013 BILL PAYMENT VOUCHERS

Mr. Davis moved and Mr. Hattenburg seconded approval of the June and July 2013 bill payment vouchers as follows:

Fund - June

L01	Voucher numbers: 44328 through 44485 and	
	W00122-W00126 totaling	\$ 480,892.00
	Payroll numbers: 06102013PR and 06252013PR totaling	\$ 342,845.05
		Total
		\$ 823,737.05
L08	Voucher number: 009510	\$ 1,956.17

	Total	\$ 1,956.17
<u>Fund - July</u>		
L01	Voucher numbers: 44487 through 44641 and W00127-W00131 totaling	\$ 582,322.76
	Payroll numbers: 07102013PR and 07252013PR totaling	\$ 331,795.67
	Total	\$ 914,118.43
L08	Voucher number: 009511	\$ 62.06
	Total	\$ 62.06

In response to a Trustee's question about payment for a parking lot lease for staff parking at Spokane Valley, Mr. Sargent said the voucher was reissued as payment to replace a lost check. There were no further questions. The motion was unanimously approved.

UNFINISHED BUSINESS

SPRAGUE AVENUE LIBRARY AND PARK PROJECT UPDATE. Ms. Ledebor reported advance preparation is underway in anticipation of the conceptual open house that will be held on-site at Balfour Park, Thursday, September 12, from 4-6 p.m. The District and City of Spokane Valley will send an email blast to invite participants. Ms. Ledebor has met with mayors, Elections Office, and has meetings scheduled with school superintendents for Monday, August 26. Currently, conceptual site plans fit well within 2.5 acres and the representational drawings. However, voter approval is needed to begin further building design plans. There were no further questions.

HEALTH BENEFITS TRANSITION (RESOLUTION 13-04). Mr. Davis moved and Mr. Morrow seconded approval of Resolution 13-04, authorizing transition from Washington Counties Insurance Fund (WCIF) to Association of Washington Cities (AWC) for District group health and welfare benefits. Ms. Ledebor clarified Resolution 13-04 represents a formal action to follow information provided to the Board over the last three months about potential changes to health and welfare benefits for staff. Following research conducted by staff, AWC Employee Benefits Trust offers the best pricing options available for comparable coverage of what the District previously offered through WCIF. It is anticipated this transition will save the District approximately \$114,000 in 2014. Ms. Ledebor informed Trustees the requirement to consider employees working 30 or more hours per week as full time was delayed until 2015. There were no further questions. The motion was unanimously approved.

NEW BUSINESS

FRIENDS OF THE LIBRARY POLICY. Mr. Hattenburg moved and Ms. Lloyd seconded that the Friends of the Library Policy be revised as presented. Ms. Ledebor reviewed changes that officially recognize that Friends groups support District goals and programming, and the District may in turn promote Friends activities through social media or other means. There were no questions.

The motion was unanimously approved.

GIFTS POLICY. Mr. Davis moved and Mr. Hattenburg seconded that the Gifts Policy be revised as presented. Ms. Ledebouer said revisions specify how gifts are handled, and grants the District the option to decline a gift if determined inconsistent with District mission and goals. In response to a Trustee's question, Ms. Ledebouer said the District does not utilize appraisal services and accepts no responsibility for establishing or verifying the value of donations for charitable tax deduction purposes. There were no other questions.

The motion was unanimously approved.

EXECUTIVE DIRECTOR POSITION DESCRIPTION UPDATE. Ms. Lloyd moved and Mr. Johnson seconded a motion to approve revisions to the Executive Director Position Description as amended. Ms. Ledebouer said leadership and strategic vision additions resulted from the Community Impact Plan. Position descriptions have also been updated for Public Services staff and the Leadership Team. Mr. Davis suggested changes to the employment clause to reflect the Executive Director reports to the Board of Trustees, not SCLD, and board approval is required in advance of any changes to job responsibilities. Trustees agreed by consensus to amend the clause. 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 for September and October meetings to be held at North Spokane and Argonne respectively. He noted the overview on community partnerships planned for September will be postponed to allow more time for discussion of bond options. Roy Koegen and Dick Schober will join the regular meeting next month to provide information and answer questions about bond options. Because the meeting will be extended, there will be a break for dinner scheduled into the agenda.

REPORTS

TRUSTEES

There were no reports; however, Ms. Lloyd commented how fortunate she thought it was for Ms. Ledebouer to have the opportunity to hear author Temple Grandin speak at the ALA Annual Conference held in Chicago in June.

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. Ledebouer commented work has been steady through the summer months gathering information to prepare for a potential bond issue. IT has been busy with replacement of public network computers. In response to Mr. Morrow's question, Ms. Ledebouer clarified it was a Spokane Valley City Council Meeting that she and Mr. Stumbough attended on July 30. Mr. Hattenburg noted he will join Ms. Ledebouer on visits to meet with East, West and Central Valley school

superintendents, to begin conversations about a potential bond issue. In lieu of Staff Day, Mr. Hattenburg said he thought it presented a great opportunity to individually award years-of-service pins to staff. Ms. Ledeboer noted she enjoyed meeting with and learning more about staff.

PUBLIC SERVICES

Public Services managers Patrick Roewe and Doug Stumbough provided written reports for June and July 2013 prior to the meeting, with customer use measures, programming and library activities as related to the Community Impact Plan. Library Services Manager Stacey Goddard was available to answer questions about Public Services. Ms. Lloyd pointed out the impressive summer programming statistics and expressed kudos to staff. In response to Mr. Morrow's suggestion to share members' stories about library services, Ms. Ledeboer said we are looking into the potential for adding testimonials to the District website.

COMMUNICATION

Communication Manager Jane Baker provided written reports for June and July prior to the meeting. In response to Mr. Hattenburg's question about Kids Newspaper, Ms. Baker said the cost will be less than \$200 for monthly advertorial promotion of an event as well as a blog entry. Kids Newspaper has been in business for 20 years. It is distributed to all area school children throughout the regional school districts.

FISCAL

Revenue and Expenditure Statement through June 30, 2013.

Fund 001

Revenues	\$ 10,582,507
Expenditures	\$ 5,371,497
Ending Fund Balance	\$ 8,874,578
Fund Budget Expended	46.10%

Revenue and Expenditure Statement through July 31, 2013.

Fund 001

Revenues	\$ 10,774,859
Expenditures	\$ 6,346,395
Ending Fund Balance	\$ 8,092,032
Fund Budget Expended	54.47%

There were no questions.

SPOTLIGHT

Library Supervisor Kris Barnes reported on Deer Park Library and how it serves the community in relation to the four service initiatives of the Community Impact Plan. Her report was supported by a PowerPoint presentation and photographs. Weekly toddler and preschool storytimes are provided to develop over 200 young learners each month. There are three interactive discovery stations that can be used in the library, mobile play tubs and a barn set. Ms. Barnes noted these items serve third-generation library users. Library staff supports job seekers and local businesses by proctoring tests for students (seven already this month), Internet and Wi-Fi for job searches, bulletin board space for local businesses, and meeting room space for businesses and community organizations. Outdated newspapers from the library collection are recycled at Deer Park Veterinary Hospital. Friends of Deer Park Library are dedicated and active and provide an example of partnerships that connect communities. To make book sales possible, Friends connect with Deer Park Auto Freight for storage and space to hold its sales from June through October. Similarly participative, both the Chamber of Commerce and Deer Park School District keep the library informed of events and invite staff to attend. A library favorite is its prime location next to the cotton candy booth at the school district's open house each year. Partnerships also include local churches and the Deer Park Tourism Committee. The latter holds monthly meetings with intent to connect and promote all volunteer organizations, for which Ms. Barnes is a part. Settler's Parade and Picnic, Deer Park Airport DEW Fly-in, Deer Park Winterfest, and a first Relay for Life were some of the events held this year. The library's display case also promotes these local organizations, such as the Clayton Fair Association. Ms. Barnes noted she partners with Stevens County Library District as well. A standing-room-only Celtic Knots music program, summer reading programs for members of all ages, and Science Saturday provide options for Explore and Discover. Also, the library's DVD collection is considered essential, as there are only two other sources for movies in Deer Park.

In response to Mr. Hattenburg's question about the parade and its attendance, Ms. Barnes said it is popular and well attended. She and other staff handed out over 2,000 pencils this year. Trustees expressed appreciation to Ms. Barnes for her informative report.

OVERVIEW:

Library Services Manager Stacey Goddard and Librarian Vanessa Strange provided an overview on how District programming supports job seekers and local businesses. Local unemployment and its regional impact prompted District programming goals to be established during strategic planning and development of the Community Impact Plan. These goals are to provide resources to support teens and adults to attain meaningful employment, and local businesses and non-profits to have tools to develop and maintain successful enterprises. Regional services already available became formal partnerships as well. For example, library workstations provide access to resume software used by WorkSource, and the District has officially become an affiliate site for WorkSource class offerings. Libraries also host free workshops offered and presented by STCU in meeting rooms free of charge for individuals and businesses.

Future partnerships include Tincan, which offers free technology classes, and SCORE, which offers mentorships and business-focused classes to entrepreneurs. Potential partnerships include LaunchPadINW and SNAP, which has programming potential for small business development. The kickoff of Washington State Library Microsoft IT Academy funded by the legislature is on the horizon. Members will be able to choose from hundreds of tech-related courses available in the library and remotely, with Microsoft certifications available for several programs. Area high schools will also make these programs available. Upon completion, the new SCLD website will host a business blog, local employment and business links. District programming will expand to work with partners to bring content into communities. Libraries will continue to offer Book a Librarian sessions, databases, OCLC Web Junction Project Compass, Wi-Fi, test proctoring, and many other services. Ms. Goddard concluded the presentation by saying staff looks forward to connecting members to additional resources. Trustees expressed appreciation for the informative report.

PUBLIC COMMENT


There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:35 p.m.



Tim Hattenburg, Chair



Nancy Ledeboer, Secretary of the Board of Trustees