

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

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, November 19, 2013, in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 3:59 p.m. and welcomed those in attendance.

PRESENT:

Tim Hattenburg - Chair
Mary E. Lloyd - Trustee
Sean Morrow - Trustee
Nancy Ledeboer - Executive Director and Secretary

EXCUSED:

Daniel Davis - Vice Chair
Mark Johnson - Trustee

GUESTS: None.

Also Present: Jane Baker, Communication & Development Officer; Paul Eichenberg, Chief Human Resources Officer; Priscilla Ice, Chief Information Officer; Catherine Nero Lowry, Library Supervisor; Patrick Roewe, Deputy Director, Library Services; Bill Sargent, Chief Financial Officer; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

Mr. Hattenburg moved and Mr. Morrow seconded to approve the agenda.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF OCTOBER 15, 2013, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the October 15 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF OCTOBER 15, 2013, BILL PAYMENT VOUCHERS

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

Fund

L01	Voucher numbers: 44948 through 45100 and W00143-W00147 totaling	\$ 539,028.69
	Payroll numbers: 10102013PR and 10252013PR totaling	\$ 352,164.23
	Total	\$ 891,192.92

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

FINAL SITE PLAN FOR SPRAGUE AVENUE LIBRARY AND PARK PROJECT. Ms. Ledebouer reported the final site plan report was received today; copies were distributed to Trustees. The report summarizes the process thus far and provides details about the property and cost allocations, which are estimates based on professional experience; building costs were not included. Within the next 30 days, an agreement will be drawn to make us responsible for frontage improvements on Herald Road. The original agreement stated we would share cost of improvements along Main and Herald. The District is not responsible for improvements around the current Balfour Park. To simplify cost sharing the document assigns Herald Road to the District and the Park will be responsible for Main Avenue. It is possible different architectural firms will be selected by the District and the Park to complete construction of the projects. We plan to develop an agreement affirming our intention to work collaboratively on the project, providing input from both parties on shared elements, such as the Reading Garden and Plaza. In response to Mr. Morrow, Ms. Ledebouer confirmed there appears to be a shared vision thus far with City of Spokane Valley. Ms. Lloyd asked the District to gain future legal counsel for the property boundaries related to buying insurance. Mr. Hattenburg said City of Spokane Valley has been cooperative and excited for the project. He reflected on initial visits he made with former executive director Mike Wirt to propose the project. Ms. Ledebouer noted the overall intention is to work collaboratively to maximize cost reductions on construction where feasible and build a library and park sustainable into the future.

FINAL REQUEST FOR ESTABLISHMENT OF SPOKANE VALLEY LIBRARY CAPITAL FACILITY AREA (PURSUANT TO RESOLUTION 13-05). Mr. Hattenburg moved and Ms. Lloyd seconded that the final request for establishment of Spokane Valley Library Capital Facility Area, pursuant to Resolution 13-05, be adopted. Ms. Ledebouer said this is the formal request drafted by attorney Roy Koegen that will go to the voters through cities of Spokane Valley and Millwood; copies were distributed to Trustees. Mr. Koegen is preparing an inter-local agreement and two resolutions for consent at upcoming Board of County Commissioner meetings, anticipated to be approved in December.

There was no further discussion.

The motion was unanimously approved.

OVERVIEW OF TOPICS FOR 2014. Mr. Hattenburg reviewed the list of overview topics for 2014, pointing out the Board will travel to Fairfield for its June meeting. There was no further discussion.

2014 PRELIMINARY BUDGET. Ms. Lloyd addressed the Board to add to the agenda one motion for all three 2014 Budget resolutions. Mr. Hattenburg responded that with no objection from the Board, this item is hereby added to the agenda. Ms. Lloyd moved and Mr. Morrow seconded approval recommendations for Resolution No. 13-07, Resolution No. 13-08, and Resolution No. 13-09, be considered with one motion. There was no further discussion.

The motion was unanimously approved.

ADOPTING A 2014 PRELIMINARY BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION 13-07).

RESOLUTION NO. 13-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2014 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2014 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

General Operating Fund revenues total 11,255,612; Expenditures total \$11,255,612. The estimated unassigned ending fund balance is \$3,739, 796. Capital Projects Fund revenues total \$220,000. Mr. Sargent reviewed minor revisions to the 2014 Budget since his presentation in October, and provided details in the revised Supplementary Budget data provided to Trustees in advance of the meeting. In response to Ms. Lloyd, Mr. Sargent said the District will be reimbursed in part for expenses related to a successful April 2014 bond election. Bond election expenses will be tracked via the capital budget. Undetermined expense items for 2014; e.g., mileage rate and L&I, will be addressed during Mid-Year Review #1 if final figures are not available by December.

AUTHORIZING 2013 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2014 (RESOLUTION No. 13-08).

RESOLUTION NO. 13-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2013 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2014; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

The resolution authorizes a levy to be collected in 2014 in the amount of \$0.00, which is a percentage increase of zero 0.0% from the previous year.

LEVYING THE REGULAR PROPERTY TAXES FOR SCLD FOR COLLECTION IN 2014 (RESOLUTION No. 13-09).

RESOLUTION NO. 13-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE 2013 REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2014 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2014 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

This resolution uses the estimate of 10,359,702 for collection in 2014. The amount the Assessor's Office ultimately certifies will be a function of final property valuations and an updated refund levy amount up to that estimate.

Mr. Morrow moved and Ms. Lloyd seconded Resolution No. 13-07, Adopting a 2014 Preliminary Budget and Certifying it to the Board of County Commissioners; Resolution

No. 13-08, Authorizing 2013 Property Tax Increase for Collection in 2014; and Resolution No. 13-09, Levying the Regular Property Taxes for SCLD Collection in 2014, be approved.

There was no further discussion.

The motion was unanimously approved.

NEW BUSINESS

EMERGENCY CLOSURE OF FACILITIES POLICY. Mr. Morrow moved and Ms. Lloyd seconded the Emergency Closure of Facilities Policy be revised and as written. The primary revision draws specific attention to inclement weather-related closures. There were no additional substantive changes. 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 the next two months, noting for December, a presentation of the final 2014 Budget, Board elections, and recognition of retiring Trustee Mary E. Lloyd. Interviews of candidates to replace Ms. Lloyd will be held at a special meeting scheduled for November 26.

REPORTS

TRUSTEES

Ms. Lloyd pointed out meeting room usage at Moran Prairie, a bright space that is close to other amenities, is now higher than North Spokane. Ms. Lloyd commented on the ongoing great energy shown by staff throughout 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. Ledeboer added a couple of quick highlights: Open enrollment was fairly seamless and the auditors are here. Next month Trustees will hear more about new services, such as the redesigned website, kickoff of the Microsoft ITAcademy, and Spokane Valley Library remodel. She added that almost all libraries are reporting increases in meeting room usage. Youth programming has increased as well. Ms. Lloyd again praised librarians for becoming Navigators of the Washington Health Benefit Exchange. Mr. Roewe said additional staff will be trained to provide assistance as well. Ms. Ledeboer said moving away from transactions toward personalized service has created a positive sea change. She also pointed out the recently sent November edition of the SCLD eNewsletter to members.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for October 2013, with data for customer use measures, programming and library activities. There were no questions.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for October 2013 communication activities. Trustees responded favorably to having recently heard the radio advertisement for SCLD. In response to Mr. Hattenburg's query, Ms. Baker said she will look into the possibility of posting the radio spot on the website.

FISCAL

Revenue and Expenditure Statement through October 31, 2013.

Fund 001

Revenues	\$ 10,936,149
Expenditures	\$ 8,979,607
Ending Fund Balance	\$ 5,620,110
Fund Budget Expended	77.07%

Looking ahead, Mr. Sargent said SAO auditors are likely moving toward the final stages of the 2011-2012 audit. He anticipates the exit interview sometime during the first week of December.

SPOTLIGHT CHENEY LIBRARY

Library Supervisor and newest member of the Cheney Library staff, Catherine Nero-Lowry, reported on how services provided at Cheney Library support the Community Impact Plan. To develop young learners, weekly Play & Learn Storytimes are provided with particular emphasis on interactivity to encourage child brain development. For parents, teachers and caregivers have access to programs and services designed to help prepare children (ages birth to five) to start school, the library partners with Inland Northwest Early Learning Alliance, Foundation for Early Learning, Cheney School District and STARS program—the Washington State Training and Registry System for child care. Ms. Lowry noted appreciation for these supportive partnerships. A range of services and materials for checkout support goals toward explore and discover, thereby enabling the community to share knowledge with others. Library partnerships help to make services and events possible. For example, Mobius Science Saturdays emphasize STEM education and Humanities Washington grants support Beyond Books adult programming, which has included specialty musical performances and guest speakers. Toward support of job seekers and local businesses, the library provides online resume writing software, career and market research resources, Internet and Wi-Fi. The goal is for teens and adults to have resources and opportunities to attain meaningful employment, and tools for local businesses and non-profits to develop and maintain viable enterprises. Ms. Lowry noted Microsoft IT Academy— free access to Microsoft online learning programs for technology training— was recently added to library offerings. Partnerships include the library as a WorkSource Connection Site, West Plains Chamber of Commerce, STCU, which provides financial support and services lunchtime programs, and Owl Pharmacy, which has begun to

offer a weekly and well-attended diabetes class in the library meeting room. Community connections thrive in Cheney. The recent EWU Neighbor Festival provided an opportunity to interact with over 330 students, staff and mascot, Swoop. Roaming Art Collections featuring artwork by local artists, teachers and students, are on display in the library and have been positively received. The library is working to keep the displays active and renewed every six weeks. Partnerships include City of Cheney, Cheney School District, Cheney Friends of the Library, community organizations and businesses. Ms. Lowry noted the library is one of the destinations for Salnave Elementary School's community walk, which is an opportunity for second-grade students to visit the police department, fire station, city hall and library to learn firsthand about their city. Recently, the library held its 25th Anniversary Open House, made possible with support from Cheney Friends of the Library. Ms. Lowry praised their dedication and support, and noted their two annual book sales as well. Ms. Lowry concluded her report with an enthusiastic open invitation to trustees to visit Cheney Library, and Trustees expressed appreciation for her informative report and wished her well in her new position.

OVERVIEW BROADBAND INTERNET

Chief Information Officer Priscilla Ice provided an overview of broadband Internet, and distributed copies of a map of the District's system. Broadband is what allows services to be provided at libraries and is central to all work-related activities. Internet service is provided from Spokane Valley Library (SV), where all libraries connect. The firewall and other servers are located there as well. Broadband provides a better filter and network security. Ms. Ice noted Argonne and North Spokane are functionally well equipped, providing better access than most members have at home. However, Fairfield and Deer Park are under-equipped at this time, with slower circuits and less capacity. This situation is driven by network availability in those areas, not for our lack of interest in developing contracts. Ms. Ledebauer indicated there have been grants to bring more robust Internet services to rural communities and we continue to seek solutions to increase access at these locations. In response to a Trustee's question, Ms. Ice responded that there is limited availability of fiber at nearby schools. For E-Rate, we budget \$200,000 annually and are reimbursed by federal dollars an average of 65% across the District. Ms. Ledebauer said there is legislation to help streamline and make this program easier. Ms. Ice said reimbursements could potentially be distributed directly from the Universal Services Fund. In response to Mr. Morrow's question about system backup, Ms. Ice said the District uses conventional hard disks to back up all servers, which are then stored in a safe deposit box. We also now have a virtual server cluster with redundant back up. Ms. Ice said it is our goal to have equal access in all 10 libraries. The District's Internet circuit is 100 Mb/s and 80% full most of the time. In response to another Trustee's question, Ms. Ice reviewed the Broadband Stimulus Plan, which was an effort to expand infrastructure development and Internet access at public libraries and schools. Ultimately, the cost was higher than initially quoted, and only an Internet circuit was provided.

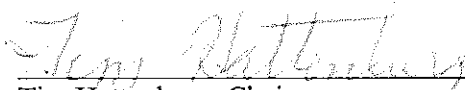
In response to Ms. Lloyd's question about the future location of IT, Ms. Ice said the current SV Library is ideal and has proper infrastructure, though other options are available. In the event a new SV Library is built in the future, Ms. Ledebauer said library outreach will continue to operate from SV, and Administrative Offices could relocate there with minor changes to the building.

PUBLIC COMMENT

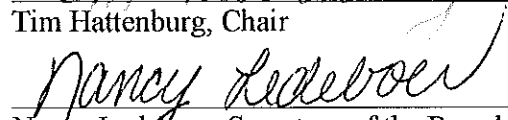
There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:30 p.m.



Tim Hattenburg, Chair



Nancy Ledebor, Secretary of the Board of Trustees