

SPOKANE COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES MEETING MINUTES: JANUARY 21, 2014

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, January 21, 2014, in the public meeting room at Moran Prairie Library, 6004 S. Regal St., 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
Mark Johnson - Trustee
Sean Morrow - Trustee
Nancy Ledeboer - Executive Director and Secretary

EXCUSED:

None.

Also Present: Jane Baker, Communication & Development Officer; Paul Eichenberg, Chief Human Resources Officer; Priscilla Ice, Chief Information Officer; Aileen Luppert, Librarian; Danielle Marcy, 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. Johnson seconded to amend the agenda by removing New Business Action Item D.1., Welcome Incoming Trustee.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF DECEMBER 17, 2013, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the December 17 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF DECEMBER 2013 BILL PAYMENT VOUCHERS

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

Fund

L01	Voucher numbers: 45302 through 45424 and W00153-W00157 totaling	\$ 424,091.22
	Payroll numbers: 12102013PR and 12232013PR totaling	\$ 339,104.75
	Total	\$ 763,195.97

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

SPRAGUE AVENUE LIBRARY AND PARK PROJECT UPDATE- FINALIZE SPRAGUE AVENUE PROPERTY PURCHASE (RESOLUTION 14-01). Mr. Hattenburg moved and Mr. Morrow seconded approval of Resolution No. 14-01, approving a purchase agreement and authorizing the Executive Director to execute the agreement.

RESOLUTION No. 14-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, APPROVING A PURCHASE AGREEMENT AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

Ms. Ledeboer reported the City of Spokane Valley has begun its process to sell the surplus 2.82 acres of the Sprague Avenue property to the District; a public hearing on the land sale is set for 6 p.m. this evening. First American Title Insurance Company will handle documentation of the transaction, anticipated by January 31. There was no further discussion.

The motion was unanimously approved.

NEW BUSINESS

FRIENDS OF THE LIBRARY RECOGNITION (RESOLUTION 14-02). Mr. Davis moved and Mr. Johnson seconded approval of Resolution No. 14-02, recognizing District Friends of the Library Support.

RESOLUTION No. 14-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING DISTRICT FRIENDS OF THE LIBRARY SUPPORT.

A list of upcoming Friends of the Library meetings was made available for which Trustees will visit voluntarily. Ms. Ledeboer noted the second annual Friends Helping Friends event scheduled for Saturday, April 26, will be another opportunity to celebrate the work of Friends and plan for the future. Trustees were invited to attend. There was no further discussion.

The motion was unanimously approved.

WLA LIBRARY LEGISLATIVE DAY. Ms. Ledeboer provided an overview of the itinerary for WLA Library Legislative Day, scheduled for Friday, January 24, in Olympia. She will attend along with Library Services Manager Stacey Goddard, Librarian Aileen Luppert and Trustees Mark Johnson and Sean Morrow. The purpose of the event is to gather people from across the state to visit with members of the House and Senate, to apprise them of how important libraries are to residents in all types of communities. Lobbyist Steve Duncan recently provided an update on the session and HB6105, concerning the role of school librarians. The main message to legislators from regional libraries, however, will be one of thanks for their support of Microsoft IT Academy. There was no further discussion.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of tentative agenda items for the next two months, noting February's meeting will be held at Spokane Valley where the agenda will include bond election preparation. Ms. Ledeboer pointed out it is necessary for the District to use communication channels already in place—new communication tools cannot be developed to help inform residents about the April 2014 bond election. In response to Mr. Morrow, Mr. Hattenburg said confusion between Spokane Public Library, a general fund department of the City of Spokane, and the District, a junior taxing district legally established as an independent political subdivision of the state, will likely continue to exist. However, we can help dispel confusion of the two by providing information to residents.

REPORTS

TRUSTEES

Mr. Morrow and Mr. Johnson provided advance notice of their respective absences from the March and April board meetings. Additionally, Mr. Johnson said he is eager to attend and help with WLA Library Legislative Day visits with legislators this Friday, January 24, in Olympia. There were no other 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 noted highlights of last month included invitations to the region's elected officials to attend demonstrations of the IT Academy at Cheney and Spokane Valley libraries. Representative Jeff Holy, also a library user, attended and suggested we find a way to announce all library offerings. Mike McCliment, legislative assistant to Senator Padden, also attended and was particularly impressed with Learn4Life and other services for job seekers. Councilmember Arne Woodard was also in attendance and highly supportive. Regarding the upcoming bond election, Ms. Ledeboer said Roy Koegen, financial legal counsel for the District, provided substantive feedback on our bond election materials, with added emphasis that the District's position must remain neutral, supported only by facts and figures.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for December 2013, with data for customer use measures, programming and library activities. Mr. Roewe also reported SCLD has been awarded a 2013 Digital Literacy grant award from Washington State Library. These Library Services and Technology Act funds will be used to purchase audio-visual equipment for community-created online learning content through the forthcoming CrowdCourse digital resource.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for December 2013 communication activities. Ms. Baker routed a copy of Kids Newspaper among Trustees, pointing out the ad for Lego Build Day, a traveling event

scheduled at all District libraries throughout the year . The first visit at Cheney had an attendance of 150, which was unprecedented for a non-summer reading program.

FISCAL

Revenue and Expenditure Statement through December 31, 2013.

Fund 001

Revenues	\$	11,112,345
Expenditures	\$	9,929,025
Ending Fund Balance	\$	4,846,888
Fund Budget Expended		85.22%

Mr. Sargent noted the changed format of his monthly report and a fourth column added to the income statement, which included remaining balances. He pointed out the positive balance for December, for which a deficit was anticipated. Invoices for 2013 will continue to be processed to allow actual figures for 2013 to be available for Mid-Year Review #1. Mr. Sargent said legal and snow removal services were lighter than expected last year and there were no unanticipated facilities projects. Ms. Ledebouer said as a District we were intentionally conservative to end the year in the black. With staff as our largest expense, careful analysis was provided by Deputy Directors before filling vacant positions. In response to Mr. Hattenburg's question about deferred revenues, Mr. Sargent explained the figures represent property taxes from prior years that were not received.

SPOTLIGHT MORAN PRAIRIE LIBRARY

Library Supervisor Danielle Marcy and Librarian Aileen Luppert reported on Moran Prairie Library and the community it serves. Ms. Marcy has been in her new role as library supervisor for less than six months. She noted the motto for Moran Prairie is Invest in Yourself and Your Community.

Ms. Marcy provided some history on the library, noting the building ranks as the newest of the 10 libraries and third busiest. Collection maintenance is necessary, as more items are returned to this location than are borrowed. The facility has a large meeting room, small conference room, two study rooms and an outdoor patio. In support of Community Impact Plan goals and early learning, Moran Prairie provides three storytimes, baby, toddler and preschool, for which toddler has the highest attendance. There are five stations for the Born Learning Trail which promote fun, physical learning activities that parents and caregivers can play with young children in any setting. There is also a treehouse and puppet theater in the children's area; inexpensive ways to play with kids, with additional resources for parents. For explore and discover, there is a book club currently reading Persepolis, financial planning programming, beginning beekeeping and the forthcoming Hope in Hard Times exhibit. Participation continues to increase for explore and discover club for kids; Lego Build Day will be held in June. Overall, music programs have high attendance at Moran Prairie. In support of business and job seekers, in addition to digital resources, meeting rooms are available free of charge to support business and the self-employed. To connect communities, IRS Tax-aide will be offered through April 15. There has been a resurgence of the Friends of MP. Friends are planning a book sale for May and have indicated their interest in supporting future projects. MP Elementary School's book club meets at the library. Local preschools attend annual tours and regularly scheduled storytimes. As Community Librarian for Moran Prairie, Ms. Luppert reported she has held

ACA meetings to assist members with navigating the health care website. Programming has been based on CommunityConnect results—34% of MP residents are active library card users. She explained the CommunityConnect data and how it is being used to plan for future programs and services. Ideas for the future include more in-depth cultural/educational programs, financial programming, support of small businesses, and developing the patio as luxurious space to relax, read or hang out. Building relationships and collaboration with local schools is also a goal. Trustees expressed appreciation for this interesting and enjoyable presentation.

OVERVIEW COMMUNITYCONNECT

Deputy Directors Patrick Roewe and Doug Stumbough provided an overview of the strategic planning tool, CommunityConnect, a product that incorporates market segmentation, demographics and library usage data to help drive library programming choices for the 10 District libraries and their communities. Mr. Stumbough explained data is combined from several sources to produce an aggregate view of different communities, which he demonstrated visually with the use of maps. He said the District works with Spokane County GIS and the CommunityConnect vendor to match neighborhood groups and library usage data. Data is updated monthly and can be viewed at the census block level; it is not personalized. Mr. Roewe reviewed what the community segments represent, noting how the data is synthesized with the Community Impact Plan to help the District tailor library programming, collections, promotion and outreach. Ms. Ledebor said we will see more trends as time moves forward to develop collections and displays at libraries. In response to Mr. Morrow's question about collection purchases and how items are assigned to individual libraries, Deputy Director for Collection Services Andrea Sharps said items may be assigned to a library. However, as items travel to fill member holds, the collection will change to reflect community interests.

PUBLIC COMMENT

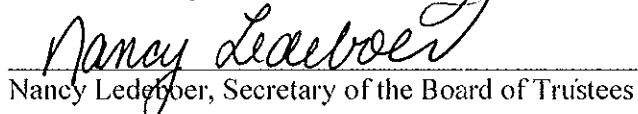
There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:18 p.m.



Tim Hattenburg, Chair



Nancy Ledebor, Secretary of the Board of Trustees