

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 16, 2014**

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, September 16, 2014, 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 4:03 p.m. and welcomed those in attendance.

**PRESENT:**

Tim Hattenburg - Chair  
Mark Johnson - Vice Chair  
Sonja Carlson - Trustee  
John Craig - Trustee  
Kristin Thompson - Trustee  
Nancy Leedeboer - Executive Director and Secretary

**EXCUSED:**

None.

Also Present: Jane Baker, Communication & Development Officer; Laura Baird, Library Supervisor; Paul Eichenberg, Chief Human Resources Officer; Kelsey Hudson, Librarian; Priscilla Ice, Chief Information Officer; Danielle Milton, Public Services Specialist; Christie Onzay, Librarian; Patrick Roewe, Deputy Director, Library Services; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; Amber Williams, Librarian; Patty Franz, Administrative Assistant.

**AGENDA APPROVAL**

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

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF AUGUST 19, 2014, REGULAR MEETING MINUTES**

Mr. Hattenburg called for corrections to the August 19 regular meeting minutes. The minutes stand approved as revised, with three grammatical corrections called in advance of the meeting date.

**APPROVAL OF SEPTEMBER 4, 2014, SPECIAL MEETING MINUTES**

Mr. Hattenburg called for corrections to the September 4 special meeting minutes. There were no corrections; the minutes stand approved as written.

**APPROVAL OF AUGUST 2014 BILL PAYMENT VOUCHERS**

Mr. Hattenburg moved and Mr. Johnson seconded approval of bill payment vouchers for August 2014.

Fund

L01	Voucher numbers:	46607 through 46748 and W00195-W00199 totaling	\$ 501,766.77
	Payroll numbers:	08082014PR and 08252014PR totaling	\$ 366,676.37
		Total	\$ 868,443.14

There were no questions.

The motion was unanimously approved.

#### UNFINISHED BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES (LTC) PROJECT UPDATE. Along with a written report provided in advance of the meeting, Mr. Roewe noted the Board of Trustees will have an opportunity to participate in a Community Conversation at its retreat scheduled for September 30 at Moran Prairie Library. There was no further discussion.

#### NEW BUSINESS

WELCOME INCOMING TRUSTEE. Mr. Hattenburg introduced and welcomed Sonja Carlson, who on September 9 was appointed by the Board of County Commissioners to fulfill the remaining months of Daniel Davis' first five-year term, ending December 31, 2014. He pointed out Ms. Carlson currently works across the street from Spokane Valley Library, and therefore able to see firsthand the busy community hub it has become. There was no further discussion.

THE FRIENDS OF THE SPOKANE COUNTY LIBRARY DISTRICT AND SPOKANE COUNTY LIBRARY DISTRICT INTERLOCAL AGREEMENT. Mr. Craig moved and Ms. Thompson seconded approval of the Friends of Spokane County Library District and Spokane County Library District interlocal agreement. In conjunction with the reorganization of the Friends of the Spokane County Library District, the new inter-local agreement states the purpose, outlines expectations and defines the two entities. Ms. Ledeboer and Ms. Baker developed the agreement based on a similar agreement used by Pierce County Library System and its foundation. There were no questions.

The motion was unanimously approved.

FRIENDS OF THE LIBRARY POLICY. Mr. Hattenburg moved and Mr. Craig seconded approval of the Friends of the Library policy. Ms. Ledeboer said reorganization of the Friends of the Library will enable all separate Friends groups to become chapters and operate as usual under the umbrella of an organization called the Friends of the Spokane County Library District. As a non-profit 501(c)(3) organization, it will legally become a distinct entity separate from the District. In response to Mr. Craig's question, Ms. Ledeboer said holding an annual meeting with adequate physical space to accommodate all interested members would provide a benefit to paid membership and meets requirements of the new organization's bylaws. There was no further discussion.

The motion was unanimously approved.

FINANCIAL MANAGEMENT POLICY. Mr. Johnson moved and Ms. Thompson seconded approval of the Financial Management policy. Ms. Ledeboer noted suggested changes to

the policy reflect the District's conversion to cash basis accounting, with all modified accrual accounting terminology deleted from the policy. In response to Mr. Craig's suggestion, Implicit Price Deflator (IPD) and General Obligation Bonds (GOB) will be spelled out in the final draft of the policy. There was no further discussion.

The motion was unanimously approved.

FIXED ASSETS POLICY. Mr. Hattenburg moved and Mr. Craig seconded approval of the Fixed Assets policy. Ms. Ledeboer explained suggested changes include combining two former policies, Capital and Controlled Assets and Disposal of Surplus Property, into the new Fixed Assets policy, to address how items will be inventoried, tracked and disposed of when they are no longer of use. The process of depreciating capital assets is no longer relevant under cash basis accounting methods, and surplus library materials will be turned over to the Friends of the Library in the future. There was no further discussion.

The motion was unanimously approved.

SOCIAL MEDIA POLICY. Mr. Johnson moved and Mr. Hattenburg seconded approval of the Social Media policy. Communication & Development Officer Jane Baker recommended the policy be expanded to include the District website, which is blog-based for real time interaction with members and promotion of resources and services. Ms. Ledeboer acknowledged though blog comments have been problematic for some organizations, we have been fortunate in that library responders have thus far stayed on topic. There was no further discussion.

The motion was unanimously approved.

MEMBER PRIVILEGES AND RESPONSIBILITIES POLICY. Mr. Hattenburg moved and Mr. Craig seconded approval of the Member Privileges and Responsibilities policy. Deputy Director of Operations Doug Stumbough recommended consolidating references to photocopiers and printers within the policy, as in most libraries, copiers are printers. Therefore, the maximum allowable free pages would become the same at 80 pages per week. It was also suggested to remove references to miscellaneous fees not tied to library membership, such as SCLD book bag purchases. In response to Mr. Hattenburg, Mr. Stumbough said an honor system is in place for members' use of copiers/printers, as coin boxes are no longer used in the libraries. There was no further discussion.

The motion was unanimously approved.

NATIONAL LIBRARY WEEK FOOD FOR FINES. Mr. Hattenburg moved and Ms. Thompson seconded approval of the Food for Fines amnesty program scheduled to coincide with National Library Week, April 12-15, 2015. Supported by PowerPoint, Mr. Stumbough presented the program's background, fee structure, previous results, and recommendations for next year. Mr. Stumbough noted most members who take advantage of the program bring more food donations than are required, though this year there was a 37% drop from 2013, which could have been proportional to our efforts toward bond election education over Food for Fines promotion. With Board approval, the District will offer and promote

the program again and evaluate results. Ms. Ledeboer said it is a nice time of year for us to contribute, as area food bank supplies can be rather diminished by spring. Mr. Roewe noted donated food stays in local communities at their nearest food bank, or in the region overall. This program provides a way for library members to reduce their fines while contributing to the community. There was no further discussion.

The motion was unanimously approved.

**BUY IT NOW OPTIONS PRESENTATION.** Supported by a PowerPoint presentation, Chief Information Officer Priscilla Ice presented Buy It Now (BIN) options available through SirsiDynix and OverDrive through our Enterprise and OverDrive catalogs, and provided an online demonstration of how the option would work for end users via another library's website. Following discussion among Trustees, it was determined the District would add the BIN option to its OverDrive site to acquire the rights to purchase high-demand Simon and Schuster eBook content for members, and continue to evaluate the SirsiDynix option for potential future implementation.

## **DISCUSSION ITEMS, POSSIBLE ACTION**

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

Mr. Hattenburg reviewed the list of tentative agenda items, special meetings and activities scheduled over the next several months. Mr. Hattenburg pointed out the meeting venue returns to the Argonne Library Public Meeting Room in October for the remaining months of the year, where Budget 2015 will be a key component of the fall agendas.

## **REPORTS**

### **TRUSTEES**

Ms. Carlson expressed she was pleased to have joined the Board of Trustees.

Mr. Hattenburg shared that he received complimentary remarks from a former Spokane Valley Council member about our efforts toward the bond election.

### **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 commented that although we did not reach the District's United Way Pacesetter goal this year, by conducting the campaign early, United Way was better able to determine funding for 2015. Ms. Ledeboer also noted that she, Mr. Hattenburg, and Ms. Baker have been consulting with Council members and other community members for their impressions of this year's bond issue, and for advice toward 2015. Regarding the RFID technology implemented by Spokane Public Library, Ms. Ledeboer reported that the District has been contacted by several vendors inquiring about our plans to implement RFID. She noted that the current bar code system provides cost-effective inventory control as does the open source free self-checkout system. On another topic, Review of Library Materials, Deputy Director of Collection Services Andrea Sharps responded to Trustee Craig about two recent requests from members who found items they considered objectionable. One was about the cover of

a popular magazine, for which Ms. Sharps responded and declined the request to move the magazine or obscure the cover, and the other request was from a City of Spokane resident, to which she did not respond.

#### PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided written reports prior to the meeting for August 2014, with data for customer use measures, programming and library activities. Mr. Hattenburg expressed how wonderful he thought it was for Airway Heights Library to collaborate with Sunset Elementary School to help and offer space for its Open House Family Link Night. He also commented on the positive solution for Cheney Library to offer use of its display case for informational purposes to the West Plains Beekeepers Association in lieu of space to sell honey.

#### COMMUNICATION

Communication & Development Officer Jane Baker provided written reports prior to the meeting for August 2014 communication activities. She added Communication is already preparing for another election. Ms. Leedeboer noted that the recent mailing to members was highly effective; thus, we plan to do two mailings next year. There was no further discussion.

#### FISCAL

Revenue and Expenditure Statement through August 31, 2014.

<u>Fund 001</u>	
Revenues	\$ 6,440,021
Expenditures	\$ 7,424,402
Ending Fund Balance	\$ 3,151,911
Fund Budget Expended	65.94%

There was no discussion.

#### SPOTLIGHT MEDICAL LAKE LIBRARY

Library Supervisor Laura Baird and Community Librarian Christie Onzay reported on Medical Lake Library, its history and the community it serves. Ms. Baird opened the presentation by noting Medical Lake Library's motto: Home Pride, Local Living. Via PowerPoint Ms. Baird shared photographs of Medical Lake staff and the library itself. The gas fireplace in the browsing area is particularly unique and well used by members as a gathering place. The Tree of Knowledge wall art located inside the library entrance is another unique feature to Medical Lake. It was installed in 1991, the same year the library was built. The Friends of the Library charge \$50 for each engraved tree leaf purchased to commemorate special events. On average, one new leaf is placed on the tree each month. However, this summer a member purchased several leaves for family members who then came to the library while here on vacation to see their family's tree leaves.

To address goals of the Community Impact Plan, the District focuses on four priority service areas. The first, Develop Young Learners, includes weekly Storytimes. Attendance this year has

averaged about 19, with a record attendance of 37. Four outreach Storytime visits are made each year to two preschool classrooms at Celas Daycare and Eastside Learning Center at Lakeland Village. Medical Lake staff looks forward to providing Storytime to Hallett Elementary, as it will offer an ECEAP preschool starting this year. Interactive discovery stations include an early literacy station, produce stand, an array of puppets, and Love Talk Play activity bins that feature ever-changing popular activities like pom-pom sorting and sock matching. Staff is grateful to the Medical Lake Friends of the Library for providing extra funds to purchase these activities. Ms. Onzay reported on the second focus area, Explore and Discover, for which programs are offered for all ages. She noted the Summer Reading program was highly successful this year, with seven weekly programs attracting almost 400 kids. Three of the programs reached meeting room capacity, where parents graciously left the room to allow space for more kids. A Book Discussion Club is hosted by the Friends of the Library and open to anyone with interest. It has had success in bringing in local authors for book discussions. An Explore and Discover Club for kids begins in October. To help promote the club, staff talked with parents, changed the meeting time for convenience, and collaborated with the Hallett afterschool STEM Club and other librarians at Medical Lake School District for help with program advertising. Staff looks forward to another Lego Build Day along with a community that has waited with anticipation since spring. Music programs have been successful over the past few months and Big Bing Theory (from Gonzaga University) is planned for all ages to enjoy. A Zentangle program is scheduled as well. Ms. Baird reported on the third service priority, Support of Job Seekers and Local Businesses. She and Ms. Onzay attend the monthly West Plains Chamber of Commerce meetings along with their colleagues from Cheney and Airway Heights libraries. Staff also provides proctoring services throughout the year and has assisted several members with job searches using library online tools. Ms. Onzay said while we have some work to do in the support of businesses arena, we're increasing our visibility by connecting with the Medical Lake community. While the library has always participated in the Founders Day parade held in June, this year the library staffed a booth and talked with 147 people about the library and its services and programs. Ms. Baird noted meeting room use has increased 158% over the last five years, along with progress made on getting the word out about free library meeting space. Ms. Onzay reported staff gave a presentation about the library to the local Kiwanis in June. There was so much interest in the long and varied list of library databases, seven people signed up for library cards on the spot. Presentations to the Lions Club and Medical Lake City Council are scheduled for fall. Ms. Baird and Ms. Onzay have had the opportunity to participate in local events, such as Feed Medical Lake, a free meal/grocery program held the second Monday of each month at St. John's Lutheran Church, where they were also able to promote the library and conduct a Harwood Institute Aspirations exercise. Staff also collaborates and works closely with Medical Lake School District (MLSD), which has a great STEM program. Staff has had initial talks to determine if these STEM programs could be held at the library in the future. A meeting and tour of the library is scheduled soon with the new MLDS superintendent.

The Friends of Medical Lake are an active and supportive group. Two book sales are held each year, which net over \$800 each. Friends have purchased Play and Learn materials and puppets, and they support library programs, such as Summer Reading and Spokane is Reading.

The library display case is popular with all ages interested in displaying their handmade collections. For two years now the Historical Society has displayed historical pictures. Staff is

now excited and eager to begin digitizing their collection through a grant the library received from the Washington Rural Heritage initiative.

Ms. Onzay presented CommunityConnect data about Medical Lake. The data has helped with developing appropriate programs for the area, such as the Love Your Lake program offered Saturday, May 10. It was so popular, 80 people attended a four-hour program where great connections were made over lake education and hosted hot dogs.

Future goals include continuing to meet with the community and more planned programs. In response to Trustee Hattenburg, Ms. Baird said the library has collaborated with Eastern State Hospital through use of the library display case to help educate the community about the hospital's history, stigma of mental illness, and how communities can work together to overcome that stigma. Library cards have also been issued to interested residents of Eastern State Hospital and Lakeland Village. Trustees expressed appreciation for the informative report. There was no further discussion.

## **OVERVIEW EXPLORE & DISCOVER**

Librarians Amber Williams and Kelsey Hudson provided an overview of one of the four Community Impact Plan goals, Explore & Discover. Thus far, fifty-seven (57) community experts have held community interest-driven programs in libraries this year. Over 200 people attended two springtime performances of Rich Landers' hiking programs, one of the most successful adult programs on record. The objective to have at least 75 community experts to share information at 100 community interest driven programs is anticipated to be met by the end of the year. Only programs with at least 10 in attendance are counted toward the objective. There were other successful and well attended programs. Programs having literary elements and/or music are popular. Offerings from April through June brought in 1,150 attendees, which included Hope in Hard Times programming. Along with the upcoming Create! programming scheduled for fall, the various library initiatives specific to their communities have contributed toward these 100 opportunities, such as Love Your Lake in Medical Lake, and Centennial Trail/ Spokane River and fitness programming at Argonne Library. Another objective is for at least 15,000 school-age kids to attend a library program. As of Sunday, 13,045, had done so, with staff having full expectations to meet the goal this fall, particularly with more LEGO Build Day events planned, already having drawn 2,000 participants. (Thank you to Friends of the Library for purchasing many of the LEGOs to have adequate supplies on hand.) Another objective is by the end of 2015 for at least 50 local businesses and non-profits to have used library resources to advance their businesses. Libraries will also partner with at least 50 businesses to provide collaborative programming. This objective overlaps with the service priority to support job seekers and local businesses. For the future, the library is investigating how to best provide services to local businesses and measure use of those resources. Two additional objectives are for digital resources to increase by 30%, and library items to be checked out an average of six times. Data at the end of August showed actual/physical items had been checked out 3.6 times.

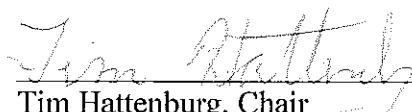
Ms. Ledeboer commented that particularly for popular materials with high turnover, six times is a realistic goal. Use of digital items has increased 11% toward the goal of 30%. For the future, more programming is planned. The Create programs scheduled for fall have filled so quickly, additional sessions have been planned. SCLD has again been awarded a Big Read grant from the National Endowment for the Arts, so next year we will host a month-long series of programs designed to engage our community and schools to read and discuss *The Call of the Wild* by Jack London. Mr. Hattenburg said he never ceases to be amazed by all that is happening at District libraries, to which other Trustees agreed. Mr. Johnson pointed out the importance of keeping teens engaged and involved, to which Ms. Williams said attendance at library programs by children 4<sup>th</sup> grade and above has increased significantly. There was no further discussion.

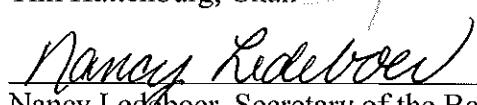
#### PUBLIC COMMENT

There were no public comments.

#### ADJOURNMENT

The meeting adjourned at 5:40 p.m.

  
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Tim Hattenburg, Chair

  
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Nancy Ledeboer, Secretary of the Board of Trustees