

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

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, December 16, 2014, in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:02 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 Ledeboer - Executive Director and Secretary

EXCUSED:

None.

Guests:

Also Present: Paul Eichenberg, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Gwendolyn Haley, Library Services Manager; Priscilla Ice, Chief Information Officer; Patrick Roewe, Deputy Director; Library Services; Bill Sargent, Chief Financial Officer; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF NOVEMBER 18, 2014, REGULAR MEETING MINUTES

Mr. Johnson called for corrections to the November 18 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF NOVEMBER 2014 BILL PAYMENT VOUCHERS

Mr. Johnson moved and Ms. Carlson seconded approval of bill payment vouchers for November 2014.

Fund

L01	Voucher numbers: 47036 through 47237 and W00210-W00214 totaling	\$ 610,808.46
	Payroll numbers: 11102014PR and 11252014PR totaling	\$ 370,963.00
	Total	\$ 981,771.46

The motion was unanimously approved.

UNFINISHED BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES (LTC) PROJECT UPDATE. Mr. Roewe had nothing further to add to the written report provided in advance of the meeting. Ms. Ledeboer pointed out the printed content included in the meeting materials packet regarding “The Stages of Community Life,” as the next stage of the Libraries Transforming Communities process. Ms. Ledeboer said libraries will schedule more conversations in 2015, and welcomed Trustees to suggest names for participation. There was no further discussion.

2015 BUDGET

AUTHORIZING 2014 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2015 (RESOLUTION NO. 14-10 TO AMEND RESOLUTION NO. 14-08). Mr. Hattenburg moved and Ms. Thompson seconded that Resolution No. 14-10, Authorizing a 2014 Property Tax Levy Increase for Collection in 2015, be adopted.

RESOLUTION NO. 14-10

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, TO AMEND RESOLUTION NO. 14-08, AUTHORIZING THE 2014 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2015; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

The resolution authorizes an increase in the regular property tax levy to be collected in 2015 in the amount of \$236,476, which is a percentage increase of 2.2844% from the previous year.

Chief Financial Officer Bill Sargent reported that after last month’s meeting, Levy Specialist David Loomer provided updated figures for Spokane County state-assessed valuations, which resulted in an additional \$23,000 toward the 2015 budget. This change prompted an amendment to Resolution No. 14-08.

The motion was unanimously approved.

ADOPTING A 2015 FINAL BUDGET (RESOLUTION NO. 14-11). Mr. Hattenburg moved and Ms. Thompson seconded that Resolution No. 14-11, Adopting a 2015 Final Budget and Certifying it to the Board of County Commissioners, be adopted.

RESOLUTION NO. 14-11

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2015 PRELIMINARY BUDGET; SUPERSEDING THE 2015 PRELIMINARY BUDGET ADOPTED ON NOVEMBER 18, 2014, WITH RESOLUTION NO. 14-07; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

2015 General Operating Fund Budget revenues total \$11,876,830; Operating Expenses are budgeted at \$11,523,830 and Non-Operating expenditures of \$353,000 for a total expenditure for 2015 of \$11,876,830. The estimated unassigned ending fund balance is \$4,108,043. The Capital Projects Fund estimated beginning assigned fund balance is \$848,249; the estimated ending assigned fund balance for 12/31/15 is \$760,249. There was no further discussion.

The motion was unanimously approved.

2014 WORK PLAN—YEAR IN REVIEW. In addition to the report provided in advance of the meeting, Ms. Ledebor pointed out the highlights of 2014, which were the bond election, reallocating staff and shifting responsibilities in accordance to the Community Impact Plan, and establishing the Friends of the Spokane County Library District foundation. Trustees commented that it was a busy year, to say the least.

NEW BUSINESS

2015 WORK PLAN. Ms. Ledebor pointed out projects for next year led by members of the Leadership Team that will build on data from the Libraries Transforming Communities projects. The newly established Friends foundation will need support, as well as other projects involving cross-departmental participation. Preparation for an August bond election is already underway and will continue into the New Year; the Community Impact Plan has a number of goals as well. Mr. Johnson asked about revised collateral materials for the upcoming bond election. In response, Ms. Ledebor said collateral materials for the bond election are being revised and will be available early next year. We will begin providing public information about the library bond after the February special election for school district levies. Trustee Hattenburg asked meeting participants to let Ms. Ledebor know if they would like to get involved with the bond election. Ms. Thompson reported word on the street about the upcoming bond election, as she is hearing about it at events recently attended. There was no further discussion.

2015 BOARD OF TRUSTEES' OFFICERS ELECTION. Mr. Craig motioned the nominations of Mr. Johnson to serve as chair and Mr. Hattenburg to serve as vice chair for the 2015 calendar year. Mr. Hattenburg called for further nominations, and hearing none, Ms. Carlson seconded the motion. The elected officers will serve from January 1 through December 31, 2015. Mr. Hattenburg said he truly enjoyed his service as chair over the past four years. There were no further comments.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of tentative agenda items and activities scheduled for the next two months. Trustees will meet at Otis Orchards Library in January and at Airway Heights in February.

REPORTS

TRUSTEES

Ms. Thompson wished everyone a happy holiday, and said she was again reminded about the great staff of SCLD while attending the District staff holiday gathering held last Friday, December 12, at Argonne Library. Ms. Ledebouer who also attended said it was nice to be joined by retirees, as well as children, which made for a great mix.

Mr. Craig reported he learned about useful preservation work done by the State Library through receipt of a fund development email, where a link was provided to an eye-witness memorial account of the Westward Expansion.

Mr. Hattenburg reported he and spouse, Becky Hattenburg, have finished their book, *Death Ride, A Little Boy's Night of Terror*. He expressed appreciation for the wonderful support provided by library staff, notably the Inter-Library Loan service.

Ms. Ledebouer expressed thanks to Ms. Carlson and Mr. Craig for attending the SAO 2013 audit entrance meeting.

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. In addition, Ms. Ledebouer reported three separate informational meetings have been scheduled with realtors for the future sale of the property at 9220 East Upriver Drive. There was no further discussion.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided written reports prior to the meeting for November 2014, with data for customer use measures, programming and library activities. Ms. Ledebouer noted attendance is up for all the Create classes and programming, even though circulation is down slightly. Mr. Hattenburg said the Public Services report is eye-opening each month, and extended compliments to staff for all their great work. He also commented on the positive (S-R) front-page coverage of the SCLD's participation in the Christmas Bureau. District staff had a wonderful opportunity to meet with the many people attending the Bureau. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for November 2014 communication activities. There was no discussion.

FISCAL

Revenue and Expenditure Statement through November 30, 2014.

<u>Fund 001</u>	
Revenues	\$ 11,204,691
Expenditures	\$ 10,157,123
Ending Fund Balance	\$ 5,172,710
Fund Budget Expended	90.22%

Chief Financial Officer Bill Sargent had nothing further to add to the financial report provided in advance of the meeting. There was no further discussion.

OVERVIEW COMMUNITY PARTNERSHIPS

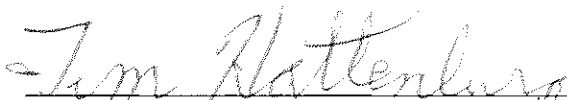
Deputy Director Patrick Roewe and Library Services Manager Gwendolyn Haley provided an overview of District Community Partnerships. Supported by PowerPoint, Mr. Roewe and Ms. Haley reviewed key elements and examples of Library District staff activities/involvements as they relate and/or are integrated to the categories of a non-profit community partnerships/relationships model—Networking, Cooperation, Collaboration, and Integration—and the Library District's Community Impact Plan. Ms. Ledebor noted by working with others, District and/or state programs have a broader reach. Trustees expressed kudos and appreciation to staff for all the great work and collaboration among communities.

PUBLIC COMMENT

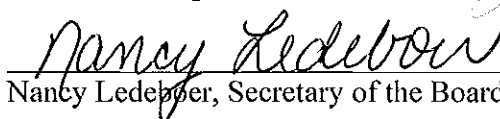
There were no other public comments.

ADJOURNMENT

The meeting adjourned at 4:45 p.m.



Tim Hattenburg, Chair



Nancy Ledebor, Secretary of the Board of Trustees