

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 17, 2015

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, February 17, 2015, in the public meeting room at Airway Heights Library, 1213 S. Lundstrom St., Airway Heights, WA. Chair Mark Johnson called the meeting to order at 4:01 p.m. and welcomed those in attendance.

PRESENT:

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

EXCUSED:

Kristin Thompson - Trustee

Also Present: Jane Baker, Communication & Development Officer; Mary Ellen Braks, Library Services Manager; Paul Eichenberg, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Stacy Hartkorn, Library Supervisor; Priscilla Ice, Chief Information Officer; Ellen Peters, Librarian; Patrick Roewe, Deputy Director, Library Services; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF JANUARY 20, 2015, REGULAR MEETING MINUTES

Mr. Johnson called for corrections to the January 20 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF JANUARY 2015, BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Mr. Craig seconded approval of the January 2015 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 47411 through 47558 and W00220-W00224 totaling	\$ 740,798.18
	Payroll numbers: 01092015PR and 01232015PR totaling	\$ 392,154.86
	Total	\$1,132,953.04

There were no questions. The motion was unanimously approved.

UNFINISHED BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES PROJECT UPDATE. In his monthly report, Mr. Roewe provided the second draft of the community narrative, revised as a result of feedback received at the Libraries Transforming Communities Cohort training held January 30 in Chicago. Mr. Roewe noted the session in Chicago challenged team members to take the public knowledge gathered and develop action plans to move forward. The work is just beginning. There were no further questions.

NEW BUSINESS

PERSONNEL POLICY. Mr. Craig moved and Mr. Hattenburg seconded that revisions to the Personnel Policy sections be approved as presented: Sections 11.8 Employee Wellness (new); 11.9 Wellness Committee (new); 11.10 Inspections and Searches (section sequence change); 11.11 Safety Committee – General Duties and Responsibilities (section sequence change). Prompted by Mr. Hattenburg's query, Trustees revisited the outcome of discussion held last October regarding Section 11.10, Inspections and Searches. For the record, Mr. Craig announced his preference was to remove the section. Ms. Ledebor said the section was designed as a workplace safety measure, and suggested presentation of a revised version to Trustees at the next Personnel Policy review scheduled for May, to which Trustees agreed.

There was no further discussion.

The motion was unanimously approved.

DISTRICT WELLNESS (RESOLUTION NO. 15-03). Mr. Hattenburg moved and Mr. Craig seconded approval of Resolution No. 15-03, Formulating District Wellness.

RESOLUTION NO. 15-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, FORMULIZING DISTRICT WELLNESS; AND PROVIDING FOR OTHER MATTERS THERETO.

There was no further discussion.

The motion was unanimously approved.

BOND COMMUNICATION PLAN

Communication & Development Officer Jane Baker presented the District communication plan developed to inform and educate the Board of Trustees and staff about how and what information based on PDC guidelines can be presented to the public about the August 4 bond election. Ms. Ledebor pointed out that until the resolution is passed by the Board of County Commissioners, the Libraries Change Lives citizens group will continue to meet informally to gear up for its official campaign. Trustee Craig suggested we aim for media coverage of the Commissioners' passing of the resolution. Ms. Ledebor also noted we learned from voter feedback following the last election to use more inclusive language. We need to be specific when referring to the Spokane Valley Capital Facilities Area and mention that it includes Millwood, Spokane Valley, and unincorporated areas in the greater Spokane Valley. There was no further discussion.

WLA LIBRARY LEGISLATIVE DAY REPORT.

Deputy Director Doug Stumbough reviewed WLA Library Legislative Day held January 30. Along with Mr. Stumbough, Trustees Carlson and Craig, and Library Services Managers Mary Ellen Braks and Gwendolyn Haley traveled to Olympia to visit with Legislators. The agenda for the day also included briefings by Secretary of State Kim Wyman and State Library Director Rand Simmons on the status of budgetary issues and Library Services and Technology Act (LSTA) grants. District representatives carried informational packets about library programs to their legislative visits, and discussed what we are learning through participation in the Libraries Transforming Communities conversations. In response to Trustee Hattenburg's query, Trustee Craig said legislators expressed general interest in the upcoming bond election and offered advice about what voters need to know to become informed. Ms. Ledeboer also reported on pending legislation that would require a nine-person library board for counties with populations over a million, and the board would no longer have the authority to appoint an Executive Director. WLA is opposing the measure. There was no further discussion.

ALA MIDWINTER CONFERENCE REPORT.

Four staff attended the American Library Association Midwinter 2015 meeting in Chicago, IL, at the end of January. Nancy Ledeboer, Patrick Roewe, and Amber Williams attended as part of their ongoing work with the Libraries Transforming Communities (LTC) Public Innovators Cohort training. Travel funds were provided in part from the grant that accompanied our selection in the Cohort group. Aileen Luppert attended as a participant in the Career Development Facilitator (CDF) training for ALA Chapters, which focuses on the role of the librarian in helping members and job seekers. Individual reports on highlights from the meeting were assembled and provided in advance of the meeting by Deputy Director Patrick Roewe. Ms. Ledeboer added the intensive training session attended by the group was not only about listening but how to turn aspirations into action and engage community. Mr. Roewe noted the District will use the data it has gathered through conversations as a springboard for community change. Mr. Johnson responded favorably to the revised narrative, commenting about its richness. There was no further discussion.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Johnson reviewed the list of tentative agenda items for the next two months. The March meeting will be held at Argonne Library. Upcoming reports include reciprocal use of libraries and the Friends of the Spokane County Library District. Trustees again were invited to attend the WLA Annual Conference to be held April 15-17 at Tulalip Resort, and the State of the County address by Todd Mielke scheduled for Friday, March 20, at Spokane Valley Event Center.

REPORTS

TRUSTEES

There were no 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 thanked Trustees Carlson and Craig for attending the SAO Exit Conference with auditors, for which there was little to report. Trustee Johnson expressed interest in the Sno-Isle Library District's research on Millennials reported at the Public Library Directors' Winter Meeting. Ms. Ledeboer noted the goal of the extensive research was to retain current library users while bringing in new members. There is a concern that libraries do not currently attract members of the Millennial Generation. The Sno-Isle foundation funded this study in order to develop plans to reach this audience more effectively. Ms. Ledeboer reported the District has a high participation rate by Millennials, based on reports run by Mr. Stumbough. Mr. Hattenburg said awareness of library programs has increased noticeably from what he has observed at Central Valley High School speaking engagements over three years.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for January 2015, with data for customer use measures, programming, and library activities. Mr. Hattenburg commented about the large number of speaking engagements by Amber Williams. Ms. Ledeboer pointed out staff flexibility at Deer Park when four elementary school classes showed up at once, yet staff made everyone feel welcome. Trustee Craig pointed out remarkable statistics for Airway Heights, which showed increases of 95%. Ms. Ledeboer said open hours were added two years ago, and Sunday hours were recently added—a total of 40 additional hours within three years. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for January 2015 communication activities. Mr. Johnson commented on the great coverage provided by KHQ6-TV last month.

FISCAL

Revenue and Expenditure Statement through January 31, 2015.

Fund 001

Revenues	\$ 10,741,316
Expenditures	\$ 1,138,074
Ending Fund Balance	\$ 13,987,945
Fund Budget Expended	9.56%

Ms. Ledeboer reported the ending fund balance for 2014 was higher than anticipated, which eased budget concerns for the immediate future.

SPOTLIGHT AIRWAY HEIGHTS LIBRARY

Library Supervisor Stacy Hartkorn and Librarian Ellen Peters reported on the community served by Airway Heights Library as related to the Community Impact Plan and Libraries Transforming Communities.

Ms. Hartkorn reported open hours have increased over four years from 28 hours over three days in 2011 to 40 hours over five days in 2015. Ms. Peters reported CommunityConnect cardholder data for this geographically spread out region and its thematic statement of Aspiring to become a Connected Community. She went on to report how staff promotes the library and its programming as a place for residents to come together, and their efforts have made a difference.

Ms. Hartkorn reported on community connections with the West Plains Chamber of Commerce, Friends of the Library, Kiwanis and Rotary Club, and participation in the Cheney School District Ready for Kindergarten program, for which participation after one session has shown to increase student test scores by 10%. Library cards were distributed to 30 teachers at Snowden Elementary School for which feedback and participation has been positive.

For the library's Let's Move Airway Heights innovation project, staff collaborated with Airway Heights Parks & Recreation to hold a Field Day on property behind the library, where old-fashioned games such as a Frisbee toss, relay, and egg-and-spoon races were enjoyed by participants. A Health Fair was held next door, which involved collaboration among several partners and EWU intern, and a Fitness Class featured Zumba at the library. A very successful Food Sense cooking class was taught by nutritionist Terry Perry of WSU Extension, where kids learned how to make lentil tacos and were then able to take home recipe cards and locally-grown lentils to share with their families.

For explore and discover, a monthly STEM-related program featured games and activities. A LEGO Build Day will be held in March and one Sunday per month thereafter. The Sunday session will help build awareness that since January the library is now open on Sunday.

For adult programming, Ms. Peters mentioned the popularity of the Sourdough Songs program provided by Brad Keeler and Linda Parman as part of The Big Read, which was well attended.

To support job seekers and local business, library business cards were provided and promoted at the area Chamber. The slight dip in attendance at programs that develop young learners programming is most likely due to the addition of another ECEAP preschool for a total of three in Airway Heights. Storytime is held quarterly for participants at the local ECEAP nearby.

Ms. Peters reported four community conversations have been held thus far, with Kiwanis, Rotary, ECEAP parents, and two public conversations lined up for a total of eight to support the Libraries Transforming Communities project.

Trustee Johnson said he and his family attend the library on most Sundays. Ms. Ledeboer noted Ms. Peters is moving on to become a branch manager at Spokane Public Library, and expressed thanks for all Ellen has done toward SCLD programming. Trustees expressed appreciation for the informative report.

OVERVIEW CIP, Year 2

Deputy Director Patrick Roewe provided an overview supported by a PowerPoint presentation of the Community Impact Plan after two years of implementation. He reviewed the status of current goals and achievements of this organizational-wide effort, noting most beneficial about the CIP is how it provided a framework within which staff could plan and execute District programs and services with greater intentionality. Much like last year, the District met or exceeded the anticipated numbers for some objectives, came close while not quite reaching others, and yet still has more work to do in order to reach the remainder. Several small scale revisions to the plan were recommended and detailed in the report that was broken down by service priority, goal, and objective, and, where applicable, includes definitions for how objectives were measured.

Regarding the first goal to develop young learners, Mr. Roewe pointed out a drop in early learning program attendance since 2013. He and Library Services Manager Mary Ellen Braks offered possible explanations affecting attendance, such as space limitations at child care centers; the ripple effect of flu season; programs like Jim Gill offered in 2013 that drew large crowds; and space limitations of District meeting rooms.

For support of job seekers and local businesses, Mr. Roewe recommended revised objectives and clarifying timelines. There was a large jump in the number of programs offered this year and career development doubled since last year. The survey to evaluate how the library provided resources and opportunities related to higher education, job skills, and career preparedness will be revised and sent out again in October.

Explore and Discover programming offers enrichment for all ages; however, stringent attendance criteria need to be met for the program to be counted and included in the overall statistics. A goal to increase turnover of the collection has not quite been met. We will continue to look at creative ways to merchandise materials and promote use.

Staff has postponed comparing year-over-year statistics for Connect Communities until later this year. Mr. Roewe pointed out meeting room increased only one percent compared to a seven percent increase last year. An increase in library programming could be the reason. The increase in library programs means meeting rooms are not as available for community meetings. Some programs may move to locations outside of the library in the future. A new library offering increased meeting room capacity would also help.

Ms. Ledeboer reported that information collected through Community Conversations indicate the four areas of the CIP are still important to the community; thus, a radical shift in the plan isn't expected for the next three years. However, this fall work will begin on the next iteration of the plan. Trustees expressed appreciation for the informative report and all the work and follow-through of staff, and suggested staff to carry forward with modifications to the plan as described. In response to Trustee Craig, Library Services Manager Stacey Goddard explained Next Generation Zone, a successful collaborative program funded by WorkSource, where adult teens interested in entering the workforce are employed as interns at District libraries.

PUBLIC COMMENT

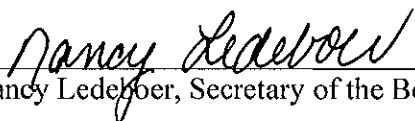
There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:25 p.m.



Mark Johnson, Chair



Nancy Ledebor, Secretary of the Board of Trustees