

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

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, March 17, 2015, in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA. Chair Mark Johnson called the meeting to order at 4:00 p.m. and welcomed those in attendance.

**PRESENT:**

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

**EXCUSED:**

Also Present: Jane Baker, Communication & Development Officer; Mary Ellen Braks, Library Services Manager; Pat Davis, Library Supervisor; Paul Eichenberg, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Kelsey Hudson, Librarian; Priscilla Ice, Chief Information Officer; Danielle Milton, Public Services Specialist; 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 Ms. Thompson seconded to approve the agenda.

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF FEBRUARY 17, 2015, REGULAR MEETING MINUTES**

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

**APPROVAL OF FEBRUARY 2015 BILL PAYMENT VOUCHERS**

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

Fund

L01	Voucher numbers: 47559 through 47737 and W00225-W00229 totaling	\$ 692,867.28
	Payroll numbers: 02102015PR and 02252015PR totaling	\$ 346,249.20
	Total	\$1,039,116.48

There were no questions. The motion was unanimously approved.

## UNFINISHED BUSINESS

**LIBRARIES TRANSFORMING COMMUNITIES PROJECT UPDATE.** Along with providing a monthly report, Mr. Roewe noted the SCLD LTC cohort is developing an action plan, with intent to share it with Trustees at the May meeting. There was no further discussion.

**BOND ELECTION UPDATE.** Ms. Ledeboer reported the resolution to place the bond propositions on the August 4 election ballot was approved today by the Board of County Commissioners. She attended the meeting, along with Ms. Baker and Trustee Craig. The BOCC also reconvened as the Board of the Spokane Valley Library Capital Facilities Area (SVLCFA) and approved the inter-local agreement between the SVLCFA and the Library District, which delegates responsibilities for managing the SVLCFA to the Library District. There was no further discussion.

## NEW BUSINESS

**CHILDREN'S SAFETY IN LIBRARIES POLICY.** Mr. Hattenburg moved and Mr. Craig seconded that the revisions to the Children's Safety in Libraries Policy be approved as presented. The suggested changes clarify examples of children who appear at risk, as District personnel may not be able to confirm the ages of children. Discussion ensued among Trustees about this policy and the Code of Conduct policy. The Code of Conduct addresses behaviors by people of all ages. This policy guides staff interaction with children who are unattended or who may be at risk. Mr. Craig acknowledged that children need to be protected by all adults. Ms. Ledeboer assured Trustees that providing for the safety of children is paramount; however, given staffing levels, we do not provide the same level of supervision that is expected in a school. Therefore, the policy states the importance of responsible adults accompanying children in the library. There was no further discussion.

The motion was unanimously approved.

## **RECIPROCAL USE OF LIBRARIES 2014 REPORT.**

Deputy Director Patrick Roewe reviewed highlights of the comprehensive report he provided in advance of the meeting, which provided 2014 reciprocal use statistics between Spokane County Library District and Spokane Public Library, and Spokane County Library District and Liberty Lake Municipal Library. As a requirement of the interlocal agreements with both libraries and approved by Trustees, reciprocal use statistics are to be reported on an annual basis to each respective partner. In response to Trustee Craig's query, Ms. Ledeboer said the arrangement among libraries is satisfactory and working well. 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 April meeting, which includes an executive session, will be held at Moran Prairie Library. Trustees were reminded of the WLA Annual Conference to be held April 15-17 at Tulalip Resort, and were invited to attend the Friends Helping Friends event scheduled for Saturday, April 25, 9 a.m. to noon, at North Spokane Library. Because of a scheduling conflict, the Board of Trustees agreed to move its next meeting from April 21 to April 28. Subsequent media notifications will follow.

## REPORTS

### TRUSTEES

Mr. Hattenburg reported that he and co-author/spouse Becky Hattenburg will speak about the Library District this Friday, March 20, to four Central Valley High School civics classes. The Communication Department assisted by providing a PowerPoint presentation about library services.

As part of adult Explore and Discover programming for The Big Read, Mr. Craig attended a Sourdough Songs concert at North Spokane. He noted the concert was wonderful, and though attended by 15-20 people, might have had greater attendance had informational signage been placed outside the meeting room. He suggested the sign could announce the concert as a public event and encourage anyone with interest to drop in.

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. Ledebor reported a new CFO, Rick Knorr, was hired to begin April 1, and noted Mr. Knorr had the most relevant public accounting experience for the Library District. Anecdotally, Mr. Knorr lives in Millwood and will also bring knowledge of his community to SCLD.

### PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for February 2015, with data for customer use measures, programming, and library activities. Mr. Hattenburg commented that he found it unusual there were no requests to review blocked websites last month. Ms. Ledebor noted next month there will be a report on the outcome of programming for The Big Read, a National Endowment for the Arts program that provides competitive grants to support innovative reading programs in selected communities. There was no further discussion.

### COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for February 2015 communication activities. Ms. Baker reported a new Communication Specialist for the District, Clarissa Fidler, began yesterday.

### FISCAL

Revenue and Expenditure Statement through February 28, 2015.

<u>Fund 001</u>	
Revenues	\$ 10,832,969
Expenditures	\$ 2,165,691
Ending Fund Balance	\$ 13,015,260
Fund Budget Expended	18.19%

Ms. Ledeboer noted that the revenues for property tax will be reported on the cash basis next month. This month's report followed the format used prior to switching to cash basis in 2014.

## **SPOTLIGHT ARGONNE LIBRARY**

Library Supervisor Pat Davis and Librarian Kelsey Hudson reported on the community served by Argonne Library as related to the Community Impact Plan and Libraries Transforming Communities. Ms. Davis began the Spotlight with Millwood community background information. Argonne Library's service area has increased slightly from last year to 21%, with almost 50% as card holders. The library is open six days and 54 hours a week. New books and DVDs are the most popular items for checkout. In response to Trustee Hattenburg's query about Hillyard residents, Ms. Hudson said staff welcomes increased use of Argonne Library. Ms. Davis presented a varied list of recent library offerings, which included Storytimes, Lego Build Day, various classes as part of the Create and Big Read series, concerts, exam proctoring, and ACA and Book a Librarian appointments. An additional 1,300 people attended programs in 2014. In support of the four service priorities, adult, kids, and family programs feature Explore & Discover activities, such as digital photography, drawing, leatherworking, and snowshoeing. Ms. Davis shared photographs from Lego Build Day, where one participant considered it an engineering challenge to build a tower to the ceiling. Develop Young Learners programming features a second weekly Storytime, and weekly toddler and preschool Storytimes, five outreach Storytimes, Interactive Discovery Stations and Family Construction Zone. Ms. Davis noted the latter engages math and engineering skills, and the library has two new iPads available for use in the library. New library cards allowing online access to business resources support local businesses. Ms. Davis and Ms. Hudson visited the fire station, churches, and other local businesses to distribute the cards, and Librarian Sheree West gave a presentation about these available resources at the Millwood Better for Business meeting. Meeting rooms are used often by myriad groups free of charge, and over the next few months SNAP will provide a range of financial education classes on budgeting and credit management. Many programs support the effort to connect communities. New last fall was the District's participation in the Christmas Bureau where staff initiated the opportunity to promote library services with 3,740 residents. Staff hopes to attend again next year and issue library cards on site, if possible. Ms. Hudson attended scholarship and volunteer night at West Valley High School. She spoke with about 70 people about resources the library has for students as well as volunteer opportunities within the library.

Argonne's innovative program featured the Centennial Trail. Staff reached out and collaborated with local organizations to provide boating safety, bicycling, and fitness programs.

With a look toward the future, a Millwood history program sponsored by Friends of the Library and a second program specifically geared toward the trail are planned. Staff will continue to build on development of community and business partnerships, and work to increase program attendance and awareness of the library as a resource.

Trustees expressed appreciation for the informative report.

## OVERVIEW FRIENDS OF THE SPOKANE COUNTY LIBRARY DISTRICT


Communication & Development Officer Jane Baker provided an overview of the Friends of the Spokane County Library District Foundation supported by a PowerPoint presentation. Ms. Baker distributed copies of the group's recruitment brochure to trustees and gave a status report on development of the Foundation thus far. The interlocal agreement approved last year by trustees allowed Ms. Baker to devote a portion of her time for development purposes. With an already active 501(c)(3) status, Friends of Moran Prairie Library rewrote its bylaws to cover the entire District, which enabled all of the Friends groups to accept tax deductible donations. Donor software was purchased and installed, and a bank account donated by STCU has been established. Branding was developed and a website constructed. An 11-member executive board was recruited and has held three meetings. Ms. Baker noted the group's introductory meeting was held November 19 where librarians and other staff "served" information about the library along with meal courses. Much enthusiasm about library programs and services was thereby generated. Officers were elected in January; Ms. Baker noted former trustees Ann Apperson and Mary Lloyd have joined the Foundation. Four committees— Nominating, Finance, Fundraising and Membership— have been established thus far. Proceeds of surplus books now go to the Foundation, and so far, \$5,000 has been raised. Ms. Baker noted the group is dedicated and excited about raising awareness of library services and funds to support new and expanded programs. Ms. Baker asked trustees to let her know of anyone who might be interested in becoming part of the group. Mr. Hattenburg commented that he considered progress in creating the Friends superb. Ms. Ledebor provided a brief history about previous attempts to create a foundation for all libraries in Spokane County, yet the District ultimately moved in its own direction. She said amending the Moran Prairie Friends' bylaws allowed the District to fast track development.

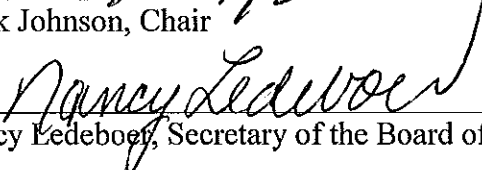
### PUBLIC COMMENT

There were no public comments.

### ADJOURNMENT

The meeting adjourned at 4:57 p.m.

  
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Mark Johnson, Chair

  
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Nancy Ledebor, Secretary of the Board of Trustees