

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: APRIL 28, 2015**

---

**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, April 28, 2015, in the public meeting room at Moran Prairie Library, 6004 S. Regal St., Spokane, WA. Chair Mark Johnson called the meeting to order at 4:02 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:**

None.

**GUEST:** Julie Parry, Chair, ASW Spokane Chapter.

Also Present: Jane Baker, Communication & Development Officer; Sonia Gustafson, Managing Librarian; Gwendolyn Haley, Library Services Manager; Priscilla Ice, Chief Information Officer; Danielle Marcy, Library Supervisor; Paul Eichenberg, Chief Human Resources Officer; Rick Knorr, Chief Financial Officer; Aileen Luppert, Librarian; Debra Park, Adult Collection Development Librarian; Patrick Roewe, Deputy Director, Library Services; Doug Stumbough, Deputy Director, Library Operations; and 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 MARCH 17, 2015, REGULAR MEETING MINUTES**

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

**APPROVAL OF MARCH 2015 BILL PAYMENT VOUCHERS**

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

Fund

L01 Voucher numbers: 47738 through 47874 and  
W00230-W00234 totaling \$ 442,105.58

Payroll numbers: 03102015PR and 03252015PR totaling	\$ 337,451.72
Total	\$ 779,557.30

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 to share with Trustees at the May 26 meeting. There was no further discussion.

BOND ELECTION UPDATE. Ms. Ledebouer reported that following Communication & Development Officer Jane Baker's presentation to the Spokane Valley Chamber Government Affairs Committee on April 7, a recommendation to endorse the bond was made to the Chamber of Commerce and it has since been approved. Ms. Ledebouer said following an upcoming meeting with Chamber President & CEO Katherine Morgan, more information about next steps will be available. Also, Deputy Director Doug Stumbough and Ms. Baker will meet with staff at libraries within the LCFA to ensure staff has information to answer questions. There was no further discussion.

#### NEW BUSINESS

AUTISM SOCIETY OF WASHINGTON SPOKANE CHAPTER PRESENTATION. Julie Parry, chair of the ASW Spokane Chapter, briefly shared her 25 years of experience as a parent in need of resources. At the onset of her child's diagnosis, little was known about autism and the library had only one book in its collection. Ms. Parry on behalf of the ASW community presented a donation check for \$250 to the Board of Trustees and expressed appreciation to the library district for making educational materials available to members and creating a safe and supportive environment for families. Trustees expressed thanks in return to Ms. Parry for the informational presentation and donation check that will go toward purchase of additional autism spectrum library materials.

CONFIDENTIALITY OF LIBRARY RECORDS POLICY. Ms. Ledebouer reported that although there were no recommended changes to the Confidentiality of Library Records policy, an overall review was planned because of its importance. Deputy Director Doug Stumbough highlighted the underlying aspects and legal basis of the policy for which SCLD upholds federal and state laws to protect the privacy of individuals who access library materials. Confidentiality extends to all records with identifying information about members, including requests for information, borrowing records, computer use records or access to online resources. Mr. Stumbough cited the Public Records Act, and provided specific exemptions to public records law as it relates to libraries. Ms. Ledebouer pointed out the policy paragraph stipulating that information may be used for operation of the library, and gave examples of when member data can be utilized. In response to Trustee Hattenburg, Mr. Stumbough said most records are purged after three years. 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 and pointed out the next meeting will be held May 26, a week later than usual, at Cheney Library.

## SUMMER 2015 MEETING AND RETREAT SCHEDULE

Mr. Johnson commenced review and discussion of summer schedules. Trustees determined by consensus to cancel the July meeting, and adjust the agenda accordingly for August 18 meeting. Following adjournment of the August regular meeting, Trustees will hold a planning retreat to provide feedback toward the next iteration of the District Community Impact Plan. The retreat will held from 6-8 p.m. in the same library meeting room at Medical Lake Library. There was no further discussion.

## REPORTS

### TRUSTEES

Following attendance at the Friends Helping Friends event held April 26, Mr. Craig reported he was impressed with the Friends' enthusiasm and energy. He found the idea of the foundation as an umbrella group to provide training for other non-profit community groups, such as those with treasurer responsibilities for homeowners associations or political campaigns, intriguing. Ms. Ledebor said WLA could potentially partner with us to host this type of training at the upcoming 2016 annual conference in Spokane.

Ms. Ledebor called attention to the printed copies of recent email correspondence sent from members to the Board of Trustees at its SCLD address. Discussion ensued about preferences for handling correspondence with the Board. Trustees determined their preference was to receive printed copies of communications at each regular 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. Ms. Ledebor reported the new cooling system installation at the Argonne facility is nearly finished, for which the contingency budget will cover the cost. Two additional items of note include the delay in listing the property for sale on Upriver Drive. The property was determined surplus by the Board following public hearings. However, the study conducted by the surveyor has not been completed and until we determine if there are requirements that may be imposed by the county to improve the property, we have not moved forward to list it. Also, the City of Spokane sent a notice of a potential annexation of property within the Moran Prairie Library Capital Facilities Area (MPLCFA). A response was sent to the city attorney indicating that the property would be subject to the current annexation agreement that remits property tax to the District to continue providing library services to households within the MPLCFA. Ms. Ledebor reported Aileen Luppert and Sonia Gustafson are co-chairs of the WLA Annual Conference, which will be held in Spokane next year. SCLD Staff Day is scheduled for Friday, September 18, at CenterPlace. Trustees are invited to

attend. Ms. Ledebor introduced and welcomed new CFO Rick Knorr, and called attention to National Volunteer Month and gifts of chocolate for Trustees to express appreciation for their dedicated volunteer time.

#### PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for March 2015, with data for customer use measures, programming, and library activities. Ms. Ledebor pointed out that Cheney Library was awarded Best of the West for Community Relations by the Cheney Chamber of Commerce. AARP Tax-Aide appointments to assist taxpayers made for busy winter months at libraries. The new online system has benefited meeting room use, which continues to increase. There was no further discussion.

#### COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for March 2015 communication activities. There was no further discussion.

#### FISCAL

Revenue and Expenditure Statement through March 31, 2015.

<u>Fund 001</u>	
Revenues	\$ 955,752
Expenditures	\$ 3,055,392
Ending Fund Balance	\$ 2,284,749
Fund Budget Expended	25.66%

CFO Rick Knorr noted that last month's report followed the format used prior to switching to cash basis in 2014. He has corrected the format to reflect actual property tax collected to date, rather than the annual budgeted amount.

#### SPOTLIGHT MORAN PRAIRIE LIBRARY

Library Supervisor Danielle Marcy and Librarian Aileen Luppert reported on the community served by Moran Prairie Library as related to the Community Impact Plan and Libraries Transforming Communities. Moran Prairie ranks as the third busiest District library, virtual library excluded. Both door count and use of meeting rooms have increased, yet circulation has decreased slightly, as is the trend districtwide, yet much staff assistance is provided for eBooks. The library's patio is now open, with the acrylic panels removed for the summer months.

For early learning, all three Storytimes have a Play and Learn component. Ms. Luppert noted staff recently attended training to SuperCharge Storytime, which refers to a methodology confirmed by University of Washington iSchool's Project VIEWS2 to engage and develop literacy of children, aged 0-5 years old. Ms. Luppert also described the Born Learning Trail, a series of outdoor educational activity stations for parents and children, the firehouse, and noted the Love.Talk.Play. shelving unit has been updated with resources for parents and caregivers. There is also a writing station, for which an iPad has replaced the children's computer.

Ms. Marcy described explore and discover programming and attendance. The Moran Prairie Book Club is well attended, as is Zentangle for adults, which has a strong regular attendance.

Last year's Summer Reading had 586 participants. The Create programs were also successful, which included classes for dance, drawing, photography, personal finance and more.

In support of business and job seekers, Ms. Luppert will pursue a community conversation among area local business owners whom have shown interest. Some common themes have emerged from the Libraries Transforming Communities conversations. Moran Prairie residents want an active thriving community and sense of place, and share a concern about increased traffic issues. Ms. Marcy made door-to-door visits at area businesses to distribute library business cards and share information about online resources. Meeting room use is strong.

Community members connect at the library via AARP Tax-Aide and ACA appointments. Friends of the Library had two book sales. Ms. Marcy joined the Manito Lion's Club, and will volunteer for White Cane Day at Albertson's at 57<sup>th</sup> and Regal. Library tours continue for schools and Scout troops. To promote local artists, a wall for fine art was established, and the popular library display case is booked through the year. The library will participate in the Spangle Days Parade, a new Moran Prairie Grange Strawberry Festival, Fire Station District 8 Open House, and Adams Elementary Literacy Night.

The staff innovation project was designed to help promote and create a network of area businesses. In November, a local specialty coffee shop, Revel 77, and Chocolate Apothecary, joined forces for Sip and Savor, an afternoon coffee and chocolate history and tasting class. The event was so successful a second program was added.

Coming up: Former employee and local author Sharma Shields, along with other local authors will participate in a picnic and poetry evening held outdoors at the library amphitheater, July 2. Friends of the Library will sponsor gelato for all participants. Trustees expressed appreciation for the informative report.

## **OVERVIEW THE BIG READ**

Library Services Manager Gwendolyn Haley presented an overview of The Big Read, a program of the National Endowment for the Arts in partnership with Arts Midwest. SCLD was one of 77 communities awarded a Big Read grant this year, and the only recipient in the state of Washington. This was the District's third opportunity to participate in the program. The Call of the Wild was selected after consulting with area teachers who agreed the Jack London novel would be a great choice and also provide an opportunity for schools to participate. Ultimately, Ms. Haley said, collaborating with the schools and providing books was one of the most enjoyable aspects of the program. Ms. Haley described specific criteria and programming elements for the grant, and elaborated on some of the programming highlights, such as live theatrical performances by Michael Oakes, an impersonator of Jack London; co-sponsoring a sled dog race with the Inland Empire Sled Dog Association; and a highly-attended panel discussion about wolves in the Pacific Northwest, moderated by The Spokesman-Review Outdoors Editor Rich Landers, to name only a few. Programs were attended by 1,131 residents; not included in the count were those who listened to book readings on KPBX radio. One thousand copies of the novel were distributed throughout The Big Read month of February, and books were checked out of libraries 297 times. The total award was comprised of \$11,200 from the NEA; \$1,000 by Humanities Washington; and \$2,000 donated by the Friends of North Spokane Library.

A 10-minute recess was called at 5:25 p.m.

**EXECUTIVE SESSION**

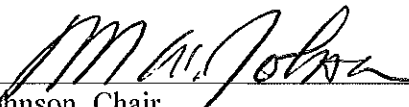
Mr. Johnson moved and Mr. Hattenburg seconded for the Board to go into executive session at 5:35 p.m. to discuss the Executive Director's third annual performance evaluation. The Board returned from executive session at 5:59 p.m. Chair Johnson will complete a summary of Ms. Ledeboer's evaluation, which will be filed in District personnel files.

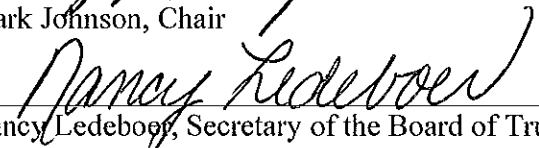
**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting adjourned at 6:00 p.m.

  
\_\_\_\_\_  
Mark Johnson, Chair

  
\_\_\_\_\_  
Nancy Ledeboer, Secretary of the Board of Trustees