

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JUNE 16, 2015

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, June 16, 2015, in the public meeting room at Deer Park Library, 208 S. Forest Ave., Deer Park, WA. Chair Mark Johnson called the meeting to order at 4:09 p.m., and welcomed those in attendance.

PRESENT:

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

EXCUSED:

Tim Hattenburg - Vice Chair

Also Present: Jane Baker, Communication & Development Officer; Kris Barnes, Library Supervisor; Sheri Boggs, Youth Collection Development Librarian; Priscilla Ice, Chief Information Officer; Rick Knorr, Chief Financial Officer; Patrick Roewe, Deputy Director, Library Services; Doug Stumbough, Deputy Director, Library Operations; Amber Williams, Librarian; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF MAY 26, 2015, REGULAR MEETING MINUTES

Mr. Johnson called for corrections to the May 26 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF MAY 2015 BILL PAYMENT VOUCHERS

Mr. Johnson moved and Ms. Thompson seconded approval of the May bill payment vouchers as follows:

Fund

L01	Voucher numbers: 48049 through 48193 and W00240-W00244 totaling	\$ 522,198.76
	Payroll numbers: 05082015PR and 05222015PR totaling	\$ 366,964.68
	Total	\$ 889,163.44

In response to Trustee Craig's question about a payment to Capital One National Association, Chief Financial Officer Rick Knorr responded that the payment was for District supplies purchased at Costco. There were no other questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES PROJECT UPDATE. Along with the report provided in advance of the meeting, Mr. Roewe reiterated the transition from the Community Impact Plan (CIP) to Community Engagement Plan (CEP) will soon begin. The CEP is considered an evolution of the CIP, and will be based on knowledge gathered through the Harwood Institute Libraries Transforming Communities work and community conversations. There was no further discussion.

BOND ELECTION UPDATE. Ms. Ledeboer reported the Greater Spokane Valley Chamber followed its endorsement of the bond by providing information in its monthly newsletter distribution for how members can actively support the election. The District will have a presence at the next two Chamber events, and the Libraries Change Lives PAC will have a table at the July 17 event as well. Also for July, Ms. Baker arranged a meeting among the Journal of Business Editorial Board, Ms. Ledeboer and herself, and The Current will run a cover story about revitalization of the U-City area, of which the bond election will be included. Ms. Ledeboer reported that as it turns out, the District will support the cost of the bond election in its entirety, as the other primary ballot measures are outside the District. There was no further discussion.

NEW BUSINESS

CODE OF CONDUCT POLICY. Although there were no recommended changes at this time, Mr. Stumbough and Mr. Roewe provided an overview of this important policy established to protect the rights and safety of members, volunteers, and staff. A list of unacceptable behaviors supported by Washington State law is posted in all libraries. Mr. Stumbough reported in most cases, members comply when asked to stop unacceptable behaviors. Occasionally, however, staff will intervene if behaviors escalate and ultimately exclude members from using the library, when necessary, for one day up to a year. Security Incident reports are tracked internally to keep staff apprised and/or determine patterns of unacceptable behaviors. Regarding firearms, Mr. Roewe addressed why it isn't possible to prohibit weapons in the library at this time. Washington is considered an open carry state, which means as long as firearms or other dangerous weapons are carried in compliance with state law, libraries have no legal foundation for prohibiting weapons. Trustee Craig said it makes sense for libraries not to become politically active in lobbying to prohibit weapons in libraries as this has the potential of attracting gun proponents. Ms. Ledeboer said the District follows recommendations from lobbyist Steve Duncan, and noted that several Washington libraries have been challenged for restricted weapons policies. Regarding the bicycle parking ban, Trustee Craig asked if safe bicycle storage arrangements can be made for staff interested in riding to work. Mr. Stumbough responded that staff can store bicycles in staff areas. Ms. Ledeboer noted the public is not allowed to store bicycles in the library, as this presents a safety issue for egress. There was no further discussion.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Johnson reviewed the list of tentative agenda items for August and September. Medical Lake will be the venue for August 18, where a board retreat will follow the regular meeting from 6-8 p.m. The July meeting is canceled. In response to Trustee Craig, Ms. Ledeboer said the retreat agenda will include discussion of capital facilities, the 2016 budget and Community Engagement Plan.

REPORTS

TRUSTEES

There were no reports.

EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information for the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledeboer called attention to the current work of new CFO Rick Knorr, which is to ensure District expenditures are in line with budget. In response to Trustee Craig's query about the film, Import/Export, Youth Collection Development Librarian Sheri Boggs responded that the film was withdrawn from the collection by Deputy Director Andrea Sharps, for reasons based on its graphic images, use and condition of the item, and additional collection development criteria. In the future, library members with interest can request the film through the interlibrary loan process.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for May 2015, with data for customer use measures, programming, and library activities. There were no questions or further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for May 2015 communication activities. Ms. Ledeboer pointed out copies of the recent CIP annual report distributed to Trustees, which highlights accomplishments of the plan's four service areas. Ms. Ledeboer noted District library visits were more than double attendance at the Spokane Arena last year. Ms. Ledeboer also noted Summer Reading programs start tomorrow, and on June 11, an informative article on the bond election was published in The Spokesman-Review Valley Voice. There was no further discussion.

FISCAL

Revenue and Expenditure Statement through May 31, 2015.

<u>Fund 001</u>	
Revenues	\$ 6,250,891
Expenditures	\$ 4,768,902
Ending Fund Balance	\$ 5,869,191
Fund Budget Expended	52.63%

CFO Rick Knorr noted that the financial report includes the number of months the District has "cash on hand" available to cover expenditures based upon average monthly expenditures year to date. Maintaining the cash on hand allows the District to operate

without borrowing tax anticipation notes. Ms. Ledebor indicated that the sale of the Upriver Drive property is delayed due to the short plat requirements taking longer than anticipated. PERS contributions will increase effective July 1. This increase was included in the 2015 budget.

SPOTLIGHT DEER PARK LIBRARY

Library Supervisor Kris Barnes and Community Librarian Amber Williams reported on the community served by Deer Park Library, as related to the Community Impact Plan service priorities and Libraries Transforming Communities project. Ms. Barnes provided a rundown on Deer Park Library statistics. The library is open 58 hours a week over seven days to serve nearly 6,500 members. To develop young learners, the library hosts weekly toddler and preschool Storytimes, and outreach Storytimes to area ECEAP programs. Interactive discovery stations and iPads are available in the library for check out. The library is a member of the Deer Park Chamber of Commerce as part of its support of local businesses and job seekers; both Ms. Barnes and Ms. Williams attend meetings regularly. Staff also enjoys the opportunity to meet area students by proctoring exams, and responds to questions from members of all ages at the software stations. They help build resumes, use email, make copies and more. Deer Park is one of the four libraries where the SNAP grant-supported classes were held, and where free childcare was made available to participants. Library business cards were delivered to the Chamber for distribution. These cards provide immediate free access to online databases. In celebration of the library's anniversary, local art, and as part of the explore and discover service priority, last November Friends of the Library provided refreshments for an evening filled with photography, face painting, quilts, stained glass, watercolor, and more. Nourish programming was held in the spring and featured local experts. Summer Reading is about to begin, where kids ages 5 and up are excited to travel back in time to the Middle Ages with Knights of Veritas. Ms. Williams noted this fall the Deer Park Kids Explore and Discover Club will transition into STEM Club; Avista will provide Energy Engineering, and Lego Club will be offered weekly if interest holds. Also noteworthy is the monthly adult book club regularly attended by 17 participants and hosted by Ms. Barnes. Deer Park truly shines in its ability to connect communities, the fourth service area. Up to 67 myriad groups use the library meeting rooms each month, and the library participates in the many wonderful recreational and school events. The library participated in Riverside High School's student work program with success, and will do so again next year. Both Riverside and Deer Park middle school students receive student library cards, with presentations about the cards provided to students and educators in January. As previously reported, Friends of Deer Park Library were the recipients of WLA Friends, Foundations, Trustees, and Advocates Distinguished Service Award, for which Bill and Flo Moore traveled to the annual conference held in Marysville to receive the award. Ms. Barnes pointed out the whimsical paper maché elephant displayed in the library was created by stained-glass artist Monte Moore and decorated by his Arcadia Elementary School students. Regarding Libraries Transforming Communities, the library hosted eight community conversations and had attendance at six. The next step is to set up meetings with the Chamber of Commerce to relay what was learned. The common themes were Deer Park residents would like more entertainment options, culture and art. And those with high school degrees would like to be able to pursue higher education and more local employment opportunities. Future projects include more development of the park project. A Seed Library will be offered, and a poetry event is scheduled for fall as part of the library's anniversary event. In response to Ms. Ledebor, Ms. Williams said the park has been named "The Library Park," with a ribbon cutting ceremony in the planning

stages. Ms. Ledebouer said the park is a great example of how a project can spark community connections. Trustees expressed appreciation for the informative report.

OVERVIEW INTERLIBRARY LOAN AND COLLECTION SERVICES

Youth Collection Development Librarian Sheri Boggs presented an overview of Interlibrary Loan and Collection Services. Collection Services (CS) is where the physical and digital materials for SCLD's 10 libraries are selected, purchased, cataloged, processed and distributed. CS staff also collaborate with Public Services staff on projects, use grant funds to strengthen parts of the collection, work with IT to deliver the best possible member experiences, meet with vendor reps, contact other library systems to borrow and lend materials, assist staff at all libraries, blog for the district and more. Ms. Boggs described how materials are selected, and visually demonstrated the website's online request form, where members and staff can suggest items for purchase. Member requests account for 35% of our weekly orders. Requests are weighed according to the Collection Development Policy, which is made available to the public on the website. Journal reviews such as Entertainment Weekly and The NY Times Book Review; vendor carts from suppliers Ingram and Midwest Tape (primary music, video, and audiobook vendor), and upcoming events also help drive selections. With the intent to order and receive popular items before they are requested, research of local upcoming events, author visits and concert venue lineups; e.g., Northern Quest, is also necessary. Interlibrary Loan (ILL) is available for requested items that don't fall within district collection guidelines/criteria for purchase. Ms. Boggs reviewed key changes, statistics and trends for ILL, which has become increasingly popular with members. For example, requests for non-print materials increased by 16% since lending/borrowing began for those items in March 2014. Ms. Boggs noted research conducted by ILL Clerk Carol Watkins for this presentation, which shows ILL requests have increased 26% nationally and suggests increases coincided with increases in discovery tools (web searching and Google books), the number of participating libraries, stagnant or reduced collection budgets at some borrowing libraries, and the new cloud-based OCLC WorldShare resource sharing global library collection network. Ms. Boggs provided a sampling of items requested and borrowed through ILL, as well as ILL services provided by staff. In particular, Carol Watkins has relaunched a regional "ILL Group" consisting of ILL personnel at regional library institutions, and also proved instrumental in assisting Trustee Hattenburg in researching his book *Death Ride: A Little Boy's Night of Terror*. In response to Trustee Craig's query about the cost of these services, Ms. Boggs said the District pays for postage to mail items and at times libraries will charge a fee for items. Staff attempt to borrow items from libraries that do not charge fees; however, if a fee is charged, we notify the member prior to borrowing the item as they are responsible for paying fees. Materials can be borrowed for only two weeks to keep items circulating from lender libraries. Ms. Ledebouer noted some libraries will renew items. Also in response to Trustee Craig, Ms. Ledebouer explained we decide the best option for meeting a member's request via WorldShare, preferred libraries, smaller locales or other global sources. She also noted some items are released in Canada or the UK before the states. Trustees expressed appreciation for the informative report.

PUBLIC COMMENT

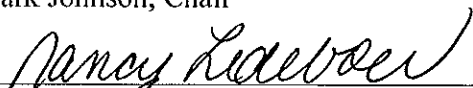
There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:30 p.m.



Mark Johnson, Chair



Nancy Ledebber, Secretary of the Board of Trustees