

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 15, 2015

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, September 15, 2015, in the public meeting room at Spokane Valley Library, 12004 E. Main St., Spokane Valley, WA. Chair Mark Johnson called the meeting to order at 4:03 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; Diane Brown, Librarian; Gwendolyn Haley, Library Services Manager; Paul Eichenberg, Chief Human Resources Officer; Aileen Luppert, Managing Librarian; Aaron Miller, Public Services Specialist; Patrick Roewe, Deputy Director, Library Services; Andrea Sharps, Deputy Director Collection Services; 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 AUGUST 18, 2015, REGULAR AND SPECIAL MEETING MINUTES

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

APPROVAL OF AUGUST 2015 BILL PAYMENT VOUCHERS

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

Fund

| | | |
|-----|--|---------------|
| L01 | Voucher numbers: 48541 through 48695 and W00259-W00265 totaling | \$ 501,972.34 |
| | Payroll numbers: 08102015PR and 08252015PR totaling | \$ 355,571.67 |
| | Total | \$ 857,544.01 |

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

COMMUNITY ENGAGEMENT PLAN (CEP) UPDATE. Along with the written report provided in advance of the meeting, Mr. Roewe said staff will have the opportunity to provide input to the draft CEP at Staff Day, September 18. The subsequent draft with changes resulting from staff input will be provided to Trustees in November. There was no further discussion.

NEW BUSINESS

USE OF 3D PRINTERS POLICY. Mr. Craig moved and Mr. Hattenburg seconded approval of the new Use of 3D Printers policy. Ms. Ledeboer noted development of the new policy was necessary because of budget implications and cost recovery of materials and software. The policy also addressed standards and timelines for printing. In response to Trustee Craig's question, Deputy Director Patrick Roewe said printing is allowed only during library hours to ensure safety and to have staff available for troubleshooting when needed. In response to Trustee Johnson, Library Services Manager Gwendolyn Haley said although the cost of 3D printers has gone down dramatically, for now the District will have only one printer located at Spokane Valley Library. Time required by staff and member interest will be assessed during the pilot program. Mr. Roewe added that perhaps long-term, the unit could become a mobile makerspace. Printing projects will be accepted starting in October.

There were no further questions.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Johnson reviewed the list of tentative agenda items for the next two months. Communication & Development Officer Jane Baker provided details and again welcomed Trustees to attend Night at the Library, the first Friends of the Spokane County Library District membership drive, held at Argonne Library, Sept. 17, 7-9 p.m. The event is open to the public. Ms. Ledeboer also reminded the board that Staff Day is Friday, Sept. 18, for which trustees are welcome to attend. Discussion ensued about interviews of applicants interested in the upcoming vacancy on the Board of Trustees. Ms. Ledeboer said in consideration of conducting background checks of applicants, we are currently reviewing forms/procedures used by other organizations.

REPORTS

TRUSTEES

Mr. Craig said he and his family had an enjoyable experience at the Floating Crowbar concert held at Spokane Valley Library last week. He also viewed on YouTube the exploding watermelon STEM experiment conducted by Library Services managers Mary Ellen Braks and Gwendolyn Haley. <https://www.youtube.com/watch?v=IlISA5W6fgQ>.

Mr. Johnson called attention to the resolution passed by the City of Deer Park in August to officially name and designate the park adjacent to the library as "Library Park." Mr. Johnson

commented on the instrumental role of library staff in the park clean up. Ms. Ledeboer pointed out the effort began as a library Innovation Project. The community has identified another park that will be added to their cleanup effort this year. There were no other reports.

EXECUTIVE DIRECTOR

The Executive Director's written monthly report provided prior to the meeting included information for the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. In the absence of CFO Rick Knorr, who was attending a training workshop, Ms. Ledeboer gave a status report on upcoming projects for Spokane Valley, including masonry work and roof repair. Discussion ensued about the possibility for extending the life of the current SV roofing. In response to Trustee Craig, Ms. Ledeboer explained about E-Rate BEARs, Billed Entity Applicant Reimbursement, which is a competitive bid process and proof of eligibility for FCC funding of technology reimbursements to schools and libraries.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report in advance of the meeting for August 2015 Public Services, which included data for customer use measures, programming, and library activities. Mr. Roewe further reported on the library's participation at the 73rd World Science Fiction Convention, Sasquan, held in August at the Spokane Convention Center, and had the highest conference attendance in Spokane to date. In response to Trustee Hattenburg's inquiry, Ms. Haley said the federally funded Summer Meals program for children was provided at Spokane Valley and North Spokane in partnership with East Valley School District and the Mead School District respectively. We will evaluate results from this year, SCLD's first year of participation, to determine future involvement. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report in advance of the meeting for August 2015 communication activities. Ms. Baker pointed out copies of the brochure for library programming scheduled for fall. THRIVE programs are designed to help participants embrace art and culture. Program offerings are also based on themes found in Station Eleven, the award-winning novel by Emily St. John Mandel selected for Spokane is Reading. Ms. Baker noted KHQ-TV6 Dave Cotton conducted an interview with Gwendolyn Haley this morning about the upcoming series. There was no further discussion.

FISCAL

Revenue and Expenditure Statement through August 31, 2015.

Fund 001

| | | |
|----------------------|----|-----------|
| Revenues | \$ | 6,626,055 |
| Expenditures | \$ | 7,449,472 |
| Ending Fund Balance | \$ | 3,607,981 |
| Fund Budget Expended | | 62.72% |

In the absence of CFO Rick Knorr, Ms. Ledeboer pointed out reports demonstrate, as anticipated, 3.6 months of cash available prior to the next influx of property tax payments.

SPOTLIGHT SPOKANE VALLEY LIBRARY

Managing Librarian Aileen Luppert welcomed the Board of Trustees to Spokane Valley Library and introduced Community Librarian Diane Brown. With support of PowerPoint, Ms. Luppert showed historic photos of the library. Established in 1955 as the first District library, it also housed the administrative offices. Ms. Luppert reviewed data for Spokane Valley, which has approximately 36,000 registered borrowers, 28,000 visitors per month, and has already had 52,348 Internet station bookings this year. The library offered 623 programs attended by 14,355 people, an attendance increase of 4 percent.

To Develop Young Learners, one of the four service priorities of the Community Impact Plan, 371 Storytimes attended by 9,177 participants have been offered. All Storytimes are of the Play and Learn variety. Popular play items include the new kitchen set added this year, a castle with puppets, a drawing station, and heavily used block table. A third session of Prime Time Family Reading will begin in October. Broadway Elementary is a partner for this family reading and dinner program that emphasizes the importance of families reading together. Explore and Discover programs include “Too Fun Tuesday” for all ages. Participants can build with blocks and other materials, create art, use LEGOs or attend LEGO Club, play cards and board games, or attend a Pokémon Tournament. Life-sized games are offered for teens. Book Club is held at the library and Broadway Court Estates Retirement Community. Staff also attends Orchard Crest Retirement Community to offer help with electronic devices. In support of Job Seekers and Local Business, staff attended the Hiring Heroes Job Fair and brought along a computer lab to enable participants to edit and print resumes. They also partnered with the local alternative Mica Peak (formerly Barker) High School to offer School to Life skill-building sessions to students. A second senior project via Spokane Valley Tech Business and Entrepreneurship program will be offered. Book a Librarian appointments are also offered for help with job searches. Ms. Brown shared a story about providing assistance with a job application for which the applicant was granted an interview. To Connect with Community, staff is involved with the Spokane Valley Chamber of Commerce—Sheree West is an ambassador and attends Business Education Committee meetings. Ms. Brown regularly attends City Council and Transportation Committee meetings, and Ms. Luppert recently participated in the Big Five Stakeholder meetings. Staff also connects through presentations about library services provided throughout the year to a variety of groups and service organizations. Other upcoming highlights to name only a few include a potential book club at Mica Peak, Thursday Night Thing (modeled after Fairfield), Pajama Storytime with local authors, Saturday Career Lab, and Love Your Neighborhood, with focus on Spokane Valley. Ms. Ledebauer noted that Ms. Luppert is scheduled to give a presentation on library services to Spokane Valley City Council on October 20. Trustees expressed appreciation for the informative report. There was no further discussion.

OVERVIEW USE OF 3D PRINTERS/PRINTING SERVICE

Library Services Manager Gwendolyn Haley, Librarian Diane Brown, and Public Services Specialist Aaron Miller provided an overview of a new library service, use of a 3D printer. Ms. Haley provided the genesis of this program, which included an inquiry, subsequent demo and scheduled classes taught by member Andrew Jorgenson, for which there was much interest. As part of our mission to inspire learning, advance knowledge, and connect communities, this new service provides opportunities to explore, learn, and create by using relevant technology and software tools for which 3D printing, considered the third industrial revolution, is part. The

District selected its vendor based on Hayden Community Library's experience. Initially printer prices were exorbitant, yet costs have come down significantly to allow us to purchase a printer near the top of the line for approximately \$2,000. Although many schools have printers, they are not widely accessible. The library's printer will be available to not only students and hobbyists, but also entrepreneurs for 25 cents per cubic centimeter. Several free CAD instructional programs are available for training. Mr. Miller made the printer available for demonstration and described what happens when a file is uploaded. The machine operates at 220 degrees Celsius, hence the reason for it being contained in a clear, yet locked container. For now the printer will be located at Spokane Valley Library in a public area to help raise awareness of the new service. Designated staff who are champions of the printer and service will be scheduled accordingly for someone to always be available to provide assistance. For 3D printer training, a new database offered by the library, lynda.com, has online tutorials, and classes are planned for 2016. Discussion ensued as various small 3D printouts were shared around the room. Trustees expressed appreciation for the informative report. There was no further discussion.

PUBLIC COMMENT

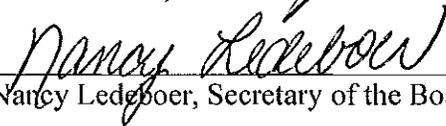
There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:08 p.m.



Mark Johnson, Chair



Nancy Ledebow, Secretary of the Board of Trustees