

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: OCTOBER 20, 2015

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, October 20, 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
Sonja Carlson - Trustee
Kristin Thompson - Trustee
Nancy Ledeboer - Executive Director and Secretary

EXCUSED:

None.

GUEST:

Julie Rosenoff, Community Volunteer

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Managing Librarian; Paul Eichenberg, Chief Human Resources Officer; Gwendolyn Haley, Library Services Manager; Jason Johnson, Managing Librarian; Rick Knorr, Chief Financial Officer; Patrick Roewe, Deputy Director Library Services; Andrea Sharps, Deputy Director Collection Services; Vanessa Strange, Librarian; Brian Vander Veen, Librarian; Corinne Wilson, Librarian; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

Ms. Thompson moved and Mr. Craig seconded to approve the agenda.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF SEPTEMBER 15 REGULAR, AND OCTOBER 6, 2015, SPECIAL MEETING MINUTES

Mr. Johnson called for corrections to the September 15 regular, and October 6 special meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF SEPTEMBER 2015 BILL PAYMENT VOUCHERS

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

Fund

L01	Voucher numbers: 48696 through 48868 and W00266-W00272 totaling	\$ 541,440.80
	Payroll numbers: 09102015PR and 09252015PR totaling	\$ 361,963.73
	Total	\$ 903,404.53

In response to Trustee Craig's query about lost/paid book refunds, Chief Financial Officer Rick Knorr explained vouchers are written to members who have previously reimbursed the District for lost library items that were then found. Mr. Knorr pointed out that these reimbursements, approximately 20 per month, were formerly written from a separate account. The two accounts were recently consolidated into one to simplify accounting procedures. There were no further questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

COMMUNITY ENGAGEMENT PLAN (CEP) UPDATE. Along with a written report provided in advance of the meeting, Mr. Roewe said Staff Day feedback about the draft CEP prompted thoughtful deliberation by the strategic planning committee and service priority teams. The subsequent draft will be provided to Trustees for their consideration in November. There was no further discussion.

NEW BUSINESS

PERSONNEL POLICY. Ms. Thompson moved and Mr. Craig seconded that revisions to the following Personnel Policy sections be approved as presented: 1.3; 2.02; 2.05; 2.16; 3.2; 3.5; 3.9; 4.1; 4.2; 4.3; 5.2; 5.3; 5.6; 5.7; 5.8; 5.10; 5.11; 6.8; 6.9; Chapter 8; 8.3; 9.1; and 10.05. For the most part, all recommended changes were intended to document, clarify or expand on current practice. Most notable was the clarification that all employees are eligible for paid bereavement leave, court-related leave, and military leave, as well as tuition reimbursement (Section 4.1). Grandchildren were added to the sick and bereavement leave policies (Sections 5.3 and 5.8). In Section 6.9, Disciplinary Action, the notice requirement for intent to suspend or terminate employment was shortened from five (5) calendar days to two (2) business days. Revisions were made to Military Leave sections 5.10 and 5.11 to ensure compliance with state law. Chapter 8 was retitled, as was Chapter 10, and Section 10.05 was revised to include bullying in the workplace.

Discussion ensued, however, regarding Employee Misconduct, Section 6.11. Mr. Craig pointed out the list of behaviors that subject an employee to disciplinary action and asked if use of marijuana should be addressed in Paragraph 9, particularly now that the drug is legal. In response, Chief Human Resources Officer Paul Eichenberg agreed marijuana should be referenced and the motion was amended to approve changes to include the word "marijuana" to the policy Section 6.11, as discussed. There was no further discussion.

The motion was unanimously approved.

ACCESS TO LIBRARY SERVICES POLICY. Mr. Craig moved and Ms. Thompson seconded approval of the Access to Library Services policy as revised. The suggested policy revisions emphasized the District's commitment to serving diverse communities. Specific language outlining the

District's responsibilities in compliance with the Americans with Disabilities Act (ADA) was retained, although reorganized. There was no discussion.

The motion was unanimously approved.

2016 BUDGET

PUBLIC HEARING ON AUTHORIZED REVENUE SOURCES. Mr. Johnson called the Public Hearing on Authorized 2016 Property Tax Revenue and Other Revenues to order at 4:21 p.m. and called for public testimony. There was none; the hearing closed at 4:22 p.m.

ORGANIZATIONAL MEMBERSHIPS REVIEW. Mr. Johnson moved and Mr. Hattenburg seconded that organizational memberships be approved for inclusion in the 2016 General Operating Fund. Deputy Director Patrick Roewe pointed out a recently added organizational membership to Inland Northwest Business Alliance was inadvertently omitted from the list. Ms. Ledeboer reiterated that if the 2016 budget is approved, the various memberships will also be approved, as dues are included in the budget. There were no questions or discussion.

2016 PRELIMINARY BUDGET PRESENTATION. Via PowerPoint, Chief Financial Officer Rick Knorr summarized potential revenues for the General Fund, which total nearly \$12 million. The primary sources of District revenues are from property tax and contracts with cities. Mr. Knorr pointed out 2016 will be the final year of the West Plains' annexation mitigation agreement payments. Additional revenues come from fees, grants, and gifts. He also presented an expenditure summary. Personnel salaries, benefits, library materials, and services, which include maintenance, facilities, software, broadband, insurance, and grounds maintenance, are the major expenditures. The two largest increases in 2016 include a 9% increase to health benefits and an increase in PERS. The employer contribution to the retirement plan, PERS, increased July 1, 2015, and the full year payment for 2016 will cost an additional \$70,000. In response to Trustee Johnson's query, Mr. Knorr said PERS changes are biennial. Mr. Eichenberg added the DRS justified the increase due to longer life spans of program members. The Operating Fund includes funding for annual maintenance, technology replacements, and a few special projects. However, because of the deferral of capital projects in 2015, staff recommends allocating an additional \$300,000 from the Capital Fund to refresh North Spokane and Spokane Valley libraries. By deferring projects from 2015, we anticipate an ending fund balance to cover these Capital Fund expenditures.

BOARD DIRECTION TO STAFF. Trustees provided direction toward preparation of the final 2016 budget. The budget will be based upon the last highest property tax, which was in 2011. Property values fell in subsequent years, thus revenue was based upon total assessed value factored by the levy rate. In the last year, property values increased across Spokane County, and the result is that District revenues will be based on the last highest year plus 1%, plus new construction. Based upon capital improvement needs and increased cost of benefits, the Board directed staff to request the full 1%. Since inflation is below 1%, a separate resolution to request approval for the full 1% increase will be prepared for the November meeting.

The Consumer Price Index (CPI), used as the basis for salary adjustments, is negative this year, and the state announced there will be no change in the minimum wage. It has been District practice to follow the CPI. In keeping with past practice, the proposed budget includes step increases (for those not already at the highest step), but does not include across the board salary adjustments for staff. Trustees approved the salary budget, yet requested a revision to the

Personnel Policy Section 3.13, to lower the salary adjustment range from a minimum of 0%, instead of the current 1%, to a maximum of 4%. Trustees also requested a table to show the number of FTEs by salary range. Both the Personnel Policy revision and salary table will be presented at the November meeting. Trustees also approved the Capital Fund expenditures plan for 2016, and a transfer of the ending fund balance from 2015 into next year's budget.

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 a resolution has been added to the November agenda to amend the Medical Lake TIF area. Ms. Ledeboer explained development of the area has been slower than anticipated; thus, an extension of 10 years to increase the TIF from 20 to 30 years has been requested by the County. In response to Mr. Hattenburg's query how the extension would impact the Library District, Ms. Ledeboer indicated staff will provide information on the increase in property values. She also noted, however, that since most of the area is industrial, the library has not seen an increase in demand for services due to new construction.

REPORTS

TRUSTEES

There were no 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. Ms. Ledeboer noted Mike Jackson, City of Spokane Valley manager, will consult with the City Council about the possibility of purchasing the land designated for a new Spokane Valley from the Library District next year. She and Mr. Jackson also discussed other opportunities for the City and Library District to partner, which led to the possibility of PEG funding for media equipment and production of educational video programs at Spokane Valley Library. Follow up conversations between the City of Spokane Valley and Community-Minded Enterprises (CME) are underway to create a partnership that will fund media equipment at the Spokane Valley Library. There was no further discussion.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report in advance of the meeting for September 2015 Public Services, which included data for customer use measures, programming, and library activities. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report in advance of the meeting for September 2015 communication activities. There was no further discussion.

FISCAL

Revenue and Expenditure Statement through September 30, 2015.

Fund 001

Revenues	\$	6,650,758
Expenditures	\$	8,392,791
Ending Fund Balance	\$	2,730,483
Fund Budget Expended		70.67%

CFO Rick Knorr said as anticipated, cash reserves are at a low point this time of year.

SPOTLIGHT NORTH SPOKANE LIBRARY

Managing Librarian Jason Johnson reported on North Spokane Library (NS) and the community it services. Visually supported by PowerPoint, Mr. Johnson showed the original library built in 1972. Remodeled in 1989, there have since been few changes to the building. NS is the District's second busiest library; programs are annually attended by approximately 16,000 participants. The library is located within an urban growth area populated by big box stores and fast food restaurants, and establishing community identity is a challenge without a civic center or local government. The library appreciates its collaboration with Whitworth University. Last year, as part of the Hope in Hard Times exhibit, author Tim Egan gave a presentation in the Whitworth Auditorium. It was so well attended, overflow space was utilized. As part of Thrive programming, the Whitworth Quartet played at NS to a large audience. And a professor from Whitworth requested someone from the library to speak about censorship, for which Deputy Director Patrick Roewe responded. The library hopes to establish more partnerships in the future. For the first time this year, the library partnered with the Boys & Girls Club of Mead, WA, and more than 80 kids per week came to summer programs. It was a wonderful opportunity to distribute library cards to children who hadn't often had the opportunity to visit. Staff also set up a booth at the Green Bluff Apple Festival to introduce and provide information about library services to a group new to the library. Storytimes served almost 10,000 kids in 2014, and it appears numbers are up for this year. North Spokane served 1,142 lunches after Storytimes to children under 18 years of age this past summer in support of the Washington State Summer Food Service Program. The program was highly successful, and NS will participate again next summer. For the future, staff is eager for the arrival of the Human Origins exhibit. Like Hope in Hard Times, display of large exhibits are possible at NS because of the open floor space made available by flexible furnishings that replaced the large information desk. Other ideas for utilizing this available space include concerts in the library, an idea supported by the Trustees. NS has one of the largest collections of locally produced materials. The display of books by prominent as well as self-published authors has become popular. The collection includes local music that has grown from five to 75 CDs. As an innovative project, Mr. Johnson has thus far filmed eight local bands after hours at the library with intent to post these concerts along with many more on the District website. NS will host a kickoff party when the concert videos are completed. Trustees expressed appreciation for all the great work being done at North Spokane. There was no further discussion.

OVERVIEW EXPLORE AND DISCOVER

Librarians Vanessa Strange and Corinne Wilson provided an overview of Explore and Discover programming geared toward adults. Ms. Wilson pointed out Library Services Manager Gwendolyn Haley oversees all of their efforts. Regarding Community Impact Plan service

priorities, Explore and Discover goals have either been met or are close to goal. Programming for 2015 included "Nourish" health and wellness programs; "Escape the Ordinary" summer concerts, Humanities Washington lectures, and no-heat cooking classes; and "Thrive," which included Spokane is Reading events, Whitworth Quartet concerts, Ignite! Community Theatre performances, Zentangle creative exercises and more. This year's youth programming included Prime Time Family Reading at Airway Heights, Cheney, and Spokane Valley; Summer Reading themed "Every Hero has a Story," STEM programs, Monday Fundays, Too Fun Tuesdays and LEGO Build days. Ms. Strange announced North Spokane Library will host the "Exploring Human Origins: What Does it Mean to be Human?" exhibit during January 2016. Ms. Strange shared the backstory, as she wrote the grant application in 2014 and SCLD was one of 19 U.S. public libraries selected for the exhibit. Developed by the Smithsonian and ALA, the new 1,200-square-foot traveling exhibition includes more than 40 educational panels, interactive kiosks, hands-on displays, videos, 3-D skull casts and presentations representing groundbreaking research in the scientific study of human origins. The grant not only included \$500 toward library programming, the District can also retain the skull castings in its collection to lend along with lesson plans to teachers. Trustees expressed kudos to Ms. Strange for the grant award as well as their enthusiasm for the exhibit's arrival. There was no further discussion.

PUBLIC COMMENT

There were no public comments.

Mr. Johnson called for a five-minute recess at 4:40 p.m. The meeting reconvened at 4:45 p.m.

TRUSTEE APPLICANT INTERVIEWS

Interviews were held with four of the five candidates to fill the five-year term on the Board of Trustees due to the upcoming retirement of Mr. Hattenburg. One of the candidates was unable to interview by conference call because of technical connectivity issues while traveling out of the states for business.

After the interviews and discussion, Mr. Hattenburg moved and Ms. Carlson seconded to recommend Wesley Teterud to the Board of County Commissioners for appointment to the SCLD Board of Trustees for the five-year term beginning January 1, 2016. Mr. Teterud was recommended because of his commitment to the Library District, tireless work on the bond issue, previous board experience, and passion for a level playing field where books equalize everyone.

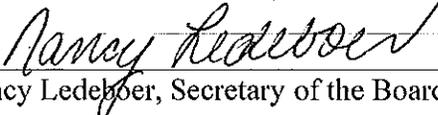
The motion was approved.

ADJOURNMENT

The meeting adjourned at 7:58 p.m.



Mark Johnson, Chair



Nancy Ledebor, Secretary of the Board of Trustees