

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

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, December 15, 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
Nancy Ledeboer - Executive Director and Secretary

EXCUSED:

Sonja Carlson - Trustee

GUEST:

Becky Hattenburg

Also Present: Jane Baker, Communication & Development Officer; Paul Eichenberg, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Rick Knorr, Chief Financial Officer; Patrick Roewe, Deputy Director Library Services; Andrea Sharps, Deputy Director Collection Services; Doug Stumbough, Deputy Director Library Operations; 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 NOVEMBER 24 REGULAR MEETING AND DECEMBER 1, 2015,
SPECIAL MEETING MINUTES**

Mr. Johnson called for corrections to the November 24 and December 1, 2015, regular and special meeting minutes. There were no corrections; the minutes stand approved as written.

Trustee Hattenburg shared his support for the open invitation extended by Chair Mark Johnson to the Citizens for Responsible Governance as recorded in the Nov. 24 regular meeting minutes. Mr. Hattenburg would encourage anyone interested in the operations of the District to attend a meeting.

APPROVAL OF NOVEMBER 2015 BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Ms. Thompson seconded approval of bill payment vouchers for November 2015.

Fund

L01	Voucher numbers: 49082 through 49226 and W00281-W002187 totaling	\$ 445,256.25
	Payroll numbers: 11102015PR and 11252015PR totaling	\$ 360,104.32
	Total	\$ 805,360.57

The motion was unanimously approved.

UNFINISHED BUSINESS

AMENDMENT NO. 1 TO COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT (RESOLUTION NO. 15-08). Following background information regarding the Medical Lake TIF provided by Dennis Hession, attorney for Kutak Rock, LLP, at the November 24 regular meeting, Trustees requested additional information prior to their vote to amend and extend the TIF agreement from 20 to 30 years.

Trustees agreed to again postpone this resolution until January. Ms. Ledebor indicated that Kutak Rock attorneys were in the process of securing an agreement between the local fire district and developers that will address concerns raised by Trustees regarding the possibility of future annexations within the area covered by the TIF.

NOTE: Because of the postponement of Resolution 15-08, subsequent resolutions for December will be renumbered accordingly.

COMMUNITY ENGAGEMENT PLAN (CEP) 2016-2018. Ms. Thompson moved and Mr. Hattenburg seconded to adopt the Community Engagement Plan (CEP) 2016-2018, as revised. Mr. Roewe pointed out the revised plan combined all elements of the plan previously reviewed and discussed by the Board, and noted community narratives for all 10 libraries have been added, along with a section on measuring engagement. Implementation of the CEP will be reviewed annually for effectiveness. Suggested revisions to the plan will be recommended to the Board of Trustees. Mr. Hattenburg complimented the entire staff for its hard work toward a plan that was very well done. There was no further discussion.

The motion was unanimously approved.

2016 BUDGET

ADOPTING A 2016 FINAL BUDGET (RESOLUTION NO. 15-08). Mr. Hattenburg moved and Mr. Craig seconded that Resolution No. 15-08, Adopting a 2016 Final Budget, be adopted.

RESOLUTION NO. 15-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2016 FINAL BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

2016 General Operating Fund Budget revenues total \$11,898,100; Operating Expenses are budgeted at \$11,506,580 and Grants and Capital expenditures of \$391,520 for a total expenditure for 2016 of \$11,898,100. The estimated unassigned ending fund balance is \$4,431,000. The Capital Projects Fund includes a proposed expenditure of \$325,000 with

an estimated beginning assigned fund balance of \$1,244,200; the estimated ending assigned fund balance for 12/31/16 is \$924,200. Discussion briefly ensued regarding the Board's decision to include an across-the-board cost of living increase of 0.05% for 2016, contingent upon a balanced budget. Ms. Ledeboer indicated that the increase was calculated in compliance with current policy, and applied to all positions. Trustees have the option to direct staff to apply the increase in another manner, or to change the policy. In response to Mr. Craig's request, Ms. Ledeboer said an informational report will be prepared to highlight the breakdown of staff between part- and full-time positions across the classification system. Mr. Johnson indicated that he supported the proposed decrease in the contingency fund to cover the salary adjustment and additional funds for library materials and programs. There was no further discussion.

The motion was unanimously approved.

2015 WORK PLAN—YEAR IN REVIEW. In addition to the report provided in advance of the meeting, Ms. Ledeboer pointed out the highlights of accomplishments for 2015, and indicated the security audit which was not done will be conducted next year. Trustees asked about the percentage of members who pay fines online (40%), and the status of the 3D printer (currently delayed because of technical errors).

NEW BUSINESS

2016 WORK PLAN. Ms. Ledeboer reviewed projects for next year. The approved budget includes normal facility maintenance and IT updates. Capital funds will be used to refresh Spokane Valley and North Spokane libraries. Floor plans have been posted on the Intranet for input by staff, and ultimately, an architect will be selected to create plans. Other notable projects include the District's collaboration with Community-Minded Enterprises to build a media lab at Spokane Valley; training for staff to implement aspects of the CEP, as well as Safety, Customer Service, and Leadership training. Interviews of candidates for the new Volunteer Coordinator were held today, with plans to cultivate a volunteer program throughout the District in 2016. In response to Mr. Craig's query about the siding at North Spokane, Mr. Knorr said there has been some wear and corner caps have fallen off, yet needs at Otis Orchards have become more of a priority. There was no further discussion.

2016 BOARD OF TRUSTEES' OFFICERS ELECTION. Mr. Hattenburg motioned the nominations of Mr. Johnson to serve as chair and Mr. Craig to serve as vice chair for the 2016 calendar year. Ms. Thompson seconded the motion. The elected officers will serve from January 1 through December 31, 2016. There were no questions or public comments.

The motion was unanimously approved.

RECOGNITION OF RETIRING TRUSTEE TIM HATTENBURG (RESOLUTION 15-09). Mr. Johnson moved and Mr. Craig seconded that Resolution No. 15-09, Recognition of Retiring Trustee Tim Hattenburg, be adopted.

RESOLUTION NO. 15-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING RETIRING TRUSTEE TIM HATTENBURG'S SERVICE TO SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS.

Mr. Johnson read the resolution aloud to Mr. Hattenburg and those in attendance.

In Favor: Mark Johnson, John Craig, and Kristin Thompson.

Abstentions: Tim Hattenburg.

Motion passed.

Following the vote, Mr. Hattenburg was presented with a framed original of the resolution, along with expressions of thanks and best wishes. Mr. Hattenburg expressed his sincere appreciation for the staff and his fellow Trustees.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Johnson reviewed the list of tentative agenda items and activities scheduled for the next two months. Trustees will meet at Airway Heights and Argonne libraries in January and February respectively. Wes Teterud will be welcomed to the Board of Trustees in January. He was appointed to the SCLD Board of Trustees by the Spokane County Board of County Commissioners on December 8, and will begin a five-year term starting January 1, 2016, and ending December 31, 2020.

REPORTS

TRUSTEES

Mr. Hattenburg expressed gratitude for the wonderful opportunities he's had for 10 years as Trustee, which enabled him to work with diverse members of the Board. He noted throughout the years Trustees have always been able to talk through challenges. He also expressed appreciation for advisement from the District's capable and talented staff.

Mr. Johnson expressed thanks to Mr. Hattenburg for his mentorship and leadership, and in particular, his chairmanship during the Internet-use policy revision in 2012.

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. In addition, at Ms. Ledeboer's request, the District's land purchase will be on the Spokane Valley City Council's meeting agenda for December 29. Ms. Ledeboer and Mr. Hattenburg will be in attendance. Staff reviewed the Public Art in District Facilities policy and have no suggested changes at this time. Mr. Stumbough and the IT staff are reviewing emergency notification software as an outcome of the November 17 windstorm, and have found two products for consideration, which are also used successfully by area school districts. There was no further discussion.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided written reports prior to the meeting for November 2015, with data for customer use measures, programming and library activities. Mr. Roewe pointed out the windstorm's impact on statistics, and expressed thanks to Mr. Stumbough for taking charge of operations during and after the

storm. He also notified trustees that the Public Services report format will be changed in 2016, and asked for their feedback regarding content. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for November 2015 communication activities. Ms. Ledeboer pointed out the Exploring Human Origins program guide provided to Trustees, and as a promotion of library resources, a fun take on the classic 'Twas the Night before Christmas poem on the District's blog. There was no discussion.

FISCAL

Revenue and Expenditure Statement through November 30, 2015.

<u>Fund 001</u>	
Revenues	\$ 11,564,759
Expenditures	\$ 10,127,578
Ending Fund Balance	\$ 5,838,444
Fund Budget Expended	97.37%

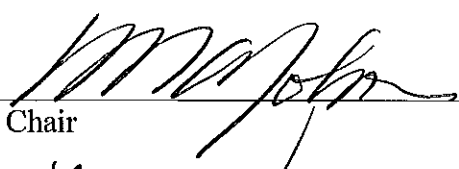
Chief Financial Officer Rick Knorr provided an update on the SAO's Entrance Conference held December 1. Auditors will return Thursday, Dec. 17 and would like to ask internal controls questions of a Trustee, for which Mr. Johnson agreed to be available. Mr. Knorr will summarize 2015 at the January meeting. There was no further discussion.

PUBLIC COMMENT

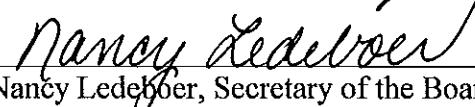
There were no public comments.

ADJOURNMENT

The meeting adjourned at 4:47 p.m.



Mark Johnson, Chair



Nancy Ledeboer, Secretary of the Board of Trustees