

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MARCH 15, 2016**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Cheney Library, 610 1st St., Cheney, WA, at 4:00 p.m., Tuesday, March 15, 2016.

Present: Mark Johnson - Chair
John Craig - Vice Chair
Sonja Carlson - Trustee
Wes Teterud - Trustee
Kristin Thompson - Trustee

Excused: Nancy Ledeboer - Executive Director and Secretary

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Stacey Goddard, Library Services Manager; Gwendolyn Haley, Library Services Manager; Rick Knorr, Chief Financial Officer; Catherine Nero Lowry, Library Supervisor; Andrea Sharps, Collection Services Director; Vanessa Strange, Librarian; Doug Stumbough, IT Director; and Patty Franz, Administrative Assistant.

Guests: Renee Taylor, Friends of the SCLD President; and Spokane Valley and Greenacres, WA, residents Larry Deemer, Rosemarie Bisiar, and Harvey Brown.

Call to Order (Item I.) Chair Mark Johnson called the meeting to order at 4:02 p.m. and welcomed those in attendance.

Agenda (Item II.) Ms. Thompson moved and Mr. Craig seconded to approve the agenda. The motion carried unanimously.

Approval of Regular Meeting Minutes, February 16, 2016 (Item III.A.) Mr. Johnson called for corrections to the February 16 regular meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of Payment Vouchers, February 2016 (Item III.B.) Mr. Craig moved and Ms. Carlson seconded approval of the February 2016 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
L01	49581-49744 and W00302-W00308	\$500,717.10	\$500,717.10
	02102016PR and 02252016PR	\$342,593.46	\$342,593.46
		Total	\$843,310.56

There were no questions. The motion was unanimously approved.

Unfinished Business
Facility Use for
Political Purposes
Policy
(Item III.C.1.)

FACILITY USE FOR POLITICAL PURPOSES POLICY. Mr. Craig moved and Mr. Teterud seconded to approve the Facility Use for Political Purposes policy, with amendments as discussed and approved by the Board.

AYES, and in favor thereof, Trustees: Mark Johnson, John Craig, Sonja Carlson, and Wesley Teterud.

NAYS, Trustees: Kristin Thompson.

ABSENT, Trustees: None.

ABSTAIN, Trustees: None.

Chair Johnson opened policy deliberations among Trustees at 4:04 p.m. Regarding signature-gathering within 25 feet of a ballot box, IT Director Doug Stumbough in Ms. Ledebor's stead reported on communications held today prior to this meeting with Spokane County Elections Manager Mike McLaughlin. Mr. McLaughlin stated the Elections Office is specifically concerned with the 20-day voting period during any election, when boxes are unlocked and accepting ballots. Beyond voting periods, ballot boxes are considered library property and subject to library policies. Chair Johnson noted the current draft policy does not address voting periods, and queried how libraries would manage enforcement during voting periods. In response, Mr. Stumbough said staff would be made aware of election schedules and manage accordingly. Chair Johnson asked if the library would be held liable for enforcement. Mr. Stumbough said enforcement would be based first on the Facility Use policy, and supported by the Code of Conduct policy. Based on Board of Trustees' recommendations, Mr. Stumbough said staff will revise the draft policy to include more specific language about voting periods, ballot boxes, and signature-gathering at a distance of 25 feet. Trustee Thompson reiterated her recommendation from last month's deliberations, which was to help support staff enforcement by designating specific areas for signature-gathering at each library. Ms. Thompson pointed out her concerns were not addressed by the draft policy, and asked for her viewpoint to be reflected in the meeting minutes. Mr. Stumbough said procedurally, enforcement would be handled similarly as smoking outside of buildings. Chair Johnson noted as a reminder that legal counsel for the District, Cindy McMullen, suggested not to designate specific areas for petitioning. Discussion ensued among Trustees regarding their confidence in staff going forward, and to provide this opportunity to petitioners in good faith, as the policy can be amended in the future, if necessary. Trustee Craig pointed out in the draft policy a typographical error, and suggested clarifications for consistency regarding a reference to the District's Library Meeting Room Use policy, for which the Board approved the suggested amendments. Deliberations closed at 4:29 p.m. There was no further discussion.

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**New Business
Community Impact
Plan (CIP), Years
2013-2015
(Item III.D.1.)**

COMMUNITY IMPACT PLAN 2013-2015 REVIEW. Library Services Manager(s) Gwendolyn Haley and Stacey Goddard reviewed the Community Impact Plan (CIP) for years 2013-2015. Ms. Haley said staff was more involved in development of this strategic plan than in previous years. The CIP was based on four service priorities selected through conversations with community. It became instrumental as a guide for programming selections, and as goals and objectives were met, exceeded, or unmet, the plan was adjusted accordingly. Ms. Haley said staff was pleased overall with the outcome of the plan, and learned a lot. For example, to meet students without transportation to libraries, staff began to take programming off-site to after-school programs. As a suggestion, Trustee Teterud recommended the library develop a means to connect with grandparents, their grandchildren, and their library cards. The library could become a tremendous resource for this demographic. Ms. Haley expressed appreciation for the suggestion. There was no further discussion.

**Discussion Items,
Possible Action
Future Board
Meeting Agenda
Items
(Item IV.A.)**

Mr. Johnson reviewed the list of tentative agenda items for the next two months. The April meeting will be held at Otis Orchards Library. Among other items, the agenda will include a review of the Code of Conduct and Memberships in Organizations policies, and an executive session to review the performance of a public employee. Trustees are invited to attend the annual Friends Helping Friends event scheduled for Saturday, April 23, 9 a.m. to noon, at Moran Prairie.

**Trustees'
Reports
(Item V.A.)**

There were no reports. Mr. Teterud queried the efficacy of two employees providing facility maintenance to 10 libraries. In response, CFO Knorr said to support the work of Facilities staff, the District has contracts for HVAC, grounds maintenance, and janitorial services.

**Executive Director's
Report, Feb. 2016
(Item V.B.)**

The Executive Director's written report for February provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. In response to Trustee Craig's query about architectural firms interviewed for the refresh projects at Spokane Valley and North Spokane libraries, Mr. Knorr reported Architects West, ALSC, and Bernardo Wills were interviewed. He also said if the project becomes more extensive than a paid-by-hour remodel, a more competitive bid process will be conducted.

**Public Services
Report, Feb. 2016
(Item V.C.)**

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for February 2016, with data for customer use measures, programming and library activities. In Mr. Roewe's stead, Library Services Manager Stacey Goddard reported the District will offer its fourth annual Food for Fines event to members

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**Continued,
Public Services
Report, Feb. 2016
(Item V.C.)**

during National Library Week, April 10-16. For every non-perishable food item, two dollars will be forgiven from a cardholder's account for overdue or damaged items only, up to a maximum of \$20 per account. This year SCLD will partner with Spokane Public Library in support of 2nd Harvest and other local food banks. Ms. Goddard also noted in the future she will report on financial literacy library programming, one of the four service priorities of the Community Engagement Plan, as part of the Public Services monthly report. There was no further discussion.

**Communication
Report, Feb. 2016
(Item V.D.)**

Communication & Development Officer Jane Baker provided a written report prior to the meeting for February 2016 communication activities. There was no discussion.

**Fiscal Report,
Dec. 2015
(Item V.E.)**

Revenue and Expenditure Statement through February 29, 2016.

<u>Fund 001</u>	
Revenues	\$ 256,986
Expenditures	\$ 1,949,535
Ending Fund Balance	\$ 2,855,388
Fund Budget Expended	16.39%

There was no further discussion.

**Spotlight
Cheney Library
(Item V.F.)**

Library Supervisor Catherine Nero Lowry and Librarian Vanessa Strange provided highlights on Cheney Library and the community it serves. Ms. Strange provided history of the library, noting the facility was built by and for the community in 1988. The public meeting room was used 251 times in 2015. The comfortable, multi-purpose reading room offers Wi-Fi and space for browsing and relaxation. Ms. Strange noted changes in the children's area opened sightlines within the library, and helped make for a brighter environment. To connect with community, the library and its staff partner with elementary schools and EWU, collaborate with local artists and businesses, and through outreach, take programs and activities into the community. For community engagement, the library offers LEGO Club, Storytimes, exam proctoring, and Book a Librarian appointments. Last year, 302 programs were held at Cheney, along with a summer session of Prime Time Family Reading. The highest turnout for Wildfire Conversations was at Cheney, for which participation included students, City Council, and residents. The library is currently posting displays of information by Save Our Station, a group of local residents intent on moving to preserve the historic Northern Pacific Railroad Depot built in 1929. The informational displays will move to Medical Lake Library from Cheney. On the Mayfest board and committee, Ms. Nero Lowry reviewed the growth of this annual event, for which more than 500 people attended last year. Incidentally, the Friends of the Library had a successful book

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Continued, Spotlight Cheney Library (Item V.F.)

sale on Festival day as well. Ms. Nero Lowry reviewed highlights of other successful library programs, such as the Dr. Seuss Party attended by 125, and annual Dia Day, for which Friends of the Library sponsored bilingual books for each participant to take home. *Renew* library programs are underway now for spring. In response to Trustee Teterud's query about exam proctoring, Ms. Nero Lowry explained proctoring is done free of charge. Staff is approved to proctor exams, yet is not required to be in a position of librarian. Trustees expressed appreciation for the informative report.

Overview Friends of the SCLD (Item V.G.)

Communication & Development Officer Jane Baker introduced Friends of the SCLD President Renee Taylor, and provided an overview of the group's accomplishments over the past year. The Friends of the SCLD created a mission statement and elected officers to serve one-year terms on the executive committee. Ms. Baker reported the group's bylaws state that the Library District Board of Trustees' chair, or designee, become an ex-officio member of the Friends' executive committee. Thus, the group is seeking a liaison. Ms. Baker highlighted the Friends' fall membership drive, Night at the Library, which resulted in 12 new memberships and an executive board member. She reviewed raising funds via Thrift Books, which last year resulted in \$5,503 earned for the Friends through sale of surplus books donated by eight of the District libraries. Also in 2015, the Friends entered into the AmazonSmile program for which Amazon donates .5% of eligible purchases to the Friends. Ms. Baker also pointed out the interlocal agreement between the Friends and the Library District, which states the Friends are organized and operate exclusively for the benefit of the Library District. Last fall, the Friends of the SCLD sponsored the NaNoWriMo Mini-Conference at Moran Prairie Library, and plan to do so again in 2016. The group has also confirmed plans to fund a small business owner/employer workshop series, Spokane is Reading, and a Caspar Babypants concert. Along with other current projects, the group plans to participate in the annual Friends Helping Friends event on April 23.

Trustees expressed appreciation for the group's diligent effort and informative report.

Public Comment (Item VI.)

Public Comment opened at 5:12 p.m.

Three volunteers for 2015 I-735, Rosemarie Bisiar, Harvey Brown, and Larry Deemer were in attendance. Mr. Deemer applauded the Board of Trustee's approval of the revised Facility Use for Political Purposes policy. He expressed appreciation for support of free speech activities, and suggested further improvement would be to allow use of foyers in those libraries with adequate space. He also queried if the new policy would either allow or preclude the Executive Director to approve making available in libraries a "Civic Action Table," for which he described as

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**Continued, Public
Comment
(Item VI.)**

display space for voter registration forms, initiative-gathering forms, and access to information on current or upcoming civic action items. Trustee Craig said he didn't think it was the library's intention to get involved at the petition level or with signature-gathering. Mr. Stumbough suggested Mr. Craig's interpretation of the policy as correct. Regarding the Civic Action Table concept, Ms. Thompson suggested that the Board respond on this topic in the future. Chair Johnson said the Board can address this question if it falls under library materials for political purposes. Mr. Stumbough suggested it may touch on several policies.

Ms. Bisiar expressed appreciation to Trustee Teterud for his comments regarding grandparents, library cards and activities for grandchildren. She suggested libraries could become a much needed means of support and a community resource.

Public Comment closed at 5:20 p.m.

**Adjournment
(Item VII.)**

Chair Johnson adjourned the meeting at 5:21 p.m. The next Board Meeting is scheduled for Tuesday, April 19, 2016, at 4:00 p.m., in the public meeting room at Otis Orchards Library.

Mark Johnson, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

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**Continued, Public
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