SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: APRIL 19, 2016

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards, WA, at 4:00 p.m., Tuesday, April 19, 2016.

Present: Mark Johnson   - Chair
John Craig   - Vice Chair
Sonja Carlson   - Trustee
Wes Teterud   - Trustee
Kristin Thompson - Trustee
Nancy Ledeboer   - Executive Director and Secretary

Excused: None.

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Melanie Boerner, Library Supervisor; Tammy Henry, Librarian, Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; and Patty Franz, Administrative Assistant.

Guests: None.

Call to Order
(Item I.)

Chair Mark Johnson called the meeting to order at 4:00 p.m. and welcomed those in attendance.

Agenda
(Item II.)

Mr. Craig moved and Ms. Thompson seconded to approve the agenda. The motion carried unanimously.

Approval of Regular Meeting Minutes, March 15, 2016
(Item III.A.)

Mr. Johnson called for corrections to the March 15 regular meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of Payment Vouchers, March 2016
(Item III.B.)

Ms. Thompson moved and Mr. Craig seconded approval of the March 2016 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
L01	49745-49943 and W00309-W00316	$733,118.34	$733,118.34
	03102016PR and 03252016PR	$357,642.13	$357,642.13
		Total	$1,090,760.47

Continued,
Approval of
Payment Vouchers,
March 2016
(Item III.B.)

Chief Financial Officer Rick Knorr called attention to payment voucher 49851, written to Greenleaf Landscaping, Inc. Although the payment description stated snow removal, it was actually for seasonal groundskeeping services paid in full for an annual savings of three percent. There were no questions. The motion was unanimously approved.

Unfinished Business
(Item III.C.)

NONE.

New Business
Code of Conduct
Policy
(Item III.D.1.)

CODE OF CONDUCT POLICY. Mr. Teterud moved and Mr. Craig seconded to approve the Code of Conduct policy, with amendments as discussed and approved by the Board.

Chair Johnson opened policy deliberations among Trustees at 4:07 p.m. The proposed change to the policy provides four general categories of conduct that are not allowed in the library. Each category lists examples of behavior that is not allowed. The more generalized categories provide staff greater latitude in addressing behavior issues rather than depending upon a long list of prohibited behaviors. The four categories include activities that interfere with the use of the library by others, using library materials or equipment in a manner inconsistent with their intended purpose, unlawful behavior and failure to comply with staff direction related to following this policy or other rules, regulations or laws. Discussion ensued regarding sleeping in the library, raised by Mr. Craig. Mr. Roewe agreed that "no sleeping" fit in the category of activities inconsistent with normal use of the library. Regarding the applicable laws category, Mr. Craig pointed out the needed addition about use of marijuana, since it is now legal. Also, as part of the applicable laws section, discussion ensued regarding the viewing or printing of illegal materials. Mr. Roewe indicated that this is covered by the Computer, Wireless Network and Internet Use policy. Since District policies are not mutually exclusive, Ms. Thompson suggested a bullet point be added to the first category to reference violation of any related SCLD policy as prohibited, for which consensus was reached. Deliberations closed at 4:25 p.m. 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 May meeting will be held at Moran Prairie Library, for which Chair Johnson has been excused. Vice Chair John Craig will chair the meeting in his absence. Among other items, the agenda will include a review of Personnel and Member Privileges and Responsibilities policies, and reports from staff regarding annual conferences of PLA and WLA, as well as the Friends Helping Friends event, held April 23.

Discussion Items, Possible Action Summer 2016 Meeting Schedule and June Retreat (Item IV.B.)

Discussion ensued regarding summer travel schedules; by consensus the Board of Trustees' canceled its July regular meeting. Chair Johnson pointed out a retreat will be held at Argonne Library following the June regular meeting, and in August, the Board will meet one week later than usual at Fairfield Library, as approved November 24, 2015.

Trustees' Reports (Item V.A.)

Mr. Teterud expressed appreciation for the invitation to join SCLD at the annual Our Kids: Our Business luncheon held April 13, and said he was pleased to learn about the philanthropic organization. He also highly recommended the book, Rachel and Her Children, by keynote speaker for the event and author Jonathan Kozol. Ms. Thompson, who also attended the event, praised the organization as well.

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

The Executive Director's written report for March provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledeboer expressed thanks to IT Director Doug Stumbough for covering in her absence last month. She relayed Larry Deemer called after the meeting to express his appreciation to the Board and District for responding to public requests to allow signature-gathering on library grounds. He also inquired about the future potential of establishing information kiosks in libraries. Ms. Ledeboer indicated the Spokane County Elections Office and local media do a thorough job of educating voters, and that the library doesn't have plans to duplicate those services. On another topic, Ms. Ledeboer expressed how proud she was of library staff, Managing Librarian Aileen Luppert, Deputy Director Patrick Roewe, and Librarian Amber Williams, who presented information about Libraries Transforming Communities to attentive audiences of 800 at the PLA Conference in Denver.

In response to Mr. Craig's query about the notation in the March HR report about an employee who voluntarily demoted to move to a different position, Ms. Ledeboer said previously both Otis Orchards and Fairfield were led by the same Library Supervisor, unlike the other libraries that have a designated Library Supervisor. Following assessment, the District decided to make a change, and will now have a dedicated Library Supervisor at Otis Orchards. The Fairfield Library, open three days a week, will be supervised remotely by Library Services Manager Kristy Bateman. Melanie Boerner, promoted from Public Services Specialist at Spokane Valley, was introduced as the new Library Supervisor for Otis Orchards.

Public Services Report, March 2016 (Item V.C.)

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for March 2016, with data for customer use measures, programming and library activities. Mr. Roewe reported extensive Safe Environment Training (SET) was conducted by an outside facilitator at Moran Prairie Library over four days in March. Attendance was required for the full-day session to help ensure

staff has the needed information to be safe and proactive in making libraries safe for everyone. Regarding the second STEM grant noted in the Public Services report, Trustee Teterud asked what percentage of the grant funds stays in Spokane. In response, Ms. Ledeboer indicated that for this particular grant, funds were used to create STEM curriculum and content that was shared with other libraries in Eastern Washington. SCLD has become known as a regional authority on this topic, and the District website is the go-to site for early learning STEM information. Ms. Ledeboer noted new Volunteer Coordinator Jamie Van Wormer has been busy signing up volunteers at the libraries, and pointed out a new Volunteer page on the website. There was no further discussion.

Communication Report, March 2016 (Item V.D.)

Communication & Development Officer Jane Baker provided a written report prior to the meeting for March 2016 communication activities. She also shared the Computer & Communications Industry Association (CCIA) recently announced it will make a generous honorarium to the Friends of the SCLD for hosting the Free File Tax Briefing with Cathy McMorris Rodgers at Moran Prairie Library in February. There was no discussion.

Fiscal Report, March 2016 (Item V.E.)

Revenue and Expenditure Statement through March 31, 2016.

Fund 001
Revenues	$ 1,013,442
Expenditures	$ 2,986,912
Ending Fund Balance	$ 2,620,165
Fund Budget Expended	25.10%

There was no further discussion.

Spotlight Otis Orchards Library (Item V.F.)

Librarian Tammy Henry provided an overview of Otis Orchards Library and the community it serves. Ms. Henry again introduced Melanie Boerner, who was in attendance on her first day as the new supervisor for the library. Ms. Henry introduced staff via PowerPoint and provided a history of the library, noting the facility was built in 1991 to serve residents of Otis Orchards, Newman Lake, and Greenacres, as well as Liberty Lake because of a reciprocal agreement between that library and SCLD. The library is open 36 hours over four days per week and has 4,227 registered borrowers who mostly favor DVDs, books-to-go, mysteries, romances, and picture books for check out. Ms. Henry provided highlights of library activities as related to the four service priorities of the Community Engagement Plan: Early Learning, Business and Career Development, Education and Enrichment, and Connecting Communities. Early learning includes weekly Storytimes led by staff, where attendance has increased three percent over last year. Outreach Storytimes are presented quarterly to two home child-care centers, and ECEAPs at Trent, Trentwood, East Farms, and Otis Orchards elementary schools. These presentations reached 675 children last year, another three percent increase

for the library. The play kitchen set complete with accessories donated by the Friends of the Library has been popular, along with the Love Talk Play stations and letter writing table with play mailbox. Job seekers continue to use the library and digital resources as support to search for new employment. Otis Orchards was one of the two libraries WorkSource visited for its recertification process. A goal of the library is to continue to identify and connect with area businesses. The focus of education and enrichment programming is toward school-aged children through adults. STEM-related programs, LEGO events, and in-house crafts have been popular and staff is working on plans to expand these popular services. Participation in adult programs increased significantly in 2015 because of the Seed Library, related gardening classes, musical concerts, and a financial literacy series offered in partnership with SNAP. To connect with community, the library participates in Food for Fines, displays local artwork and projects by artists, hobbyists, and students, and is part of the community Day Parade. Staff connected with 54 residents by holding an informational booth at the parade last year. A six-week Prime Time Family Reading program was held with 22 families. Friends of the Library have an annual book sale. Ms. Henry reported on the success of the Seed Library, which began as a staff Innovation Project. The Seed Library kickoff was held in February 2015, and was followed by several workshops attended by over 200 participants, with 1,128 seed packets checked out to 128 members. Two new seed libraries were started at Deer Park and Medical Lake because of the resounding success at Otis. Ms. Henry reviewed the focus of the Libraries Transforming Communities initiative, and noted staff's goal is for the library to become of place of learning. Staff is developing programs in accordance with the identified interests of the community, and will continue to develop community and business partnerships and stronger connections with area schools. In response to Trustee Craig, Ms. Henry said participants could interact with the suits of armor, medieval arms and other aspects of knighthood and chivalry during the Knights of Veritas interactive educational program demonstrations. There were no other questions. Trustees expressed appreciation for the informative report.

Overview
Risk Management
and Liability
(Item V.G.)

Chief Financial Officer Rick Knorr provided an overview of property, casualty, liability, and employee insurance policies for the District. He reported there have been few recent claims other than the two incidences of vehicles driving into facilities at Spokane Valley (SV) and Argonne (AR), for which both parties had insurance coverage. The incident at SV cost the District only the deductible. As yet, the assessment of Argonne hasn't been received. Mr. Knorr noted liability is the other important aspect of commercial insurance, and the District carries an umbrella of six million to protect itself. Auto coverage is for three District-owned vehicles—two trucks for maintenance of facilities, and one van for outreach. Mr. Knorr

Continued,
Overview
Risk Management
and Liability
(Item V.G.)

reviewed first- and third-party Cyber Security protection, noting first-party is for the loss of District digital assets, and third-party is to protect network security and liability, employee privacy, and electronic media liabilities. Potential administrative errors are also covered. Breach of privacy includes damages from alleged violations of HIPAA, state, and federal privacy protection rules, and the cost of customer breach notifications and public relations. District leadership and officers are also protected by Employment Practices Liability coverage. Trustee Teterud queried if two million is considered adequate coverage, for which Mr. Knorr will follow up. In response to Chair Johnson, Ms. Ledeboer said information about coverage for other regional/state libraries isn't available as a benchmark. Mr. Knorr said there is a government insurance risk-pool option available, yet the coverage is more costly with higher limits. Mr. Knorr said further research and discussions will be conducted when District insurance comes up for bid in the future. In response to Chair Johnson, Mr. Knorr reported Dan Antonetti, managing director of PayneWest Insurance, is the District's advisor. He also reported the District is fully insured for workers' compensation by the state, and is self-insured for unemployment. Other preventive measures implemented at the District include a Safety Committee, Security Incident Reports completed by staff, Code of Conduct policy, Safe Environment (Safety) Training, annual audits by the State Auditor's Office, annual fire suppression inspections by fire Marshall, and fire and security alarm system tests. Mr. Roewe confirmed fire inspections and drill tests for staff are unannounced and consistently passed. There were no other questions.

A six minute recess was called at 5:20 p.m.
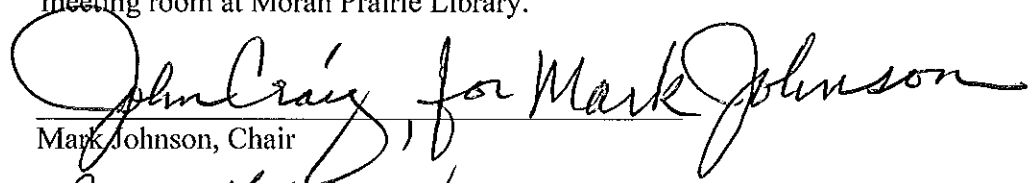
Executive Session
(Item VI.)

Mr. Johnson moved and Mr. Craig seconded for the Board to commence an executive session at 5:35 p.m. to discuss the Executive Director's fourth annual performance evaluation. The Board returned from executive session at 6:00 p.m. Chair Johnson will complete a summary of Ms. Ledeboer's evaluation to submit for District personnel files.

Public Comment
(Item VII.)

There was no public comment.

Adjournment
(Item VII.)

Chair Johnson adjourned the meeting at 6:02 p.m. The next Board Meeting is scheduled for Tuesday, May 17, 2016, at 4:00 p.m., in the public meeting room at Moran Prairie Library.

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Mark Johnson, Chair

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Nancy Ledeboer, Secretary of the Board of Trustees