

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JUNE 21, 2016**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 4:00 p.m., Tuesday, June 21, 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; Kris Barnes, Library Supervisor; Kristy Bateman, Library Services Manager; Stacey Goddard, Library Services Manager; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Teresa Nelson, IT Operations Assistant; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Brian Vander Veen, Managing Librarian; Amber Williams, Librarian; and Patty Franz, Administrative Assistant.

Guests: Spokane Valley, WA, resident Wendy McElroy, and Spokane Valley City Council members Rod Higgins, Ed Pace, and Arne Woodard.

Call to Order (Item I.) Chair Mark Johnson called the meeting to order at 4:00 p.m. and welcomed everyone in attendance.

Agenda (Item II.) Mr. Teterud moved and Ms. Carlson seconded to approve the agenda. To accommodate guests' schedules, Mr. Johnson suggested Public Comment be moved to the top of the agenda. Mr. Craig moved and Ms. Carlson seconded to revise the agenda, as suggested. The motion was approved.

Public Comment (Item VI.) Spokane Valley resident Wendy McElroy addressed the Board of Trustees regarding concerns about public conduct at Spokane Valley Library. Ms. McElroy cited several instances of what she considered improper conduct of members and expressed her desire for a quiet and orderly library. Ms. McElroy reported she had previously called the library director and chair of the Board of Trustees to express these same concerns, yet had not been satisfied by results.

Ms. Ledeboer went on to explain the procedure for public comment, and pointed out the Board could not take action on this topic at this meeting, yet can bring the subject forward to a future meeting agenda.

By request, Ms. McElroy provided a copy of her remarks to Chair Johnson and departed the meeting.

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Ms. Ledebouer noted this subject is relevant to potential plans for renovations of North and Spokane Valley libraries.

Spokane Valley resident Ed Pace said he and his family have been members of Spokane Valley Library since 1981 and have never had an experience like Ms. McElroy's. He said library staff has always been knowledgeable, friendly, helpful, and on task. He said he uses the library at least three times per week and has found it to be pleasant and quiet.

Approval of Regular Meeting Minutes, May 17, 2016 (Item III.A.)

Mr. Johnson called for corrections to the May 17 regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Mr. Teterud moved and Mr. Craig seconded approval of the May 2016 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
L01	50086-50289 and W00324-W00331	\$616,123.71	\$616,123.71
	04082016PR and 04252016PR	\$344,713.13	\$344,713.13
		Total	\$960,836.84

There were no questions. The motion was unanimously approved.

Unfinished Business (Item III.C.)

NONE.

New Business Annexation of Cities and Towns to the Library District Policy (Item III.D.1.)

ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT POLICY.

Mr. Teterud moved and Mr. Craig seconded that revisions to the Annexation of Cities and Towns to the Library District policy be approved as presented.

Ms. Ledebouer highlighted changes to the current policy. References to RCW 27.12.360 through 27.12.390 were added, which includes the annexation initiation procedure, tax levies, and more. The policy also clarifies a condition for annexation should there be a forced reduction in the District's tax rate due to a jurisdiction participating in the District reaching its statutory limit. The RCW allows any city to annex to the district, yet SCLD has certain conditions should a city request to annex, even though it also complies with all applicable Washington state laws related to annexation. There is also a way for the District to initiate a de-

annexation for the area within a town or city whose tax levy would impact the entire District. Discussion ensued regarding the impact of various annexation scenarios, as well as the process for de-annexation. In response to Mr. Craig's query about the likelihood of future de-annexation, Ms. Ledeboer indicated it is unlikely to occur in Spokane County because so few special districts exist and most cities and towns are well below the maximum levy amount. There was no further discussion. The motion was unanimously approved.

New Business
Fixed Assets Policy
(Item III.D.2.)

FIXED ASSETS POLICY. Ms. Carlson moved and Mr. Teterud seconded to approve the Fixed Assets policy as suggested and presented. Mr. Knorr pointed out suggested revisions to the policy were mostly for clarification. There was no further discussion. The motion was unanimously approved.

New Business
First Amendment to
Interlocal
Agreement between
City of Spokane and
SCLD - Resolution
No. 16-04
(Item III.D.3.)

FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT BETWEEN CITY OF SPOKANE AND SPOKANE COUNTY LIBRARY DISTRICT CONCERNING MITIGATION OF THE IMPACT OF ANNEXATION IN MORAN PRAIRIE AND GLENROSE PRAIRIE (RESOLUTION NO. 16-04). Mr. Craig moved and Ms. Carlson seconded to approve the First Amendment to the Interlocal Agreement between the City of Spokane and Spokane County Library District concerning mitigation of the impact of annexation in Moran Prairie and Glenrose Prairie.

RESOLUTION No. 16-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, APPROVING THE FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT BETWEEN THE CITY OF SPOKANE AND SPOKANE COUNTY LIBRARY DISTRICT CONCERNING MITIGATION OF THE IMPACT OF ANNEXATION IN MORAN PRAIRIE AND GLENROSE PRAIRIE; AUTHORIZING THE EXECUTION OF SUCH AMENDMENT; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

In response to Mr. Teterud's query, Ms. Ledeboer provided background on the original 2004 interlocal agreement between the City of Spokane and SCLD. In accordance with this agreement, SCLD will continue to provide library services to residents living within the Moran Prairie Library Capital Facilities Area (MPLCFA) even after annexation occurs. The City agreed to turn over taxes collected within the MPLCFA in recognition that these residents will receive library services at the Moran Prairie Library. To comply with terms of the agreement, the City of Spokane's Assistant City Attorney Mike Piccolo submitted an amendment documenting a recent annexation area. Upon our request, the city updated the amendment to include all annexations that have occurred since the original agreement. In the future, Mr. Piccolo will provide updates on all annexation changes. Ms. Ledeboer reported that at her request, Cindy McMullen, legal counsel

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for the district, also reviewed and approved the amendment. There was no further discussion.

The motion was unanimously approved.

**New Business
Otis Orchards Roof
Replacement
Contract Award
(Item III.D.4.)**

Mr. Knorr reported on roof replacement plans for Otis Orchards Library. The RFP closed Friday, June 17; seven proposals were submitted. Costs including permit ranged from \$40,290 to \$121,200. Horizon Roofing, the lowest bidder, met all the criteria and after reference checks was selected for the job. In response to queries from Mr. Johnson and Mr. Teterud, Mr. Knorr said the roof is scheduled to be completed by the end of August, and isn't expected to disrupt library services. Mr. Johnson moved and Mr. Teterud seconded approval of awarding the roof replacement contract to Horizon Roofing.

There were no further questions. The motion was unanimously approved.

**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 next meeting is August 23 at Fairfield Library. Ms. Ledebauer asked Trustees for direction regarding public comment shared earlier in the meeting. Mr. Johnson asked if there had been other similar complaints. Mr. Roewe said there have been occasional complaints about noise, and staff attempts to accommodate members by relocating them to quieter areas or study rooms when available. He indicated noise levels ebb and flow at all libraries, particularly during summer. Based upon direction from Trustees, Ms. Ledebauer offered to provide a more in-depth district security report at the August meeting.

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

There were no reports or further discussion.

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

The Executive Director's written report for May provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledebauer reiterated a public records request was submitted for details about the selection of MyPC & Papercut as the District's new computer reservation and print management systems. Subsequently, another public records request was submitted for a list of bidders for the Otis Orchards Library roof replacement RFP. We have since responded accordingly to both requests. As a reminder, Ms. Ledebauer noted the SAO audit for 2015 has been completed. The exit conference will be held Tuesday, June 28, at 8 a.m., in the District Administrative Offices Conference Room. Trustees Johnson and Teterud will attend. Selection of a new Chief Human Resources Officer has concluded; Ms. Toni Costa will begin employment on Tuesday, July 5. Regarding City of Spokane Valley, thus far, there has been no further communication or response to Ms. Ledebauer's request to be notified when a report is presented to the City Council regarding annexation options. The City Manager indicated staff

will do the research and present a report in response to a request from council members in the next few months. There was no further discussion.

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

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for May 2016, with data for customer use measures, programming and library activities. In addition, Mr. Roewe said how pleased he is with progress and development of the district's new volunteer program. Also, Summer Reading programming is about to kick off. Ms. Ledeboer noted the Prime Time Family Reading program held in Chattaroy was well attended, and there is one planned for Argonne Library as well. She also reported Library Services Manager Mary Ellen Braks was appointed to serve on the Early Learning Advisory Council as representative for the Inland Northwest Early Learning Alliance. She is currently the only librarian to hold this position on the statewide council. There was no further discussion.

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

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

**Fiscal Report,
May 2016
(Item V.E.)**

Revenue and Expenditure Statement through May 31, 2016.

<u>Fund 001</u>	
Revenues	\$ 6,460,694
Expenditures	\$ 4,825,910
Ending Fund Balance	\$ 6,197,448
Fund Budget Expended	40.56%

Chief Information Officer Rick Knorr reported the budget is on target for this point in the year. There was no further discussion.

**Spotlight
Deer Park Library
(Item V.F.)**

Library Supervisor Kris Barnes and Community Librarian Amber Williams provided an update on highlights of events at Deer Park Library (DP) since their 2015 report.

Ms. Barnes discussed the library and noted that in her new role as secretary to the board of the DP Chamber of Commerce, she has new opportunities to connect the library to the community. Ms. Williams reported the first adult summer reading program was held outdoors at the park. Over sixty people bundled up to join the fun in spite of inclement weather to listen to the music of Hot Club of Spokane. Ms. Williams noted this event was in response to several Libraries Transforming Communities community conversations, where staff heard members wanted activities in close proximity to home. Classic Summer Reading for K-5 also had a successful start at Arcadia Elementary School. Over 100 members attended, with some unfortunately turned away because of fire code limits.

Ms. Williams reported the Friends sponsored the annual poetry slam, with support from DP School District and EWU. Riverside, Newport, and Deer Park school districts all participated, and the event helped to extend community partnerships. Friends have already committed funding for next year's slam, scheduled for March 2017.

As part of a USDA food program, since March 7, DP Library has served after-school snacks to address food security issues. Approximately 50 students a day participated through the end of school, and the program will continue through summer. The library partnered with Arcadia Elementary tutoring program to provide after school enrichment activities along with snacks. In response to Mr. Teterud's query about providing snacks during summer vacation, Ms. Williams said although participation has dropped, snacks will continue to be available Monday through Friday through September. Library Friends also purchased additional snacks to make available for anyone in need beyond the established schedule. The success of this pilot program and the library's involvement will be evaluated at its conclusion. Ms. Williams noted the District's Business Office has been administratively instrumental in fulfilling grant reporting requirements.

Ms. Barnes reported on the Library Park and its second annual clean up, with the third clean up scheduled for September, noting the community has rallied around keeping the park clean. The Deer Park Family Care Clinic purchased three informational signs to post throughout the park, for which an Eagle Scout volunteer will build frames/housing for the signage and post it as well. Mr. Craig queried if the Scout earned a badge, for which Ms. Barnes will follow up.

Ms. Barnes reported several new companies are anticipated to join the DP Industrial Park in the near future, and will be highly welcomed by the community. Also, conversations ensue about how to increase driver safety on US 395; roundabouts and digital signage have been discussed.

Spokane County Fire District 4 is building a new fire station in Deer Park. Ms. Williams met with representatives regarding how the new facility could potentially accommodate community meetings.

Ms. Barnes provided an update on the former Deer Park Hospital that served the community from 1957-2008. Prior to sale of the property and demolition of the facility, Ms. Barnes contacted Providence Health Care, owners of the facility, to ask if the library could have the commemorative plaque from the hospital grounds, to which Providence agreed. Ms. Barnes plans to work with the Friends to create a display at the library. In response to Mr. Teterud's query, Ms. Barnes said a real estate agent indicated there were no plans to split parcels of property or make land available for donation, yet Ms. Barnes will keep the Board apprised. There were no further questions. Trustees expressed appreciation for the informative report.

Overview
E-Rate (Item V.G.)

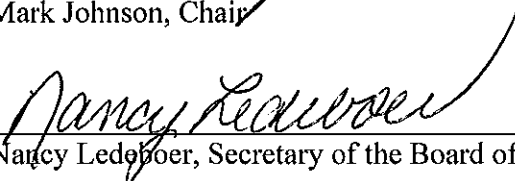
IT Director Doug Stumbough and IT Operations Assistant Teresa Nelson provided an overview of the E-Rate program. Under direction of the FCC, the Universal Service Administrative Company administers the program and provides discounts/reimbursements to schools and libraries to help obtain affordable telecommunications and Internet access. Mr. Stumbough explained the program is funded through a Universal Service fee, and to be eligible, the District must be CIPA compliant, which involves Internet filtering to help ensure the safety of children. Ms. Nelson reviewed the multi-layered and competitive application process for both applicant and service provider, and reported that we currently anticipate approval for approximately 80% E-Rate funding/reimbursement for July 1, 2014, through June 30, 2015. In response to Mr. Teterud's query, Ms. Nelson said the reimbursement is considered the same as a discount to the District. Ms. Ledebauer noted District reimbursement is based on free lunch service at West Valley School District and has gone up. Mr. Stumbough noted the Business Office will assume the financial end of these application cycles in the future. The program began in 2006-2007 and in 2015, the district received \$173,407, approximately 80% of its telecommunications expenditure, making the application process well worth the time and effort. There was no further discussion.

Adjournment
(Item VII.)

Chair Johnson adjourned the meeting at 5:20 p.m. The next Board Meeting is scheduled for Tuesday, August 23, 2016, at 4:00 p.m., in the public meeting room at Fairfield Library.



Mark Johnson, Chair



Nancy Ledebauer, Secretary of the Board of Trustees