

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: AUGUST 23, 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, August 23, 2016.

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

Excused: Kristin Thompson - Trustee

Also Present: Jane Baker, Communication & Development Officer; Diane Brown, Librarian; Toni Costa, Chief Human Resources Officer; Carlie Hoffman, Library Services Manager; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Gina Rice, Customer Experience Manager; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Cindy Ulrey, Librarian; 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 everyone in attendance.

Agenda (Item II.) Mr. Teterud moved and Ms. Carlson seconded to approve the agenda. The motion was approved.

Approval of Regular and Special Meeting Minutes, June 21, 2016 (Item III.A.) Mr. Johnson called for corrections to the June 21 regular and special meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
June - L01	50290-50465 and W00333-W00340	\$613,692.11	\$616,123.71
	06102016PR and 06242016PR	\$363,825.87	\$363,825.87
		Total	\$977,517.98

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
July - L01	50466-50637 and W00341-W00350	\$589,777.35	\$589,777.35
	07082016PR and 07252016PR	\$357,479.98	\$357,479.98
		Total	\$947,257.33

In response to Trustee Craig's query, Chief Financial Officer Rick Knorr said repairs to the exterior of Argonne Library are completed and were entirely reimbursed by the insurance company. There were no further questions. The motion was unanimously approved.

**Unfinished Business
(Item III.C.1-2)**

NORTH SPOKANE LIBRARY RENOVATION. Mr. Craig moved and Ms. Carlson seconded to authorize the Executive Director to initiate the process toward renovation of North Spokane Library, contingent upon a surplus budget for 2016.

Ms. Ledebouer reported tours of both North Spokane and Spokane Valley libraries were conducted for Trustees. The purpose of the tours was to view libraries in light of two separate projects: a refresh of North Spokane and expansion of Spokane Valley. In response to Mr. Johnson's query, Mr. Knorr said Gary Bernardo estimated the cost of the North Spokane refresh at \$350,000. Ms. Ledebouer said with Board approval, design plans for the project could begin. Tentative logistical plans to help save costs include a month-long closure of North Spokane. However, during that time, the public meeting room could be used to pick up and return materials, and conduct other business. Discussion ensued regarding closure of facilities. Mr. Stumbough noted Spokane Valley was closed for three weeks for re-carpeting in the past, and it worked well. Trustees expressed concern about closing the library and a desire to minimize disruption of services to members. There were no further questions.

The motion was unanimously approved.

SPOKANE VALLEY LIBRARY RENOVATION. Ms. Ledebouer indicated that renovation of Spokane Valley Library is contingent upon reacquisition of the Sprague Avenue property by the City of Spokane Valley. She suggested schematic drawings could be undertaken in anticipation of moving ahead with the expansion. Ms. Ledebouer reviewed preparations to meet with the City Council at its Study Session on August 30. Ms. Ledebouer asked Cindy McMullen, legal counsel for the District, to contact City of Spokane Valley legal counsel, Cary Driskell, to discuss the District proposal for reacquisition of the land. Discussion ensued among

Trustees and the Executive Director regarding the upcoming meeting, repurchase of the property, or potential for a new Spokane Valley Library. Ms. Ledebor noted she will meet with Spokane Valley Mayor Rod Higgins on August 29 to ensure the Library District is fully prepared to answer questions at the City Council meeting.

Ms. Ledebor said she anticipates several months of community involvement will be needed before proceeding with Spokane Valley. This would allow an opportunity to engage the public in the planning process.

Mr. Craig commented political certainty would be needed before moving forward on the Spokane Valley project. There was no further discussion.

New Business
Collection
Development Policy
(Item III.D.1.)

COLLECTION DEVELOPMENT POLICY REVIEW.

Mr. Teterud moved and Mr. Craig seconded that review and reaffirmation of the Collection Development policy be approved as presented.

Collection Development Officer Ms. Sharps highlighted key points of the current policy, last reviewed and substantially revised in October 2014. She pointed out there are no recommended changes to the policy at this time. The Library District acknowledges it serves communities having diverse viewpoints and interests, and attempts to meet member needs by making a diverse collection available. Materials selections in a variety of formats to support all comprehension levels are made to support and reflect the District's strategic Community Impact Plan. Ms. Sharps reviewed factors considered when items are added to or removed from libraries. She also noted guidelines and internal working documents used by staff to help choose materials. Recently, additions of locally-produced and community-relevant books, CDs and DVDs have increased. Materials that represent both sides of an issue are made available, if the opportunity to do so exists. Member requests for materials are responded to regularly. Collection librarians purchase items or use interlibrary loan to meet requests, or decline as a last resort when unable to fulfill a request. Collection Services also has a gift division. Ms. Sharps noted that staff makes a tremendous effort to review all donated items. And when the need arises to discard print and digital materials that have not been checked out for longer than 18 months, staff does so with respect. In further review of the policy, Ms. Sharps pointed out intellectual freedom and members' rights to materials, and noted only parents or guardians can decide about their minors' materials. Should a member consider a collection item inappropriate, they can submit a Request to Review Library Materials form for further staff review. District residents will receive a written response regarding the item. Ms. Sharps said should a member consider the written response unsatisfactory, the matter can be directed to the Executive Director. Should a member appeal a decision, the Board of Trustees would determine whether District policy was followed. In response to a query

from Mr. Craig about collection complaints, Ms. Ledeboer said selections are made in the interest of our community, which would be an appropriate response should Trustees receive complaints about library materials from non-residents. There was no further discussion.

The motion was unanimously approved.

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

Chair Johnson reviewed forthcoming agenda items for the next two months. The September meeting will be held at North Spokane. Budget preparation for 2017 begins in October, and meetings will return to Argonne Library through December. Mr. Johnson reminded Trustees of the meeting with City of Spokane Valley on August 30, where resolutions passed by the Board on June 21 regarding the city's reacquisition of the Sprague Avenue property will be presented. Trustees Johnson and Craig plan to attend. Regarding upcoming activities, Ms. Ledeboer pointed out SCLD will sponsor a table at Spokane Bedtime Stories on the evening of October 28. Trustees are invited to attend the Humanities Washington event at The Spokane Club.

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

Mr. Teterud referenced copies of the written report he distributed to Trustees, regarding the Washington Public Library Trustee Training Workshop he attended on August 16 at Ramada Spokane Airport. He considered the day-long workshop to be well worth his time and the resources provided invaluable. Mr. Teterud said he was encouraged by the recommended book, *Expect More*, by R. David Lankes. Among many takeaways, Mr. Teterud noted the importance of strong leadership and recruitment of future trustees. Ms. Ledeboer expressed thanks to all Trustees for their ongoing commitment and performing the necessary work. She also noted that Mr. Johnson recently announced his interest in serving a second five-year term. Ms. Ledeboer said she will follow up with the Board of County Commissioners in support of his re-appointment.

Mr. Craig shared that he recently visited the Czech National Library, where the Clementinum reading room was off limits to visitors. In contrast, he commented, the Library District has a much more welcoming policy.

Mr. Teterud added that he recently visited a city library in Casper, WY, where security was also high.

There were no other reports.

**Executive Director's
Report, June and
July 2016
(Item V.B.)**

The Executive Director's written reports for June and July 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 introduced new Chief Human Resources Officer Toni Costa, who has an extensive library services background with Timberland Regional Library as well as HR accreditation and experience. Ms. Ledeboer expressed how pleased she is to have

Ms. Costa on board.

Ms. Ledebouer commented that follow up activities to the June regular and special meetings made for a busy summer. She said Mr. Knorr conducted the necessary analysis and review to ensure a budget surplus for next year, with intent to complete planned projects or potential library renovations. Having just returned from vacation, Ms. Ledebouer expressed appreciation to staff for coverage of library activities during her absence.

In response to Mr. Craig's query about PAC machines, Ms. Ledebouer said the acronym is for the Public Access Catalog. She noted catalog stations are not used as heavily as Internet stations, and therefore, could last a few more years before replacement.

Also in response to Mr. Craig regarding per-use costs of hoopla, Collection Development Director Andrea Sharps said this year the District added Machine-Readable Cataloging (MARC) records to the catalog and subsequently, members' use of hoopla has increased. Based on the trend of increased use, more funds will be added for hoopla before the end of the year. Current funding was based on 10 checkouts per user per month. However, hoopla has added different formats and its popularity has increased. Ms. Sharps noted the service is a great way to get content out to members, and the District's intent is to meet all members' needs. Mr. Johnson suggested to review this topic again during budget preparation for 2017. In response to a query from Ms. Carlson, Library Services Manager Carlie Hoffman said she will follow up to determine if a report that lists number of checkouts per member is available. There was no further discussion.

**Public Services
Report, June and
July 2016 (Item
V.C.)**

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided written reports prior to the meeting for June and July 2016, with data for customer use measures, programming and library activities. In addition, Mr. Roewe pointed out the June special report on Code of Conduct, which included background and intent of the policy, and a breakdown of security incident reports at each library for the first six months of 2016. The small number of security incidents in comparison to library visitors at each library further emphasizes that District libraries are mostly places of engagement and positive interaction. Mr. Roewe further pointed out the July special report on meeting room use, for which data supports forthcoming changes at North Spokane. In response to queries from Mr. Teterud, Mr. Roewe explained Microsoft Office Specialist (MOS) certification classes are conducted at libraries, and provided a status report on the 3D printer at Spokane Valley. As yet, we do not have a process for accepting printing projects from the public. Ms. Ledebouer added that for safety reasons, projects are not scheduled to print overnight. Regarding exclusion of library members, Mr. Roewe explained the process for informing the member, staff, and law enforcement when necessary. He

added that a full day of Safe Environment Training (SET) for all staff was recently completed and Active Shooter training is scheduled for fall. Mr. Craig inquired about the relatively low door count in relation to the high number of security incidents at Airway Heights. Mr. Roewe said these incidents primarily involved young adults. The situation is no longer an issue. There was no further discussion.

**Communication
Report, June and
July 2016
(Item V.D.)**

Communication & Development Officer Jane Baker provided written reports prior to the meeting for June and July 2016 communication activities. Ms. Ledebouer commented that the Communication Department is busy and actively promoting library programs. Mr. Teterud shared that his grandchildren recently asked him to make a Pokestop at the library because of recent news coverage of Pokemon Go. There was no further discussion.

**Fiscal Report,
June and July 2016
(Item V.E.)**

Revenue and Expenditure Statement through June 30, 2016.

<u>Fund 001</u>	
Revenues	\$ 6,559,486
Expenditures	\$ 5,785,984
Ending Fund Balance	\$ 5,319,634
Fund Budget Expended	48.63%

Revenue and Expenditure Statement through July 31, 2016.

<u>Fund 001</u>	
Revenues	\$ 6,629,315
Expenditures	\$ 6,781,863
Ending Fund Balance	\$ 4,444,923
Fund Budget Expended	57.00%

Chief Information Officer Rick Knorr reported the budget is on target and a year-end surplus is looking more solid as months go by. In response to Mr. Teterud's query about a potential levy lid lift in 2019, Ms. Ledebouer responded only 50 percent voter approval is required. Mr. Knorr added figures for new construction are not available until November. Given the trend of increased property values, a lower tax rate is anticipated for next year. There was no further discussion.

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

Librarian Cindy Ulrey provided recent highlights of Fairfield Library and the community it serves. The small rural library serves the towns of Fairfield, Latah, Waverly, Spangle, Rockford, and the region between. Ms. Ulrey reviewed staffing changes since November 2015. Ms. Ulrey announced the Friends of the Library purchased a new play kitchen as an addition to the early literacy play stations, and the children are having a lot of fun with it. Dishes, pots and pans, and a selection of play food are part of the kitchen, for which the Velcro fruits and vegetables have been popular. The kitchen has been "in business" since the end of July and a food critic is

anticipated to soon visit the restaurant opening. Continuing connections with partnering groups and organizations remains a focus. A brand-new digital reader board lists events happening in the area, which include those at the library. Ms. Ulrey noted she connected the mayor of Fairfield with the Library District's Volunteer Coordinator, to help arrange volunteers for the Fairfield city park clean up. Library neighbor, the Southeast Spokane County Historical Museum, hosted a book-signing with authors Tim and Becky Hattenburg, following a library presentation about their book, Death Ride. Ms. Ulrey noted the library plans to assist the museum in becoming part of the Washington State Library's Washington Rural Heritage digitization program. Additional community connections include the donation of 183 pounds of food to the North Palouse Community Food Bank from the library's Food for Fines program. The donation was particularly helpful this year following a burglary of the organization's food pantry. Also, Thursday Night Thing (TNT) programs are held twice-monthly, outreach Storytimes at Freeman and Liberty school districts are held quarterly, and monthly in-library Storytimes continue. There is the possibility of adding quarterly Storytimes at a new preschool in Spangle. STEAM and STEM programs have the biggest draw at Fairfield. The library is a Pokemon Go gym, which particularly holds the attention of Tweens and their interests are encouraged by staff. Mobius Science Center Superhero Science and Spokane Falls Community College Egg Drop Engineering programs are offered at the library and well attended. Just Play, an indoor direct-learning play date is offered during the winter months, which has been well attended by preschoolers. The library plans to offer STEM Play and Learn as well. Summer Reading participation has increased over last year, with attendance at all sessions. The start time for the program was changed to meet family schedules. As for what lies ahead, the library will work to ensure parents can find resources for their families. Weekly Storytimes will continue and LEGO Club will be offered Tuesday afternoons. And for something new, the library will debut International Game Day in November, where participants will gather for an afternoon of tabletop and card games for all ages. Also, Ms. Ulrey reported that SNAP approached the library to be a place for energy assistance benefits sign up. In response to Mr. Teterud's query, Ms. Ulrey said area retirees attend the library as an informal gathering place. They read the newspaper, drink coffee, share information, and catch up with friends. She noted use of the meeting room has increased as well. Fairfield Library will be an overflow location for crafts and activities this fall for those participating in Christmas on the Palouse. There were no further questions. Trustees expressed appreciation for the informative report.

Overview
Digital Interaction
and Sharing
(Item V.G.)

Library Services Manager Carlie Hoffman introduced herself and other members of the Digital Interaction and Sharing team, librarians Cindy Ulrey and Diane Brown. Digital Interaction and Sharing is one of the four service priorities of the strategic Community Engagement Plan. Ms. Hoffman noted


how over the last decade societal and technological changes have shifted how libraries and librarians adapt to members' needs. One of the themes that surfaced through community conversations of the Libraries Transforming Communities initiative was that residents wanted to connect with community. Thus, the library website and social media are used to share neighborhood event and information to help create a sense of community for members. The Around Town feature on the location pages is updated regularly by community librarians to connect members to community organizations and businesses. The Upcoming Events section highlights library events as well as events happening throughout communities. Ms. Hoffman noted she regularly receives submissions for the event calendar from residents and also relies on updates from library supervisors and community librarians about events of interest in their library communities. The District also helps build community and curates resources through spokanebusiness.org, a partnership between SCLD and Spokane Public Library. This collaborative website offers a thorough one-stop resource for residents to find business information. The Ready for Kindergarten page supports parents and caregivers by providing all the necessary information to prepare children for pre-school. It is the only resource in the community that lists registration information for all school districts in Spokane County. The Early Learning team prepares and updates the content regularly. Another part of the digital platform is to curate local content such as videos of local experts teaching lesson-based formats of various topics. Work by local authors, filmmakers, artists, and musicians will also be a part of this online gallery accessible to all members. The final aspect of the District's local curation efforts involves local history. Through a partnership with Washington State Library's Washington Rural Heritage project, local photographs, artifacts, and other documents of Medical Lake and Rockford have been digitized. The District plans to continue with these projects and reach out to other historical societies and organizations. The District collaborates with WorkSource to reach out and offer the Ready for Work series to rural job seekers. The series teaches job and technology skills. Ultimately, library staff often become the local expert to teach various skills. Therefore, staff participate in ongoing training opportunities made available by webinars for digital resources. Internally, the Digital Interaction and Sharing team also presents in-person training on various aspects of how to conduct library business, proctor exams, and more. They also work on other projects related to enhancing the website, use of digital resources and streamlining internal processes. In response to Mr. Teterud's query about Nextdoor.com, Ms. Hoffman said Nextdoor is a private social network. Thus, the library cannot post about itself, yet others who are part of the network could post about the library. Mr. Teterud also gave a shout-out to Librarian Danielle Milton for the work she recently conducted to fulfill a Book a Librarian appointment. Ms. Ledeboer commented how proud she is of the work being done by staff, to which Trustees expressed agreement. There was no further discussion.

**Public
Comment
(Item VI.)**

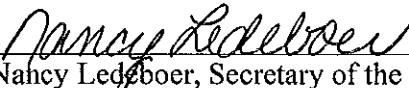
There was no public comment.

**Adjournment
(Item VII.)**

Chair Johnson adjourned the meeting at 5:49 p.m. The next Board Meeting is scheduled for Tuesday, September 20, 2016, at 4:00 p.m., in the public meeting room at North Spokane Library.



Mark Johnson, Chair



Nancy Ledebor, Secretary of the Board of Trustees