

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

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Airway Heights Library, 1213 S. Lundstrom St., Airway Heights, WA, at 4:00 p.m., Tuesday, January 19, 2016.

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

Excused: None.

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Diane Brown, Librarian; Paul Eichenberg, Human Resources Director; Rick Knorr, Chief Financial Officer; Stacy Ann Kvamme, Library Supervisor; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Corinne Wilson, Librarian; and Patty Franz, Administrative Assistant.

Guests: Kutak Rock, LLC, attorneys Roy Koegen and Dennis Hession, and paralegal Debbi Haskins. Big Cigar, LLC, representatives Dick Edwards and Pete Thompson. Valley View and Greenacres residents Larry Deemer, Rosemarie Bisiar, and Harvey Brown.

**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,
January 19, 2016
(Item III.A.)**

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

**Approval of
Payment Vouchers,
December 2015
(Item III.B.)**

Ms. Thompson moved and Mr. Teterud seconded approval of the December 2015 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
L01	49227-49389 and W00289-W00294	\$590,005.49	
	12102015PR and 12232015PR	\$345,161.74	
			\$935,167.35

There were no questions. The motion was unanimously approved.

**Unfinished Business
Amendment No. 1 to
Community
Revitalization
Financing and Tax
Increment Area
Agreement
Resolution
No. 16-01
(Item III.C.1.)**

AMENDMENT NO. 1 TO COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT (RESOLUTION NO. 16-01). Mr. Craig moved and Mr. Teterud seconded to approve Amendment No. 1 to the Community Revitalization Financing and Tax Increment Area Agreement.

RESOLUTION NO. 16-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, APPROVING AMENDMENT NO. 1 TO THE COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT; AUTHORIZING THE EXECUTION OF SUCH AMENDMENT NO. 1; APPROVING A CONSENT AGREEMENT FOR TAX INCREMENT FINANCING; AUTHORIZING THE EXECUTION OF SUCH CONSENT AGREEMENT; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Attorney Roy Koegen of Kutak Rock, LLC, reviewed the amendment in consideration of the question raised by Trustee Craig at the November 2015 meeting. Mr. Koegen expressed appreciation to Mr. Craig, and said the resulting agreement reasonably addresses concerns raised about future annexation that could deprive the District of the benefits of increased property taxes derived from the tax increment area. The Fire District and major property owners have signed an agreement not to consent to petition or support annexation until 2047. With the Board's approval, the Library District can sign this agreement to affirm a mutual intention to support the tax increment area under the outlined conditions that deter future annexation. Mr. Craig commended Messrs. Koegen and Hession for their efforts, and said the outcome was the best it could possibly be. There was no further discussion. The motion was unanimously approved.

**Unfinished Business
2016 Budget -
Authorizing the
Transfer of Funds
from the General
Fund to the Capital
Projects Fund
Resolution
No. 16-02
(Item III.C.2.a.)**

2016 BUDGET AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND (RESOLUTION NO. 16-02). Mr. Craig moved and Mr. Teterud seconded to approve the transfer of funds to the Capital Projects Fund.

RESOLUTION NO. 16-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Mr. Knorr reiterated his anticipation of surplus budget from 2015 to put toward funding for capital projects in 2016 and beyond. There was no further discussion. The motion was unanimously approved.

**New Business
Welcome Incoming
Trustee
(Item III.D.1.)**

WELCOME INCOMING TRUSTEE. Mr. Johnson welcomed Wesley "Wes" Teterud to his first five-year term on the Board of Trustees. Mr. Teterud expressed appreciation for the votes of confidence, and said he looks forward to working as a team.

**New Business
Friends of the
Library Recognition
Resolution
No. 16-03
(Item III.D.2.)**

FRIENDS OF THE LIBRARY RECOGNITION (RESOLUTION NO. 16-03). Ms. Thompson moved and Mr. Craig seconded approval of Resolution No. 16-03, Recognizing District Friends of the Library Support.

RESOLUTION NO. 16-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING DISTRICT FRIENDS OF THE LIBRARY SUPPORT.

Mr. Johnson said he found the lengthy list of library Friends' contributions amazing, as well as the ongoing District library programs and events. Ms. Ledebouer pointed out the resolution also included recognition of the recently formed foundation, Friends of the Spokane County Library District, and noted with passage of the resolution, a letter of thanks will be written and delivered to each of the 11 Friends groups. Trustees subsequently expressed appreciation for all of the dedicated Friends and library volunteers. There was no further discussion. The motion was unanimously approved.

**New Business
WLA Library
Legislative Day
Briefing/Key Issues
(Item III.D.3.)**

Ms. Ledebouer reported that she and four staff will attend Library Legislative Day in Olympia on January 21. The agenda includes a short briefing to start the day, followed by visits with legislators. Packets with promotional information about current library programming will be offered to our representatives, along with open invitations to visit their local libraries when time avails. This year there is a bill specific to counties serving populations of more than one million to increase the number of trustees on a board from five to seven. Ms. Ledebouer said that she and Deputy Director Roewe are in the process of reading and commenting on legislative bills and WLA is not advocating a position on this bill. Trustee Teterud inquired about support from local representatives and their visits to libraries. Ms. Ledebouer responded that we make an effort to invite legislators to visit libraries when they are not in session, and asked Trustees to share any suggestions they may have for engaging legislators in the future. In response to Mr. Teterud, Ms. Ledebouer indicated the photo essay project was undertaken by WLA to collect photographs illustrating the many ways that libraries serve residents from across the state. The books, for which SCLD submitted photos, will be given to legislators to spark discussion about the importance of libraries. There was no further discussion.

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**Unfinished Business
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 February meeting will be held at Argonne Library. Among other items, the agenda will include a review of the Facility Use for Political Purposes policy, an overview of the Exploring Human Origins exhibit, and a report on the 2016 Library Legislative Day. An invitation to attend the WLA Annual Conference, held in Spokane, April 27-29, was again extended to Trustees. The early bird registration deadline is Mar. 14.

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

Mr. Craig reported he attended the Exploring Human Origins exhibit at North Spokane and found it well attended and highly successful. Mr. Johnson commented it was great to see the generous coverage by KHQ-TV. Ms. Ledeboer said Library Services Manager Gwendolyn Haley reported approximately 150 attended the opening exhibit, with a good turnout as well at the workshop held for science teachers.

**Executive Director's
Report, Dec. 2015
(Item V.B.)**

The Executive Director's written report for December 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 pointed out copies of the WLA Conference schedule for April 27-29 and invited trustees to attend all or part of the conference sessions/events. District Administrative Offices will handle registration.

**Public Services
Report, Dec. 2015
(Item V.C.)**

Deputy Director Patrick Roewe provided a written report prior to the meeting for December 2015, with data for customer use measures, programming and library activities. Mr. Roewe introduced Kristy Bateman and announced her new role as Library Services Manager. He reiterated changes are planned for future Public Services reports, and with Trustees as the audience, asked for feedback. Mr. Craig inquired about the recent security incidents to which Mr. Roewe replied these were single incidents and although not particularly threatening, represented patterns of members refusing to comply with staff requests. There were no other questions.

**Communication
Report, Dec. 2015
(Item V.D.)**

Communication & Development Officer Jane Baker provided a written report prior to the meeting for December 2015 communication activities. There was no discussion.

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

Revenue and Expenditure Statement through December 31, 2015.

<u>Fund 001</u>	
Revenues	\$ 11,642,753
Expenditures	\$ 11,174,614
Ending Fund Balance	\$ 4,874,893
Fund Budget Expended	98.03%

Mr. Knorr said the 2015 year-end report provided prior to this meeting was preliminary. He expects it to be finalized by next month. Although the 2016 Budget is balanced, Mr. Knorr said he doesn't anticipate the same level of year-end savings as for 2015.

**Spotlight
Airway Heights
Library
(Item V.F.)**

Library Supervisor Stacy Ann Kvamme and Librarian Corinne Wilson provided highlights on Airway Heights Library and the community it serves. They reported progress on goals related to the Community Impact Plan (CIP) for years 2013-2015, and future plans for the Community Engagement Plan 2016-2018, which is the next iteration of the District's strategic plan. In response to increased use and library cardholders, Airway Heights (AH) increased its open days and hours. Since January 2015, the library is now open 40 hours per week over five days. Ms. Kvamme referred to an article published in The Spokesman-Review that listed AH as the fastest growing city in Spokane County, as its population has increased 37% since 2010. Ms. Wilson shared the library's thematic statement, "Aspiring to Become a Connected Community," and its narrative statement emphasizing having a "safe and well-connected community." Ms. Wilson reviewed the CEP Service Priorities for 2016-2018. Staff anticipates the new Around Town feature on AH's website location page will attract members to engage in community events in and outside the library, and to use the library as a community information hub. The library will host classes on de-cluttering space and making environmentally-friendly cleaning supplies, and a seminar on defensive landscaping. There are also plans for a summer concert series. Ms. Wilson reviewed a list of ways the library and its staff connects with community as well, which includes participation at various community group meetings and festivals, involvement with Cheney School District's Ready! For Kindergarten program, and display of student artwork, to name only a few. Ms. Kvamme reported on the second annual *Let's Move, Airway Heights*. The library partnered with Airway Heights Parks and Recreation last July to create programming in conjunction with its annual Parks and Recreation Month, with a theme of "Celebrating Since 1985." The library additionally partnered with Airway Fitness that provided staffing and equipment for activities. The local grocery, Yoke's Fresh Market, provided space in its parking lot for the day's activities, and hosted a cooking demonstration. Attendance doubled since the first year, even though the

**Continued,
Spotlight
Airway Heights
Library
(Item V.F.)**

weather was inclement. With leftover funds from AH's initial Innovation Project budget, two new special events were hosted and well attended: *Spooktacular Storytime*, followed by cupcake decorating and pumpkin painting. And as part of the annual Winter Festival, an hour of arts and craft activities were offered along with Storytime. For adult Explore and Discover programming, Ms. Wilson reported the library hosted Zentangle, Book Club, a Floating Crowbar concert, and as part of the Nourish series, Tea Time, a class on the benefits of tea. For students, the library hosted Explore and Discover Club, STEM programming, and weekly LEGO Club. In Support of Job Seekers, in 2015 there were 12,573 software station bookings at AH, an eight percent increase from 2014. Ms. Kvamme reported on programming to help Develop Young Learners, and pointed out in September, Play & Learn Storytime was made available on Saturdays for working parents or those with children in preschool during the week. Two outreach Storytimes were added at Cheney School District. In response to Trustee Teterud, Ms. Kvamme said FAFB members most typically use the library at the base, yet AH does have some participation. Trustees expressed appreciation for the informative report.

**Overview
SCLD Wellness
Program
(Item V.G.)**

As a representative of the Wellness Committee, Librarian Diane Brown provided an overview of District Wellness. The overall vision is Healthy Minds, Healthy Bodies, and the mission is to foster an environment that promotes employee health and well-being through programs, information and encouragement. Ms. Brown recapped the program highlights from 2015, which were LOL (Live Out Loud), a program that emphasized making time for enjoyment; a once-per-year per library wellness basket filled with healthy snacks and informational material to support AWC's monthly wellness theme; Summer Adventure Pass, a program that encouraged staff's enjoyment of regional recreational attractions; the Gratitude Graffiti Project, a 40-day program designed to increase mental well-being that provided opportunities at each library for staff and members of the public to share thoughts related to gratitude.


The Committee's goals for 2016 are to provide potential solutions to help staff reduce stress or increase energy. Several popular programs will return, such as the wellness baskets and Gratitude Graffiti Project. A new program scheduled for March, Feel like a Million, will use a fun, interactive game show theme to inspire participants to focus on simple actions in four core areas — fitness, nutrition, balance, and purpose — with virtual dollars as reward for accumulative actions. Ms. Brown invited Trustees to participate along with staff. She also reported the District received a wellness grant from AWC for \$500 that was doubled to \$1,000 for increased employee participation. Ms. Ledboer noted the District's intent is to meet requirements to ultimately achieve discounted health benefits premiums in the future. Trustees expressed appreciation for the informative report.

Public Comment
(Item VI.)


In advance of the Library District's review of its Facility Use for Political Purposes policy next month, three volunteers for 2015 I-735, Rosemarie Bisiar, Harvey Brown, and Larry Deemer provided public comment and printed materials in advance of District deliberation, noting a revised library policy could help build the democratic process and community. Mr. Deemer, Ms. Bisiar, and Mr. Brown said their interpretation of RCW 42.17A.555 that addresses use of public offices or agency facilities in campaigns, is in contrast to the District's facility-use policy. They reported the Washington Administrative Code (WAC) suggests that public facilities can be used for political purposes if done with non-discriminatory methods. The group also asked the Library District to specifically consider walkways and approaches to libraries and foyers as free-speech areas, which they believe to be supported by the federal and state constitutions. The group suggested voters may well appreciate the opportunity to receive or exchange information, and/or sign petitions. Trustee Teterud asked if they first asked the library for permission to use the library grounds, to which they responded that they had and were advised about the District policy. Ms. Ledeboer pointed out the topic of discussion is not on the meeting agenda for today, and therefore, no action is allowed. Chair Johnson expressed appreciation to the volunteers for their public comment, and noted everyone present at this meeting promotes free speech. Vice Chair Craig said the Board will review the facility use policy with an open-minded approach.

Adjournment
(Item VII.)

Chair Johnson adjourned the meeting at 5:12 p.m. The next Board Meeting is scheduled for Tuesday, February 16, 2016, at 4:00 p.m., in the public meeting room at Argonne Library.



Mark Johnson, Chair



Nancy Ledeboer, Secretary of the Board of Trustees