

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 20, 2016**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at North Spokane Library, 44 E. Hawthorne Rd., Spokane, WA, at 4:00 p.m., Tuesday, September 20, 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; Stacey Goddard, Library Services Manager; De Griffith, Systems Administrator; Gwendolyn Haley, Library Services Manager; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Danielle Milton, Librarian; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Vanessa Strange, Librarian; Doug Stumbough, IT Director; Brian Vander Veen, Managing Librarian; Sheree West, Librarian; Amber Williams, Librarian; and Patty Franz, Administrative Assistant.

Guests: Mike Huffman, Spokane Valley News Herald.

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

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

Approval of Regular Meeting Minutes, August 23, 2016 (Item III.A.) Mr. Johnson called for corrections to the August 23 regular meeting minutes. Trustee Teterud amended his shout out regarding a Book a Librarian appointment conducted by Moran Prairie Librarian Danielle Milton. Librarian Danielle Marcy was previously reported. Ms. Thompson motioned and Mr. Craig seconded to approve the minutes as amended. There were no further corrections. The motion was unanimously approved.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
August - L01	50638-50797 and W00351-W00358	\$601,376.33	\$601,376.33
	08102016PR and 08252016PR	\$354,154.99	\$354,154.99
		Total	\$955,531.32

There were no questions. The motion was unanimously approved.

**Unfinished Business
North Spokane
Library Renovation
(Item III.C.1.)**

NORTH SPOKANE LIBRARY RENOVATION. Ms. Ledeboer provided an update on renovation plans for North Spokane. Meetings were held with architect Gary Bernardo, who developed a tentative project timeline for January-February 2017. An interior designer from Bernardo Wills also reviewed and made suggestions for furniture, carpet and wall coverings. In the interest of time, Ms. Ledeboer noted the District plans to order furniture and carpet before selecting a vendor, as delivery could take up to 12 weeks through the state contract. In response to Mr. Craig, Ms. Ledeboer said bid documents, project plans and the state contract will be shared with Trustees prior to approval. Also in response to Mr. Craig, she said although current library configurations will change, it is anticipated that furnishings will continue to allow natural light into the library and new carpeting will provide wayfinding. In response to Mr. Johnson, Mr. Knorr said the project is estimated to take at least six weeks. And although a phase-in is planned, the library will need to be closed during the carpeting phase. Discussion ensued regarding the project and Trustees shared their concerns. Chair Johnson and Vice Chair Craig agreed to review project plans. For additional support, Ms. Ledeboer noted the District may also hire a project manager on an hourly-basis to review documents. There was no further discussion.

**Unfinished Business
Spokane Valley
Library Renovation
(Item III.C.2.)**

SPOKANE VALLEY LIBRARY RENOVATION. Ms. Ledeboer reported that Chair Johnson, Vice Chair Craig, and she attended the Spokane Valley City Council Study Session on the evening of August 30. Deputy Director Patrick Roewe, Chief Financial Officer Rick Knorr, and staff from the Spokane Valley Library, including Managing Librarian Aileen Luppert and librarians Diane Brown and Ree West, were also in attendance. With intent to fulfill the steps of the interlocal agreement between the District and the city of Spokane Valley, the purpose of the meeting was to present resolutions approved by the Board of Trustees at its summer retreat and inform the city of the District's intent regarding the Sprague Avenue property. Ms. Ledeboer reported the City Council suggested that the District make a third effort toward a bond election, and offered to meet with the Library District to provide advice. She also noted Cary Driskell, legal counsel for the city, suggested an amendment to the interlocal agreement that would allow the District to sell the property to the City now. His suggestion was in contrast to the District's legal counsel, Cindy McMullen, who believes it is unnecessary to amend the agreement. The District has fulfilled its duty to run a bond issue to secure funding to build a library. The fact that this effort has been unsuccessful does not compel the District to go for another bond election. Ms. Ledeboer asked for direction from the Board of Trustees. Mr. Johnson opened the discussion by noting the City of Spokane Valley would like the District to build a new

library, to which Mr. Craig agreed. Discussion ensued regarding potential options involving the return of funds, or postponing a decision until October 2017, which is the date referenced in the interlocal agreement. By consensus, Trustees agreed it was appropriate for Ms. Ledeboer to relay to the city that the District has decided not to run a third bond election in 2017, yet is open to discussion with the city about its ideas or potential plans for a new library. In the absence of a concrete plan, however, the District would like to move forward on return of the funds, and plan for renovation of the current Spokane Valley Library. Regarding moving ahead with schematic designs for Spokane Valley Library, posed by Ms. Ledeboer, Trustees approved adding the cost to the budget for 2017. Mr. Craig suggested forming an ad hoc committee comprised of Trustees and staff to move the plan ahead. There was no further discussion.

New Business
Recommendation to
BOCC to Re-appoint
Trustee (Item
III.D.1.)

RECOMMENDATION TO SPOKANE BOARD OF COUNTY COMMISSIONERS TO REAPPOINT TRUSTEE: APPROVAL RECOMMENDATION. Mr. Craig moved and Mr. Teterud seconded to approve the recommendation to the Spokane County Board of Commissioners to re-appoint Trustee Mark Johnson to a second five-year term, effective January 1, 2017.

AYES, and in favor thereof, Trustees: John Craig, Sonja Carlson, Wesley Teterud, and Kristin Thompson.

NAYS, Trustees: None.

ABSENT, Trustees: None.

ABSTAIN, Trustees: Mark Johnson.

Vice Chair Craig commented that Mr. Johnson has performed ably and his experience is valued by the other trustees, all in their first terms. Trustees expressed wholehearted agreement. There was no further discussion. The motion was approved.

New Business
Social Media Policy
(Item III.D.2.)

SOCIAL MEDIA POLICY: APPROVAL RECOMMENDATION. Mr. Teterud moved and Ms. Thompson seconded to approve the Social Media policy as discussed and amended.

Staff recommended no changes to the policy at this review; only language was revised to clarify statements. Regarding online comments moderated by staff, or instances when staff discretion would be executed to remove postings, Mr. Craig asked for clarification about the statement “disclosure of District information that is financial, operational, or legal in nature.” Discussion ensued to include various scenarios of when staff discretion would be carried out. In response to Mr. Craig, Ms. Ledeboer said the policy is written to inform both staff and the public. To that end, Trustees suggested by consensus to remove the words “financial, operational, or” to avoid the implication of non-transparency.

There was no further discussion.

The motion was unanimously approved.

**New Business
Use of 3D Printers
Policy (Item
III.D.3.)**

USE OF 3D PRINTERS POLICY: APPROVAL RECOMMENDATION. Mr. Craig moved and Ms. Thompson seconded to approve the Use of 3D Printers policy as presented.

Suggested revisions to the policy were intended to provide flexibility in how the District would apply and charge for costs of 3D prints, as 3D printing service was delayed by the suspension of operations of a third-party partner. District staff are actively seeking either a replacement product to manage and charge for 3D prints or an in-house solution. In response to Mr. Craig, Ms. Ledebor said a temporary solution has been for members to deliver their projects to the library on USB drives. 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. In response to Ms. Thompson's query, Ms. Ledebor said the purpose of the Fall Forum at Argonne Library on Friday, September 30, is to share District programming information and ask for input from community partners. It is also to deepen current or create new partnerships. A special meeting will be announced for Ms. Ledebor's presentation of the SCLD Annual Update to the Spokane Board of County Commissioners on Tuesday, October 4, as three Trustees plan to attend.

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

Mr. Teterud reported that he enjoyed a recent tour of the Denver Public Library. He remarked of its multiple floors and use of a conveyer system for book returns. He also noted the library was the venue for the 23rd G8 Summit in 1997, for which a medallion commemorating former president Bill Clinton's attendance is displayed. There were no other reports.

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

The Executive Director's written report for August provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Collection Development Officer Andrea Sharps responded to a query from Mr. Craig about the Request for Review of Library Materials form, received last month. Ms. Sharps said the request had more to do with the placement of an item, rather than the item itself. The adult graphic novel collection has since been moved, where sightlines from the children's area were eliminated. Ms. Sharps responded in writing to the requester and has not since received further communications. There was no further discussion.

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

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for August 2016, with data for customer use measures, programming and library activities.

In addition, Mr. Roewe reported the grand opening of the Thinking Money financial exhibition is October 22. He also reiterated the goal of increasing members' use of self-checkout is to enable staff's availability for higher-level service. Mr. Craig commented that he finds library materials email notices to be helpful. Ms. Ledeboer pointed out the grand attendances for Touch-a-Truck Storytime. Mr. Johnson commented that his employer participates in Wish Families Big Rig Day, which is also highly popular. There was no further discussion.

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

Communication & Development Officer Jane Baker provided a written report prior to the meeting for August 2016 communication activities. In addition, Ms. Baker reported the District has begun a new podcast series, Library Out Loud, to feature conversations about SCLD-related topics. She noted the next podcast will be recorded Sept. 29. Ms. Baker, who worked in radio broadcasting for 15 years, is the host of the series. There was no further discussion.

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

Revenue and Expenditure Statement through August 31, 2016.

<u>Fund 001</u>	
Revenues	\$ 6,860,804
Expenditures	\$ 7,721,896
Ending Fund Balance	\$ 3,670,324
Fund Budget Expended	64.90%

Chief Information Officer Rick Knorr reported the budget is on track and he remains optimistic toward a budget surplus. The Assessor's Office recently reported the value of new construction exceeds the initial forecast for 2017. The District's revenue will be driven by the one percent (1%) increase from last year's property values, plus new construction. The total anticipated revenue will result in a drop in the levy rate. In response to a query from Mr. Teterud about past District levy lid lifts, Ms. Ledeboer said the topic will be placed on a future agenda to provide information about future levy lid lift options. Mr. Craig commented that it is also important to certify the levy, so as to not miss a necessary step. There was no further discussion.

**Spotlight
North Spokane
Library (Item V.F.)**

Managing Librarian Brian Vander Veen and Librarian Vanessa Strange provided recent highlights of North Spokane Library (NS) and the community it serves. Mr. Vander Veen provided community-use statistics for context, as NS and Spokane Valley are the two largest District libraries. He noted the free public meeting room was reserved for 500 meetings over the past year. The library is located just outside city limits on a bus route. It has a varied service area, which makes for a challenge and opportunity. Because of diverse service needs, library staff can experiment with events and programming, for which Mr. Vander Veen and Ms. Strange shared several successes.

Spotlight Contd.
North Spokane
Library (Item V.F.)

Ms. Strange reiterated the success of the Exploring Human Origins exhibit held at the start of 2016. The exhibit, educational panels, interactive kiosks, displays, and other programs were well attended. And the 3D skull casts that became a part of the library collection continue to have high use in educational settings. This exhibit, along with the series on public civility, offered in partnership with Humanities Washington during this election year, demonstrated that member audiences have strong interest in such programming.

Regarding summer road construction that closed Hawthorne Road for an extensive period, Mr. Vander Veen said initially Storytime attendance was down 20 percent. To help mitigate the situation, staff created a construction play zone stocked with construction-themed items, so kids could play indoors while watching the construction from library windows. He noted another widely successful program was in partnership with Catholic Charities. Over 400 kids registered for the KERNEL program, Kids Eating Right Nutrition Exercise for Life, where each participant who completed an activity received a \$2 voucher to buy something from the local Fairwood Farmers' Market in North Spokane. Mr. Vander Veen noted as a gathering place, the Farmers' Market also provided an appropriate venue to promote summer programming events. The library hopes to again partner with Catholic Charities and offer this program in 2017.

With intent to expand collaboration with Whitworth University, Mr. Vander Veen reported Volunteer Coordinator Jamie Van Wormer attended a university career fair and was able to recruit three new volunteers for the District. He noted Whitworth is interested in providing Common Core Service-Learning.

Plans for the future include a National Library of Medicine exhibit, Charlotte Perkins Gilman's "The Yellow Wall-paper," in the first quarter of 2017. Ms. Strange reported the District will partner with Gonzaga University to feature supplementary book discussions, lectures, and other events. Ms. Ledeboer pointed out Ms. Strange wrote and applied for the NIH grant.

There were no questions. Trustees expressed appreciation for the informative report.

Overview
Business and Career
Development
(Item V.G.)

Librarians Danielle Milton and Sheree West presented on behalf of the Business and Career Development team, which also includes Library Services Manager Stacey Goddard and Librarian Tami Chapman. They gave a shout out to Managing Librarian(s) Aileen Luppert and Brian Vander Veen who helped develop components of this service priority, yet have since moved into management positions.

Overview Contd.
Business and Career
Development
(Item V.G.)

Ms. Milton reported on the Job Seeker Took Kit, developed to provide job seeker and career support. Tool Kit materials are located on the District website and can be accessed from anywhere. Staff attends various community and job fairs with laptops and printer in tow, so that attendees can work with job search materials and apply for jobs online. These events also enable staff to connect with other community resources, such as GoWise, Washington Initiative for Supported Employment, of which we partner to offer a series of computer skills classes.

Ms. West reported Book a Librarian appointments in support of job seekers have increased this year. Drop-In Job and Career Help sessions are offered weekly. Sessions began last spring in partnership with the SCC Career Transitions Office. Ms. West has hosted the program since summer, and connects individually with a broad spectrum of job seekers interested in career help.

Ms. Milton reported on resources available to business owners and entrepreneurs. She noted and provided copies of the brochure and business library card developed in conjunction with the Communication Department. The library card is specifically for business owners, and provides instant access to most library online resources. Staff raises awareness of these tools at Chamber events, business expos, or when presenting library resources at local organizations, such as SNAP, WBC, WorkSource, and SCORE. She also pointed out that staff works with students at Spokane Valley Tech, a local Spokane Valley high school that provides technical skills and experience in growing industries.

Ms. West reported on a successful outcome for a participant of 2014 Startup Weekend Spokane. Following the annual Gonzaga University event for entrepreneurs, Joni Kindwall-Moore held Book a Librarian appointments with Ms. West to write a strong business plan. She also learned to use digital resources to conduct market research. Ultimately, Ms. Kindwall-Moore, won the Small Business Association's InnovateHER Challenge regional competition for her Snacktivist Foods business plan. With the awarded funds, Ms. Kindwall-Moore was able to enter production of her hand-crafted gluten-free, vegan, and ancient grain mixes. The Snacktivist product line is now used in restaurants and available at local retail markets.

For the future, Ms. Milton reported on Business 101, a series targeted to new business owners. The District partnered with a local business owner, lawyer, and a career pathway navigator from WorkSource to conduct the series. Ms. Milton reported on another first for the District: Through a partnership with CCS, it will offer GED and high school completion classes at Cheney Library this fall.

Ms. West reported on the Thinking Money Financial Exhibition that debuts October 22 and will run for six weeks. Spokane Valley Library is one of 50 libraries nationwide, and the only library in Washington and Idaho to receive the exhibit. The exhibit uses an adventure-themed storyline and hands-on activities to help teens, tweens, and their families explore best financial practices. During the ALA and FINRA Foundation grant application process, Ms. West learned from research that the need for free or reduced-priced school meals around Spokane Valley Library significantly exceeded the state average. These statistics led to North Pines Middle School hosting a financial literacy-themed after school program for four weeks, and use of grant funds to support the minimal cost of a bus to transport students home after the event. Prior to this collaboration, the school had no funding for after-school programs this year. Ms. West expressed gratitude to the Communication Department for promotion of programming for this event, and to Jamie Van Wormer who recruited volunteers to teach the Junior Achievement financial literacy classes.

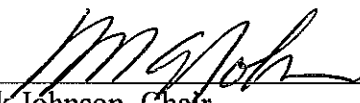
Mr. Teterud reiterated his positive experience with Librarian Danielle Milton who provided assistance with research in support of the non-profit organization Widows Might. There was no further discussion.

**Public
Comment
(Item VI.)**

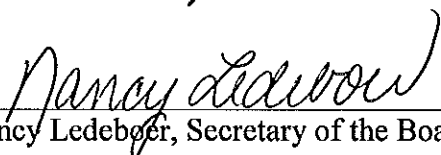
There was no public comment.

**Adjournment
(Item VII.)**

Chair Johnson adjourned the meeting at 5:46 p.m. The next Board Meeting is scheduled for Tuesday, October 18, 2016, at 4:00 p.m., in the public meeting room at Argonne Library.



Mark Johnson, Chair



Nancy Ledebor, Secretary of the Board of Trustees