

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: DECEMBER 20, 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, December 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: Kristy Bateman, Library Services Manager; Toni Costa, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Rick Knorr, Chief Financial Officer; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Amber Williams, Strategic Initiatives Librarian; and Patty Franz, Administrative Assistant.

Guests: None.

Call to Order (Item I.) Chair Mark Johnson called the meeting to order at 4:01 p.m., and welcomed everyone in attendance.

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

Approval of Nov. 15, 2016, Regular Meeting Minutes, (Item III.A.) Mr. Johnson called for corrections to the November 15 regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Nov - L01	51148-51309 and W00376-W00384	\$549,714.59	\$549,714.59
	11102016PR and 11232016PR	\$356,265.04	\$356,265.04
L01		Total	\$905,979.63

There were no questions. The motion was unanimously approved.

Minutes - Board of Trustees' Meeting

December 20, 2016

Page 2

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

NORTH SPOKANE LIBRARY RENOVATION. Chief Financial Officer Rick Knorr reported a Request for Proposals (RFP) was announced and bid documents made available at Bernardo-Wills Architects and the Spokane Regional Plan Center. A non-mandatory walk-through for interested contractors is scheduled for Thursday, Dec. 29, at North Spokane Library. The bid process will close Jan. 11. Mr. Knorr anticipates being able to bring a construction contract award recommendation to Trustees at their January meeting. In response to Mr. Teterud's query, Ms. Ledebouer confirmed the Library District is obligated to take the lowest, responsive bid that meets minimum criteria. In response to queries from Messrs. Johnson and Teterud, Ms. Ledebouer said the Library District does not plan to utilize bid bonds, and in lieu of legal counsel review of the bids/contract, a project manager independent of BWA, will conduct review. As a safeguard, Ms. Ledebouer invited Mr. Johnson to be part of the process. In response to Mr. Craig, Ms. Ledebouer confirmed the District reserves the right to reject all bids. There was no further discussion.

Unfinished Business Spokane Valley Library Update/ Exploring Options with City of SV (Item III.C.2.)

SPOKANE VALLEY LIBRARY UPDATE/EXPLORING OPTIONS WITH CITY OF SPOKANE VALLEY. Ms. Ledebouer updated Trustees regarding ongoing communications with the city of Spokane Valley. City Manager Mark Calhoun recently agreed to release a joint press release from both the Library District and the city of Spokane Valley. The purpose of the press release is to assure the public that the Library District and city of Spokane Valley will work collaboratively to explore options toward a future library in Spokane Valley. Also, if approved by City Council, it will announce the formation of a Library Ad Hoc Committee comprised of Library District and city of Spokane Valley staff, along with two library trustees and two council members. If approved, the Library Ad Hoc Committee appointments will be made Jan. 4, and discussions regarding potential plans for a new Spokane Valley Library will continue through 2017. Mr. Johnson expressed interest in a future meeting with the Spokane Valley mayor and city council. Mr. Craig expressed satisfaction for how communications with the city have taken place, thus far. There was no further discussion.

Unfinished Business Spokane Valley Mall Library Update (Item III.C.3.)

SPOKANE VALLEY MALL LIBRARY UPDATE. Ms. Ledebouer reported at a recent meeting library staff expressed excitement about the mall library opportunity. Mr. Roewe reported the fundamental premise of the new space will be to operate as a transactional vs. experiential library. The mall library will be open 73 hours a week; more open hours than other District libraries. IT Director Doug Stumbough reported Integra Telecom will provide the Internet installation within a timeframe of 90-100 days at a generously discounted rate. In response to Mr. Johnson's query, Mr. Stumbough said a contingency plan is in place to have several wireless hot spots available through opening day, should the Integra timeframe not be met. Ms. Ledebouer noted opening day is planned for May, following

completion of renovations at North Spokane. She also reported mall management has expressed interest in enabling the library to stay in its initial space, which has a location and dimensions that fit well for a library. In response to Mr. Johnson's query, Mr. Roewe reported the mall library will be staffed by six FTEs, with two employees on the frontlines at all times. In response to Mr. Craig's request, staff will provide a service plan and budget overview for the mall library in advance of the January meeting materials packet to allow ample time for review. There was no further discussion.

Unfinished Business
Budget 2017 -
Resolution 16-11
(Item III.C.4.)

2017 BUDGET

ADOPTING A 2017 FINAL BUDGET (RESOLUTION No. 16-11). Mr. Teterud moved and Mr. Craig seconded that Resolution No. 16-11, Adopting a 2017 Final Budget, be adopted.

RESOLUTION NO. 16-11

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2017 FINAL BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Mr. Craig commented that he'd like to see the Capital Fund strengthened next year to prepare for potential collaboration with the city of Spokane Valley. Mr. Johnson asked if there were potential for renovations at NS to come in under budget. Ms. Ledebouer said the construction budget should be adequate with a minimal budget for furnishings. Mr. Craig said he supports funding new furniture for the reading area. There was no further discussion.

Unfinished Business
2016 Work Plan –
Year in Review
(Item III.C.5.)

2016 WORK PLAN – YEAR IN REVIEW. Ms. Ledebouer highlighted the District's volunteer program, developed this year by new Volunteer Coordinator Jamie Van Wormer, who Ms. Ledebouer noted has done a great job. Ms. Ledebouer also highlighted the Friends of the SCLD program as another accomplishment to feel proud of this year. The groundwork for projects at North Spokane and Spokane Valley are underway, and successful programs will be carried over into next year. Mr. Teterud said he noticed the 3D printer is up and running. Ms. Ledebouer added the media lab will be geared up for interactive programming. There was no further discussion.

New Business
2017 Work Plan
(Item III.D.1.)

2017 WORK PLAN. Ms. Ledebouer pointed out the Community Engagement Plan (CEP) was not included in this plan, as the Work Plan for 2017 includes administrative activities in support of District operations that may indirectly impact the CEP. She also noted the purpose of the brand-new library event magazine, Engage, is to better communicate to the public about library programs and services and to help build community. There was no further discussion.

**New Business
SV Mall Lease
Agreement
(Item III.D.2.)**

SPOKANE VALLEY MALL LIBRARY LEASE AGREEMENT. Discussion ensued among Trustees regarding review of the temporary tenant lease agreement with Spokane Valley Mall. Ms. Ledebouer pointed out the agreement is boilerplate and friendly toward the mall, yet management has been amenable to District concerns. In response to Ms. Thompson's queries, Ms. Ledebouer said at this time there is only one vacancy at the mall, and to date it has never been built out. The biggest unknown at this time, however, is if the mall library will be able to occupy its initial placement throughout the lease duration. Ms. Thompson expressed concern for how communications will be handled by the mall, should the library be asked to vacate premises for another establishment. Ms. Ledebouer noted a longer-term lease agreement could be negotiated upon success of the library. In response to Mr. Teterud's queries, Ms. Ledebouer said it is District staff's intent to negotiate a one-year lease, and mall management has increased its notification to move tenants from 5 to 45-days. In response to Mr. Teterud's suggestion to negotiate a three-year lease, Mr. Knorr said a temporary tenant lease is less costly, yet he will inquire if a 12-month lease would be negotiable. Ms. Ledebouer indicated that Trustees would need to name the new location prior to signing a lease for the mall library. Mr. Knorr further added the District's trade name is required within the signage. After brief discussion, the signage topic was tabled until January at the request of Mr. Johnson. Mr. Roewe apprised Trustees that the District's Code of Conduct policy may need to be adjusted to recognize additional rules applicable to the mall that would also apply to the library. Trustees asked staff to continue to communicate with mall management to determine the best terms for moving forward on a lease, for which Trustees plan to take further action early next year.

**New Business
Compensation Study
Contract Award
(Item III.D.3.)**

COMPENSATION STUDY. Ms. Thompson moved and Ms. Carlson seconded approval of granting the compensation study contract award to Pontifex Consulting Group, LLC. Chief Human Resources Officer Toni Costa reviewed the cost, general approach, and qualifications of a compensation study conducted by Pontifex. Ms. Costa commented the organization fits the District's culture and philosophy, and for a cost of \$19,500, was also the lowest of the three bidders. In response to Mr. Johnson's query, Ms. Costa said the total cost could be lowered through a mix of in-person and virtual meetings. In response to Ms. Thompson, Ms. Costa said the Consulting Group's references were excellent, and it brings both a data and real life approach to the review. In response to Mr. Teterud, Ms. Costa said it will take a full year to administer the review, put a new plan in place, and support Q & A. In response to Mr. Johnson, Ms. Ledebouer said the last compensation study was in 2009, with a more recent review postponed because of health insurance increases. Depending on the outcome of this study, recommendations can be addressed in 2018 or phased in over several years. Mr. Craig noted that he hoped staff salaries have been kept

at market level with increases motioned into effect over the years by the Board of Trustees. Mr. Teterud also asked if the consulting group will address staff benefits, particularly vacation time. He noted he has heard through conversations with staff that some find it impractical to schedule their vacation time in advance. Ms. Ledebauer responded that consultants will look at the overall policy related to vacation as part of the District's compensation package. She indicated that vacation schedules have more to do with District procedures. Mr. Roewe added scheduling vacation in advance has partly to do with District needs. Ms. Ledebauer said staff will prepare a report for Trustees to help provide assurance that the process is equitable. There was no further discussion.

The motion was unanimously approved.

**New Business
2017 Meeting
Schedule
(Item III.D.4.)**

2017 MEETING SCHEDULE. Mr. Teterud moved and Ms. Carlson seconded approval of the 2017 meeting schedule, with amendments as discussed. Ms. Ledebauer proposed Trustees take off the June meeting. She explained the Argonne Library had been invited to host the monthly chapter meeting of Executive Women International (EWI) Spokane, which will offer positive exposure for the District. Ms. Thompson reported she is unable to attend the January and February meetings, in accordance with the regular schedule. Following discussion and agreement by consensus, the February meeting will move from Feb. 21 to Monday, Feb. 13, to facilitate Ms. Thompson's schedule. There was no further discussion.

The motion was unanimously approved.

**New Business
2017 Board of
Trustees Officers
Election
(Item III.D.4.)**

2017 BOARD OF TRUSTEES' OFFICERS ELECTION. Ms. Thompson motioned the nominations of Mr. Craig to serve as chair and Mr. Johnson to serve as vice chair for the 2017 calendar year. Mr. Teterud seconded the motion. The elected officers will serve from January 1 through December 31, 2017. It was necessary for Ms. Thompson to amend her original motion of Mr. Johnson as chair and Mr. Craig as vice chair, as it was Mr. Johnson's preference to serve as vice chair in 2017.

AYES, and in favor thereof, Trustees: Mark Johnson, Sonja Carlson, Kristin Thompson, and Wesley Teterud.

NAYS, Trustees: None.

ABSENT, Trustees: None.

ABSTAIN, Trustees: John Craig.

There were no questions or public comments.

The motion was 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 January meeting will be held at Airway Heights where the agenda is anticipated to include the NS construction contract award. The February meeting will be held at Moran Prairie. Ms. Ledebauer noted the

agenda will include a report on the Community Engagement Plan. Mr. Johnson pointed out Library Legislative Day is scheduled for Thursday, March 16, in Olympia. There was no further discussion.

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

Trustees Thompson and Craig reported on their experiences as part of a group of more than 80 who attended the Volunteer Appreciation Dinner held December 1 at Argonne Library. They commented that everyone in attendance seemed happy as volunteers for the library, and happy to be in attendance at the recognition event. Trustees commented on their enjoyment of the event, and the astonishing list of prizes that were generously donated by area businesses. They also complimented the delicious barbecue meal prepared by Toby's BBQ of Veradale, WA. There were no other reports.

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

The Executive Director's written report for November provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledebor additionally reported that Facilities staff is working diligently to upgrade building lighting to LED bulbs by the end of January. Mr. Knorr reported the entire project is subsidized by Avista. Ms. Ledebor pointed out Active Shooter training was completed for all staff. Also, a change was implemented regarding hoopla. Staff debated metering a popular service, yet establishing a monthly cap per user allows new-user access without exhausting revenues. In response to Mr. Johnson's query, Collection Development Officer Andrea Sharps said the cap will affect some power users. Regarding city of Spokane Valley and the potential for a new library, Mr. Teterud raised discussion about the District exploring options with the City. Ms. Ledebor said thus far, the City has attempted to be creative in looking for ways it can support building new libraries. There was no further discussion.

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

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for November 2016, with data for customer use measures, programming and library activities. Mr. Roewe pointed out the Bulletin Boards and Community Interest Publications policy was up for review this month, for which staff recommends no changes at this time. He noted District Words programming and the Thinking Money exhibition are now completed. There was no further discussion.

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

Communication & Development Officer Jane Baker provided a written report prior to the meeting for November 2016 communication activities. Mr. Teterud commented on the quality of Engage magazine, a new library

publication just off the press today. There was no further discussion.

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

Revenue and Expenditure Statement through November 30, 2016.

<u>Fund 001</u>	
Revenues	\$ 11,791,609
Expenditures	\$ 10,513,783
Ending Fund Balance	\$ 5,809,242
Fund Budget Expended	88.37%


Mr. Knorr pointed out the budget is ahead of forecast. The year is coming in as projected. Ms. Ledeboer said the transfer of surplus funds will likely be determined when all Trustees are available for discussion. She also noted the surplus has been helpful toward the mall library project. There was no further discussion.

**Public
Comment
(Item VI.)**

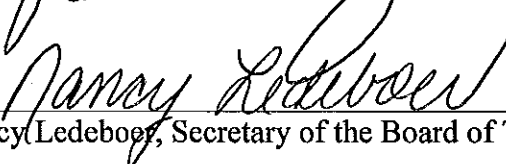
There was no public comment.

**Adjournment
(Item VII.)**

Chair Johnson adjourned the meeting at 5:26 p.m. The next Board Meeting is scheduled for Tuesday, January 17, 2017, at 4:00 p.m., in the public meeting room at Airway Heights Library.



John Craig, Chair 2017



Nancy Ledeboer, Secretary of the Board of Trustees