

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JANUARY 17, 2017**

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., Spokane, WA, at 4:00 p.m., Tuesday, January 17, 2017.

Present: John Craig - Chair
 Mark Johnson - 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; Kristy Bateman, Library Services Manager; Toni Costa, Chief Human Resources Officer; Rick Knorr, Chief Financial Officer; Stacy Ann Kvamme, Library Supervisor; Gina Rice, Customer Experience Manager; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Corinne Wilson, Librarian; and Patty Franz, Administrative Assistant.

Guests: Gary M. Bernardo, AIA; Principal, Bernardo-Wills Architects, PC

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

Agenda (Item II.) Mr. Teterud moved and Mr. Johnson seconded approval of the agenda. The motion was approved.

Approval of Dec. 20, 2016, Regular Meeting Minutes, (Item III.A.) Mr. Craig called for corrections to the December 20, 2016, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Dec - L01	51310-51484 and W00385-W00392	\$483,600.55	\$483,600.55
	12092016PR and 12232016PR	\$349,991.53	\$349,991.53
L01		Total	\$833,592.08

Fund	Capital Projects Fund	Subtotal	Total
Dec-L08	9535 – Hammond Facility Consulting Services (NS)	\$1,248.84	\$1,248.84
	9536 – Mountain Consulting Services (NS)	1,319.63	1,319.63
	9537 – BWA (NS)	\$6,200.00	\$21,600.00
L08		Total	\$24,168.47

There were no questions. The motion was unanimously approved.

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

NORTH SPOKANE LIBRARY RENOVATION. Chief Financial Officer Rick Knorr reported the bid process for the North Spokane Library renovation project closed Jan. 11. The construction contract award recommendation follows. There was no further discussion.

**Unfinished Business
 North Spokane
 Construction
 Contract Award
 (Item III.C.2.)**

NORTH SPOKANE LIBRARY CONSTRUCTION AWARD. Mr. Johnson moved and Mr. Teterud seconded approval of granting the North Spokane Library Construction Award to M E Uphus Construction, Inc., for the bid amount of \$241,099. Ms. Ledebor reported staff was pleased to receive five bids, although all five base bids were higher than the forecasted budget amount. CFO Rick Knorr distributed copies of the revised budget based on the bid amount for the project, which exceeds forecast by approximately \$40,000. Ms. Ledebor pointed out the bid amount does not include a full restroom renovation. It also does not include carpeting; thus, it may be necessary at a future date to amend the project budget. In response to Mr. Teterud's query, Ms. Ledebor reported the approximate cost of a full restroom renovation is approximately \$65,000, which could be done with Board approval. In response to Mr. Craig's query, Ms. Ledebor reviewed the furniture and equipment purchases for the cost of \$68,100, noting that selected furnishings will allow for flexibility and various reconfigurations. In response to Mr. Johnson, Ms. Ledebor said some of the current furniture and equipment will be repurposed for use at other locations, such as the Valley Mall library. Additionally, some furniture will remain at North Spokane, as the budget is not sufficient to replace all furniture. In response to Mr. Teterud regarding the asbestos survey conducted at North Spokane, Ms. Ledebor reported that no asbestos was detected at the site. If the pending building permit is approved, the project could begin as soon as next week.

Architect Gary Bernardo commented it was a positive sign to receive five bids for the project; all of which had significant commonality and costs. He expressed optimism for North Spokane having the earmarks of a good project. Mr. Bernardo also noted that unanticipated aspects of the project, if any, would be uncovered during the first 30 days. This would provide a sense of how much of the contingency might be applied toward restroom upgrades. As the project progresses a report on a possible light refresh of

restrooms will be presented to the board for consideration.

Mr. Bernardo indicated he would attend regular meetings with the construction project manager as well as with the District's owner representative. He anticipates the project will go along in a timely manner. There was no further discussion.

The motion was unanimously approved.

**Unfinished Business
Spokane Valley
Library Update/
Exploring Options
with City of SV
(Item III.C.3.)**

SPOKANE VALLEY LIBRARY UPDATE/EXPLORING OPTIONS WITH THE CITY OF SPOKANE VALLEY. Ms. Ledebouer updated Trustees regarding ongoing communications with the city of Spokane Valley, and reported Mayor Rod Higgins and Deputy Mayor Arne Woodard were appointed to the Library Ad Hoc Committee. Regarding District staff and Board appointments, Mr. Craig said according to governing body bylaws, as chair he could appoint himself to the committee, for which he did. Ms. Carlson also expressed interest in serving on the committee and was appointed as well. There was no further discussion.

**Unfinished Business
Spokane Valley Mall
Library Update
(Item III.C.4.)**

SPOKANE VALLEY MALL LIBRARY UPDATE. Mr. Johnson moved and Mr. Craig seconded approval to authorize Executive Director Nancy Ledebouer to enter into an initial 13-month lease agreement with Spokane Valley Mall, beginning May 1, 2017, for the purposes of establishing a branch library location. Prior to the meeting, Trustees received a Spokane Valley Mall Service Plan and Operating Budget Overview, prepared by Deputy Director Patrick Roewe and CFO Rick Knorr. Mr. Roewe further reviewed the plan via PowerPoint. Discussion ensued regarding funding to support staffing and mall operations through 2018. Mr. Craig clarified through previous discussion with Ms. Ledebouer that although Valley Mall management included costs for a two-year lease, the monthly rate remains at \$3,000 per month, as was initially reported and approved.

Trustee Craig reviewed the staffing requirements and funding plan to operate the mall. The District will hire additional employees to open the mall location, with the intention that over time future vacancies will not be filled. This provides time for the District to adjust to staffing the new location. At this time, funding for the operation of the mall library will come from a combination of savings in the current year budget and a possible transfer of an ending balance from 2016. In response to queries from Trustees, Mr. Knorr said the mall agreed to demolition but not buildout. Mr. Roewe said lighting may need to be improved, yet was not included in the current budget. Ms. Ledebouer said new employees will be hired as permanent staffing, not temporary. As for the new library as a source of revenue, Mr. Roewe indicated the amount would be negligible, nor would it provide a source of grant opportunities. And although it is undetermined at this time, Friends of Spokane Valley Library would likely serve as Friends of the mall library.

In response to the need for a name of the new library, Ms. Baker reported

the Communication Department created and proposed The BookEnd by Spokane County Library District. Ms. Ledeboer pointed out the name fulfills mall lease requirements, and with Board approval, staff will move forward. Trustees gave their approval by consensus for the proposed name. There was no further discussion.

The motion to authorize the Executive Director to enter into a lease agreement with the Spokane Valley Mall was unanimously approved.

New Business
2017 Friends of the
Library Recognition
- Resolution 17-01
(Item III.D.1.)

2017 FRIENDS OF THE LIBRARY RECOGNITION (RESOLUTION No. 17-01). Mr. Teterud moved and Ms. Carlson seconded approval of Resolution No. 17-01, Recognizing District Friends of the Library Support.

RESOLUTION No. 17-01

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

Mr. Craig read the resolution in recognition of all the Friends of the Library. There was no further discussion.

The motion was unanimously approved.

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

Chair Craig reviewed forthcoming agenda items for the next two months. The February regular meeting will be held on Monday, Feb. 13, a week and a day earlier than usual, at Moran Prairie Library. Trustees unanimously approved this revised regular meeting date at its December meeting. Ms. Ledeboer noted the agenda will include 2016 reports on the Community Engagement Plan and Reciprocal Use of Libraries. Key issues affecting WLA Library Legislative Day will be presented, as well as an employee workforce profile of the Library District. Ms. Ledeboer noted the staff profile may provide a foundation for understanding the results of the compensation review, which will be presented in March. In response to Mr. Teterud's query about the potential for conducting a staff opinion survey about vacation schedules, Ms. Ledeboer said her preference was to first provide a report to Trustees. Also in March, Mr. Roewe will present a report on staff scheduling to provide context for how vacations are approved. In response to Mr. Craig about Library Legislative Day scheduled for March 16, Ms. Ledeboer said Mr. Teterud has expressed interest in attending the event. Other Trustees are invited to join the visit to Olympia as well. There was no further discussion.

Trustees'
Reports
(Item V.A.)

Mr. Teterud provided copies of a written report regarding his first year as a Library Trustee, during which he visited all 10 District libraries. In response to Ms. Carlson's query if anything in particular stood out over his first year, Mr. Teterud said it was an honor to serve such a noble cause. He also noted his visits throughout the year to regional libraries and those in

various other cities across the nation increased his awareness of the vast library industry.

As memento and show-and-tell, Mr. Craig brought a dog-eared bookmark issued in 1996 that promoted a new dial-in service offered by the District.

Mr. Teterud also commented that on a recent visit to Spokane Valley Library it was inspiring to see Ruth Safranek emanate enthusiasm as if it were her first day instead of her final day at work before retirement. There were no other reports.

**Executive Director's
Report, Dec. 2016
(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. Ledebouer had nothing further to add. There was no further discussion.

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

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for December 2016, with data for customer use measures, programming and library activities. Mr. Roewe reported staff recommends no changes to the two policies reviewed this month, Gifts and Library Meeting Room Use. Ms. Ledebouer pointed out library volunteers staffed the Christmas Bureau in December and found it highly rewarding. There was no further discussion.

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

Communication & Development Officer Jane Baker provided a written report prior to the meeting for December 2016 communication activities. Mr. Teterud reiterated his praise for the Engage magazine and said he often shares copies with his clients. There was no further discussion.

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

Revenue and Expenditure Statement through December 31, 2016.

<u>Fund 001</u>	
Revenues	\$ 11,863,137
Expenditures	\$ 11,417,966
Ending Fund Balance	\$ 4,976,007
Fund Budget Expended	99.71%

Mr. Knorr reported final budget numbers for 2016 will be presented in February. There was no further discussion.

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

Library Supervisor Stacy Ann Kvamme and Librarian Corinne Wilson presented highlights of Airway Heights Library (AH) over the past year. This year marks 20 years of service for the library in its current location, and last year marked the second full year the library was open five days and 40 hours per week. Cardholders grew by seven percent, which exceeds growth of other District libraries. The West Plains continues to see growth in both

its business and residential sectors. Residents eagerly await the 2018 opening of a new Community Recreation Center, for which taxpayers approved a \$13 million bond in 2016. In February, a ballot will include a \$52 million bond issue request for approval from Cheney School District, to improve and expand schools to accommodate four percent growth year over year. Another top story was the groundbreaking of Spokane Tribe's casino project in Airway Heights, which is projected to bring new jobs to the area. Ms. Wilson noted this growth and expansion in a geographically-wide area further emphasizes the library staff's aspiration to bring people together to build a connected community. Staff participates in the Greater West Plains Support Network, Neighborhoods Matter, West Plains Chamber of Commerce, and this year Ms. Kvamme is acting-president of the Airway Heights Kiwanis Club. For programming, Ms. Kvamme reported the library was additionally able to offer weekly family nights as part of summer programming because of its partnership with AmeriCorps VISTA volunteers. Popular family programming such as the watermelon races were favored by residents, and nearly 50 attended the Not so Spooky Storytime and Winter Festival Holiday Storytime. Ms. Wilson reported on the variety of opportunities for school-aged children. She makes monthly visits to Great Northern and Sunset elementary schools to offer STEM-themed programs to 40 students. LEGO Club also maintained a consistent group of weekly participants. Art and entertainment programs geared to adults and financial planning for seniors were also well attended. Other successful programs included the Hot Club of Spokane summer concert held in collaboration with Airway Heights Parks and Recreation, and Touch-a-Truck Storytime in collaboration with Waste Management. In response to Mr. Craig regarding the recent announcement that FAFB was not selected to receive new tankers, Ms. Kvamme said a leader from the base spoke encouragingly at a recent West Plains Chamber meeting about another project that could bring jobs. Trustees expressed appreciation for the informative report. There was no further discussion.

Overview
Program Marketing
(Item V.G.)

Communication & Development Officer Jane Baker presented an overview of Engage, the brand-new tri-annual library events magazine. Ms. Baker noted library programming increased 16 percent year over year, and until now, individual flyers were produced and distributed to promote each program. Engage magazine is anticipated to efficiently replace individual flyers. It is well organized, easy to read, and will hold up nicely as a reference tool. Promotion of library programming will continue through various social media and digital signage. Packages of TV advertising and banner ads were also purchased to highlight this first edition. Ms. Baker played the KHQ-TV website segment that featured an interview of Library Services Manager Gwendolyn Haley by Q-6 Dave Cotton. Ads will also be featured on KXLY and KREM TV websites, and KREM will air the segment as part of its newscast on Feb. 1. In response to Mr. Teterud, Ms. Baker reported 50,000 copies of Engage were printed and staff will be reminded to

promote use of the magazine at District libraries. Ms. Ledeboer added that copies were mailed to District partners as well. Ms. Kvamme pointed out demand-distribution racks for the magazine have been placed in libraries. There was no further discussion.

**Public
Comment
(Item VI.)**

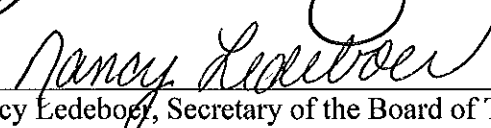
There was no public comment.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:29 p.m. The next Board Meeting is scheduled for Monday, February 13, 2017, at 4:00 p.m., in the public meeting room at Moran Prairie Library.



John Craig, Chair



Nancy Ledeboer, Secretary of the Board of Trustees