

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: NOVEMBER 21, 2017**

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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., on Tuesday, November 21, 2017.

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

**Excused:** None.

**Also Present:** Kristy Bateman, Library Services Manager; Mary Ellen Braks, Library Services Manager; Toni Costa, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Gwendolyn Haley, Library Services Manager; Carlie Hoffman, Library Services Manager; Rick Knorr, Chief Financial Officer; Andrea Sharps, Collection Services Director; Cindy Ulrey, Librarian; Amber Williams, Strategic Initiative Librarian; and Patty Franz, Administrative Assistant.

**Guests:** None.

**Call to Order (Item I.)** Chair John Craig 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 Meeting Minutes, Oct. 21, 2017 (Item III.A.)** Mr. Craig called for corrections to the October 21 regular meeting minutes. The minutes stand approved as corrected.

**Approval of Payment Vouchers, Oct. 2017 (Item III.B.)** Mr. Johnson moved and Ms. Thompson seconded approval of the October 2017 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Oct. - L01	52935-53081 and W00492-W00500	\$573,570.06	\$573,570.06
	10102017PR and 10252017PR	\$354,546.14	\$354,546.14
		Total	\$928,116.20

In response to Mr. Teterud's query about the higher than usual credit card

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### **Approval of Payment Vouchers, Oct. 2017 (Item III.B.)**

balance, Mr. Knorr said he would review the transactions and report back. In response to Mr. Craig about two payments to ABM Janitorial Services, Mr. Knorr reported the first invoice was for carpet cleaning of high-traffic areas at North Spokane, Spokane Valley, and Argonne, and the second was for routine monthly cleaning services. Mr. Roewe pointed out the payment voucher written to Integra was for an assessment of network security conducted in January and paid last month. He further explained Integra was purchased by another organization, Zayo, during the first quarter and the bill was delayed as a result. Also in response to Mr. Craig, Mr. Knorr explained the payment voucher written to Hammond Facility Consulting was for an assessment of all District facilities as related to the Library Facilities Master Plan and potential future upgrades.

There were no further questions.

The motion was unanimously approved.

### **Unfinished Business 2018 Preliminary Budget Update (Item III.C.1.a-e )**

2018 PRELIMINARY BUDGET UPDATE. Via PowerPoint, CFO Rick Knorr summarized development of the 2018 budget since the last meeting. For the expense side, Mr. Knorr explained the budget update shows lower total salaries because of a more accurate forecast of staff needs based on recent turnover. A COLA increase of two percent was factored in, as well as the cost of the recently passed minimum wage of \$11.50 per hour. The change in minimum wage will affect approximately 15 FTE. Tax revenue was projected higher due to new construction valuation reported by the Assessor's Office. Mr. Knorr also pointed out the medical insurance rate for 2018 decreased, as the published rate was 7.6 percent, less than the 10 percent used for the preliminary budget. He also noted the contingency budget was increased to \$86,000.

Mr. Knorr reviewed previous and projected levy and levy rates to show how the District's annual revenue amount was calculated, and pointed out the estimated impact of the state assessed values increase. In response to Mr. Teterud's query, Mr. Roewe said retirement of a long-time employee does not significantly impact the budget. Mr. Roewe said he will provide more detail about the District's reorganization at the December meeting.

Both Mr. Johnson and Ms. Thompson asked about the reduction in cost of library materials since the last meeting. Mr. Knorr said he would review the amount and will finalize the number in the final budget.

In response to Mr. Teterud's query, Mr. Knorr explained funds authorized by the Board of Trustees were transferred from the General Fund to create the Capital Projects Fund. Mr. Craig noted some of the funds were from the sale of the property on Upriver Drive. Mr. Roewe commented that the fund is otherwise a static layer of reserve.

Mr. Knorr noted a full year of BookEnd operations were fully absorbed, and Mr. Roewe further said a budget surplus is likely for this year.

**Unfinished Business  
2018 Preliminary  
Budget (Items  
III.C.1.a-e)**

Having recently attended the annual GSI Economic Forecast, Mr. Knorr reviewed how perspectives on regional, national, and global economies could affect the District. The District is currently at full employment, and with a tight labor market, it has become difficult for various industries to hire. Mr. Knorr noted entry-level positions remain attractive to applicants, which can be viewed positively for what the District has to offer.

Mr. Knorr stated that based on the forecast, anticipated population growth reaffirms the need for libraries in Spokane Valley, and that continued property tax increases will impact the future levy rate.

Mr. Knorr said he doesn't anticipate additional changes to final budget, with the exception of the library materials budget. He also stated that the District likely will not have received the state assessed values figure in time for the final budget.

There was no further discussion.

**Unfinished Business  
2018 Preliminary  
Budget (Items  
III.C.1.a-e)**

COST OF LIVING ADJUSTMENT (COLA) FOR 2018. Ms. Thompson moved and Mr. Johnson seconded to approve a Cost of Living Adjustment of two percent for all District staff in 2018.

There was no discussion.

The motion was unanimously approved.

ADOPTING A 2018 PRELIMINARY BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION NO. 17-05).

Mr. Teterud moved and Ms. Thompson seconded that Resolution No. 17-05, Adopting a 2018 Preliminary Budget and Certifying it to the Board of County Commissioners, be adopted.

**RESOLUTION NO. 17-05**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2018 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2018 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no discussion.

The motion was unanimously approved.

AUTHORIZING 2017 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2018 (RESOLUTION NO. 17-06). Ms. Carlson moved and Mr. Johnson seconded that Resolution No. 17-06, Authorizing a 2017 Property Tax Levy Increase for Collection in 2018, be adopted.

**Unfinished Business**  
**2018 Preliminary**  
**Budget (Items**  
**III.C.1.a-e )**

RESOLUTION No. 17-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2017 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2018; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

The resolution authorizes an increase in the regular property tax levy to be collected in 2018 in the amount of \$117,400, which is a percentage increase of 1.036% from the previous year.

There was no discussion.

The motion was unanimously approved.

LEVYING THE REGULAR PROPERTY TAXES FOR SCLD FOR COLLECTION IN 2018 (RESOLUTION No. 17-07). Mr. Johnson moved and Ms. Thompson seconded that Resolution No. 17-07, Levying the Regular Property Taxes for SCLD for Collection in 2018, be adopted.

RESOLUTION No. 17-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2017 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2018 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no discussion.

The motion was unanimously approved.

BOARD DIRECTION TO STAFF. Regarding the library materials budget, Ms. Thompson requested that staff ensure percentages are correct to policy for the final budget. Trustees indicated they were satisfied with the balanced budget for 2018. There was no further discussion.

**New Business**  
**The BookEnd**  
**Update**  
**(Items III.D.1.)**

THE BOOKEND UPDATE. Mr. Roewe pointed out the report created by Customer Experience Manager Gina Rice and Library Services Manager Kristy Bateman. In operation now for six months, the District's newest library at Spokane Valley Mall has shown to be a convenient resource for those who are using it. Mr. Roewe further said a full year of operations is needed to fully assess its overall impact. He noted Spokane Valley Mall management has expressed appreciation for having the library as a tenant.

**New Business**  
**The BookEnd**  
**Update**  
**(Items III.D.1.)**

To test the potential for future programming, Ms. Bateman noted a well-attended Storytime was held with those waiting to visit with Santa, and a second similar Storytime will be held next month. Following a recent visit to the library, Mr. Teterud asked if the library could be staffed sufficiently with fewer employees. Mr. Craig commented that he had experienced what appeared to be over-staffing on a recent visit as well. Mr. Roewe explained that Public Services continues to review and evaluate staffing based upon statistical usage, and has already reduced staffing levels as a result. Mr. Roewe also stated that a variety of customer services tasks such as responding to customer material requests have been diverted to BookEnd staff to maximize their time. Mr. Craig noted BookEnd checkouts in October exceeded Fairfield and nearly reached those of Medical Lake and Otis Orchards. Mr. Teterud further said he does not question the validity of the library, as he considers the mall an excellent location and the library a great service. There was no further discussion.

**New Business**  
**Personnel Policy**  
**(Items III.D.2.)**

PERSONNEL POLICY. Mr. Johnson moved and Ms. Thompson seconded to approve the suggested Personnel Policy revisions, including a modification to Section 2.15, as discussed and agreed by Trustees. Via PowerPoint, Chief Human Resources Officer Toni Costa reviewed suggested Personnel Policy and title changes to HR2 (from Chapter 2), Hiring and Employment, HR3 (from Chapter 3), Compensation-Wages, and HR5 (from Chapter 5), Leave. For the most part, all recommended changes were intended to document, clarify or expand on current practice, and remove repetitive language. Ms. Costa further explained changes to all policies presented included the addition of standardized language to create consistency among other District policies, and to clearly separate District policies from procedures. She also suggested use of Personnel Policy numbers over chapters. In regard to content discussion of HR2-Hiring and Employment, in response to Mr. Teterud's query, Ms. Costa said digital personnel files are anticipated in the future, yet are now in printed format and stored securely. In response to Mr. Craig regarding Trial Service Period, Ms. Costa said optimally an employee would move back to their original or similar position, with termination as a last approach if the trial service was not successful. Regarding flextime and alternate work schedules, Ms. Costa suggested these two sections be separated for clarification, and explained flextime is entirely flexible; an employee can choose their work hours. An alternate work schedule, however, is set, though the work hours may be atypical. Regarding Section 2.15, Employment of Immediate Family Members, and the enumeration of an immediate household, Mr. Craig asked if the list of relationships count only if they are members of an immediate household. In response, Mr. Roewe said use of the list was intended to be expansive. In response to Mr. Craig's suggestion, Trustees agreed by consensus to authorize staff to omit the word, "other," in the last bullet point of Section 2.15. In regard to content discussion of HR5-Leave,

**New Business**  
**Personnel Policy**  
**(Items III.D.2.)**

Ms. Costa pointed out with the passage of Initiative 1433 in 2016, starting January 1, 2018, all District employees will receive two hours of paid sick leave for every 40 hours worked. She noted accrual has already begun. In response to Mr. Craig's query about the use of leave and distinction regarding adult children, Ms. Costa explained the District follows federal guidelines, which specify a higher standard for when caring for an adult child qualifies for sick leave.

In response to Mr. Teterud's query regarding Ms. Costa's title change from CHRO to Human Resources Director in the suggested revisions to the Personnel Policy, Mr. Roewe explained title changes are planned for Leadership Team members at the start of the New Year. He will report further details at the December meeting.

There was no further discussion.

The motion was unanimously approved.

Mr. Craig called for a five-minute recess at 5:10 p.m.

**Overview Education**  
**and Enrichment**  
**(Item III.E.)**

OVERVIEW EDUCATION AND ENRICHMENT. Library Services Manager Gwendolyn Haley provided an overview of the Education and Enrichment service priority and its goals. In response to the goal to offer engaging in-library programs for school-aged children and teens that emphasize 21st century STEM and literacy skills, quarterly STEM activities are offered in all 10 libraries for students in Grades K-5 and up, and learning opportunities for tween and teens are offered as well. School and summer programs, including Minecraft, SNAP Circuits, Rube Goldberg Machines, Studio Boot Camp, Stop Motion Animation, Finch Robotics, and Hour of Code, were offered throughout the year. Drop-in workshops, such as Take It Apart, where kids could explore electronics and the inner workings of small devices, were added at the North Spokane Lab. And multiple STEM travel kits were developed by District librarians to use at Family Literacy and STEM nights, and community events throughout the year. With funding support from Humanities WA, literacy and reading at grade level was promoted through the Prime Time Family Reading program. Families gather weekly at the library to read and discuss books and have dinner. Each week families also take home three new picture books to read and discuss. To date, 12 Prime Time programs have been offered at elementary schools in West Valley, East Valley, Cheney, Central Valley, Mead and Riverside. Ms. Haley noted 21 families recently participated at Trent Elementary, and the school was delighted to have the extra support for its students. Additional enrichment programs included three traveling exhibits from the National Library of Medicine, opportunities to view and discuss sometimes controversial films and documentaries and attend lectures by authors and scholars, as well as experience histories of communities through local historical society offerings. Ms. Haley noted participants

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### **Overview Education and Enrichment (Item III.E.)**

noticeably engaged and delved into these topics. She further reported staff has been collaborating with the Northwest Museum of Arts and Culture and Mobius Science Center with the intent to offer family passes, and was excited to announce these passes sponsored by the Friends of the Library will be available for library checkout starting January 2018. Another goal of this priority is in progress, and once The Lab at North Spokane Library and The Studio at Spokane Valley Library are fully up and running, more will be shared about how these operations will enable community members to have spaces and opportunities to make and create. Ms. Haley also provided a quick rundown on Education and Enrichment program attendance, which is on track to exceed last year's numbers. Finally, Ms. Haley reported on the success of National Novel Writing Month, NaNoWriMo, held at North Spokane Library this year. The sessions were well-attended, and Spokane Writes: A Poetry and Prose Anthology, was published as a result of local writers' interest and funding support from the Friends of the Spokane County Library District. Ms. Haley passed around a copy of the book for Trustees to view, and noted 150 people attended the District's 75<sup>th</sup> Anniversary and Anthology Release Celebration held Saturday, Nov. 4, from which the author readings will soon be posted on YouTube. Trustees expressed thanks for the informative report. There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months, noting the December meeting will be held at Argonne Library. Among other agenda items, the December meeting will include approval of the final 2018 budget, next year's meeting schedule, and the Board of Trustees' officers election. There was no further discussion.

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

There were no reports.

### **Executive Director's Report, Oct. 2017 (Item V.B.)**

The Executive Director's written report provided prior to the meeting for October 2017 included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Regarding the annual holiday gathering scheduled as part of the meeting agenda for next month, Mr. Roewe explained that with Trustees' approval, the gathering will be moved from post- to mid-meeting for refreshments and fellowship among all meeting participants. Trustees approved the change; thus, staff will plan accordingly. Mr. Roewe also noted that overview topics are needed for next year, for which both Trustees and staff are welcome to submit topics of interest. Mr. Roewe reported the SAO Exit Conference was held Thursday, November 2, at District Administrative Offices. The purpose of the meeting was to share audit results and draft reporting for the Accountability Audit for 2016 and 2015, and the Financial Statement Audit for 2016, for which Trustees also received printed materials.

**Executive Director's  
Report, Oct. 2017  
(Item V.B.)**

Mr. Roewe said overall the audit was clean, and auditors were complimentary about the work of District staff. Mr. Knorr noted future audits will move to a two-year cycle, with the next audit scheduled for 2019. In brief, results showed District operations complied with applicable requirements and provided adequate safeguarding of public resources. The District also complied with state laws and regulations and its own policies and procedures in the areas examined by auditors. Mr. Knorr reviewed the three most notable exit comments, which included use of open accounting periods at the end of the calendar, monthly instead of daily cash deposits, and the current lack of a food and beverages policy for District events. Mr. Knorr indicated that the District is already working on making the necessary changes to address the three comments.

There was no further discussion.

**Public Services  
Report, Oct. 2017  
(Item V.C.)**

Library Services Manager Kristy Bateman provided a written report prior to the meeting for October 2017, with data for customer use measures, programming and library activities. Ms. Bateman had nothing further to add, and there was no discussion.

**Communication  
Report, Oct. 2017  
(Item V.D.)**

Communication & Development Officer Jane Baker provided a written report prior to the meeting for October 2017 communication activities. Mr. Roewe indicated he would answer any questions in Ms. Baker's stead. There was no further discussion.

**Fiscal Report,  
Oct. 2017  
(Item V.E.)**

Revenue and Expenditure Statement through October 31, 2017.

<u>Fund 001</u>	
Revenues	\$ 11,350,006
Expenditures	\$ 9,702,932
Ending Fund Balance	\$ 6,222,910
Fund Budget Expended	79.72%

Chief Financial Officer Rick Knorr reported we are on pace for a 2017 budget surplus. There was no further discussion.

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

Librarian Cindy Ulrey provided highlights of Fairfield Library over the past year. Via PowerPoint, Ms. Ulrey illustrated Fairfield Library by the numbers. She noted the library is open only three days a week; thus, its numbers are not comparable to other District libraries with more open hours. Statistics demonstrate Fairfield is active and well, with increases in many areas, including cardholders. Customer use of the library is up, even though circulation is down, as Ms. Ulrey noted Fairfield customers use significant audio and digital materials during the harvest season. Overdrive use is up 10 percent and hoopla, a streaming service, is up 32 percent. The Seed Library has 57 unique borrowers, with 320 seed packets borrowed.



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

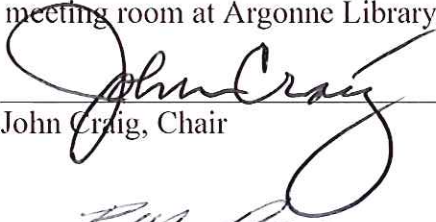
Ms. Ulrey noted the seed catalog has prompted a lot of intergenerational discussion among library users about what to plant and how, with gardening tips shared. Tuesday Storytimes are back on track, with 19 in attendance and new families joining in. The Tween Cooking Challenge was highly successful; kids 4<sup>th</sup> grade and up worked together to produce fabulous dishes. Staff plans to build on this program's popularity by offering microwaveable mug meals in the spring. Family programs that encourage kids and adults to work together seem particularly popular at Fairfield. Staff plans to build on programs related to natural resources, gardening, and hunting as well. She noted Flag Day Pumpkin Planting brought in families from Rosalia and Tekoa. Ms. Ulrey reported Thursday Night Thing (TNT) held at Fairfield Community Center once a month was on hiatus for several months because of a lack of adult volunteers, yet it is back on track with a new crew and attendance is booming. Ms. Ulrey leads a STEM or art-related activity at TNT, and said participants are always excited to take their projects home or to show their teachers at school. Library staff connects with community through participation in the SE Spokane County Parade held in Rockford, the North Palouse Chamber of Commerce Business Expo, and by providing outreach Storytimes at Liberty's preschool and Freeman's Early Learning Center. Staff also conducts annual booktalking at Freeman's Lit Circle. Student card distribution provides additional opportunities to reach prospective customers in the library service area. Ms. Ulrey noted digital resources really help Fairfield students who attend school 19 miles away in Spangle. Plans for the future include more family programming to encourage adult and child interactions, additional gardening and rural-interests programming, such as mushroom identification and medicinal plants usage, and more cooking programs for tweens and teens. In response to Mr. Craig's query about library hours, Ms. Ulrey said she couldn't say for certain if extended library hours would be helpful to students coming into town after a long commute from school. She further said more promotion of TNT, where kids can enjoy a hot meal and adult-led activity may be the best opportunity to reach kids and distribute student cards to a younger base. In response to Mr. Teterud, Mr. Roewe said the Town of Fairfield owns the Fairfield Library building and that the town is annexed to the District. Trustees expressed thanks for the informative report. There was no further discussion.

**Public  
Comment  
(Item VI.)**

There was no public comment.

**Adjournment**  
**(Item VII.)**

Chair Craig adjourned the meeting at 6:02 p.m. The next Board Meeting is scheduled for Tuesday, December 19, 2017, at 4:00 p.m., in the public meeting room at Argonne Library.



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John Craig, Chair



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Patrick Roewe, Secretary to the Board of Trustees