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 Kvvmme, 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.)

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

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

There were no questions. The motion was unanimously approved.

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.

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. Ledeboer 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. Ledeboer 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. Ledeboer 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. Ledeboer 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. Ledeboer 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. Ledeboer 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.

**SPOKANE VALLEY LIBRARY UPDATE/EXPLORING OPTIONS WITH THE CITY
OF SPOKANE VALLEY.** Ms. Ledeboer 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.

**SPOKANE VALLEY MALL LIBRARY UPDATE.** Mr. Johnson moved and
Mr. Craig seconded approval to authorize Executive Director Nancy
Ledeboer 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. Ledeboer 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. Ledeboer 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.

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.

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.

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. Ledeboer 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. Ledeboer 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.

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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 Kvanme 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.

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.

There was no public comment.

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 Moor Prairie Library.

John Craig, Chair

Nancy Ledeboer, Secretary of the Board of Trustees