

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 13, 2017**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Moran Prairie Library, 6004 S. Regal St., Spokane, WA, at 4:00 p.m., Monday, February 13, 2017.

Present: John Craig - Chair
 Mark Johnson - 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; Toni Costa, Chief Human Resources Officer; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Danielle Marcy, Library Supervisor; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Vanessa Strange, Librarian; Sheree West, Librarian; Amber Williams, Strategic Initiatives 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. Craig moved and Mr. Johnson seconded an amendment to the agenda to accommodate schedules. The motion was approved to move the 2016 Human Resources Summary from V. G. Reports/Overview to D. 1. Action Items/New Business.

Approval of Jan. 17, Regular, and Jan. 24, 2017, Special Meeting Minutes, (Item III.A.) Mr. Craig called for corrections to the January 17 regular and January 24, 2017, special meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Jan - L01	51456-51630 and W00393-W00407	\$840,309.81	\$840,309.81
	01102017PR and 01252017PR	\$349,559.91	\$349,559.91
L01		Total	\$1,189,869.72

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

Fund	Capital Projects Fund	Subtotal	Total
Jan-L08	9538 – Free Press Publishing, RFP Legal Notice (NS)	\$33.15	\$33.15
	9539 – Hammond Facility Consulting Services (NS)	\$2,442.68	\$2,442.68
	9540 – OPTO Int'l - NS Furniture, Equip/Tables	8,856.50	8,856.50
	9541 – Chipman – Cart Lease for Moving Books (NS)	\$480.00	\$480.00
L08		Total	\$11,812.33

In response to Mr. Craig's query, Mr. Knorr said the payment to PayneWest Insurance covers insurance for Directors and Officers and Employment Practices liability. An insurance claim was filed to cover the repairs caused by an unknown vehicle that crashed into the North Spokane facility. Insurance covered the repairs after the District met the deductible. There were no other questions. The motion was unanimously approved.

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

NORTH SPOKANE LIBRARY RENOVATION. Following his visit to North Spokane this morning, Chief Financial Officer Rick Knorr reported on three potential change orders for removal of an electrical conduit, handling of an exposed beam, and potentially uneven concrete following removal of floor tiles. Deputy Director Patrick Roewe reported staff have been flexible and amenable through the construction. A HEPA filter was set up, however, as the initial dust barriers were insufficient. Mr. Knorr reported bi-weekly meetings continue on schedule. The plumber and electrician for the project will have greater access on Presidents' Day when the library is closed. Thus far, contingency funds have not been needed and there have been no changes to the budget. Following his recent visit to North Spokane, Mr. Craig reported in spite of the plastic, it appeared to be mostly library business as usual, and the parking lot was relatively full. There was no further discussion.

**Unfinished Business
 SV Library Task
 Force (Item
 III.C.2.)**

SPOKANE VALLEY LIBRARY UPDATE/EXPLORING OPTIONS WITH THE CITY OF SPOKANE VALLEY. Ms. Ledeboer reported the first monthly meeting of the Spokane Valley Library Task Force was held Thursday, February 2. In response to Ms. Ledeboer, Mr. Craig said he thought it was a good meeting. In particular, discussions cleared the air regarding District ownership of a new library. Ms. Carlson said that she too thought the meeting went well, with key points summarized before adjournment. Mr. Craig said Mayor Rod Higgins found it reasonable that trustees want to wait until later this year to see what develops from task force

discussions before considering an extension of the interlocal agreement on the proposed construction site. The agreement requires the city to repurchase the land in October. Next month, Architects West, the firm that designed the new Spokane Valley City Hall, will join the meeting. Insights will be provided on how to keep the cost of new library buildings down based upon its work on the City Hall project. There was no further discussion.

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

SPOKANE VALLEY MALL LIBRARY UPDATE. Mr. Roewe reported plans for the Spokane Valley Mall library, The BookEnd, are coming along. Some demolition and paint will be needed before the library moves in. Communication/graphic design will develop a floor plan to scale for space planning. Ms. Ledebauer said the mall will conduct an asbestos check as well as owner and tenant improvements. In response to Mr. Teterud's query, Ms. Baker said signage will be designed by Amanda Flanery, graphic designer for the District, and sent out for production to meet mall specifications. In response to Ms. Thompson's query, Mr. Knorr reiterated there were no changes to the mall lease; the District would receive 45 days' notice should the library need to vacate premises for another establishment. Ms. Ledebauer said the local mall management has been encouraging, and indicated arrangements for a new tenant usually take at least six months. There was no further discussion.

**Unfinished Business
Resolution 17-02
(Item III.C.4.)**

2017 BUDGET AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND (RESOLUTION NO. 17-02). Mr. Teterud moved and Mr. Johnson seconded to approve the transfer of funds to the Capital Projects Fund, with the dollar amount amended by \$100,000, as discussed and agreed.

RESOLUTION No. 17-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Mr. Knorr said year 2016 is now officially closed, with the budget surplus as anticipated. Ms. Ledebauer said to fund a portion of mall operations in 2017 and 2018, staff suggested retaining an additional \$140,000 in the general fund, and transfer the remaining ending fund balance in the amount of \$292,908, to the capital projects fund. However, based on Trustees' interests to build the capital projects fund and absorb the cost of staffing The BookEnd within the operating budget, Resolution No. 17-02 was amended to increase the amount transferred to the capital projects fund to \$392,908. There was no further discussion.

The motion was unanimously approved.

**New Business
Community
Engagement Plan
Report 2016
(Item III.D.2.)**

COMMUNITY ENGAGEMENT PLAN REPORT 2016. Mr. Roewe reviewed goals of the four service priorities of the Community Engagement Plan as well as the measured outcomes for the first of three years of implementation. The impact of programs, services, and initiatives were measured by attendance, breadth and depth of community partnerships, and how District offerings resonate within communities. Mr. Roewe highlighted several successes in the four service areas. For Business and Career Development, the GED and high school completion classes held at Cheney served 198 participants through 44 programs. With Spokane Community College as the instructional partner, the District provided a meeting room and technology to support student achievement. In fact, the Community College has expressed a desire to expand GED classes to another location next year due to the success of this program. To fulfill another goal of this service priority, financial security programs were offered as part of the Thinking Money Exhibition, for which SCLD was one of 50 libraries nationally selected to receive this museum-quality traveling exhibition. A series highlight, Lifting the Veil on Senior Planning, was a six-part program offered at two locations. These programs, as well as a program on consumer protection offered by the Better Business Bureau, were well attended and clearly met the needs of community. Thus, the series will be offered again in 2017. The overlying goal of Digital Interaction and Sharing was to establish the District website as a place to find events and connect with community. Location page views and meeting room and event calendar views indicate progress continues toward that goal. One of the main projects for this service priority was a local content web page where one can discover artists, authors, creators, and local history. Another Rockford Historical Society collection was added in 2016, and plans are in place to collaborate with EWU and its web design class to build a new web page. A soft launch of The Lab at Spokane Valley is anticipated soon with its grand opening in May. Community-Minded Enterprises has collaborated with us and will provide videography and editing equipment the public can use for media production. Nearly 18,000 participants attended 822 Education and Enrichment programs that promoted literacy, STEM skills, and the arts. Mr. Roewe noted the Boys & Girls Clubs of Spokane County stand out as a partner because of our deliberate effort to bring learning opportunities to audiences. Mr. Roewe also highlighted Humanities Washington as a partner, noting the Civility program series offered last fall that approached complex issues. Storytimes held at libraries are a mainstay of the Early Learning service priority. Nearly 40,000 attended 1,442 Storytimes during 2016. Both community partner and program highlight was Waste Management and its Touch A Truck Storytime. Not only did the kids turn out, the program demonstrated the depth of community engagement for an issue the entire community cares about—early learning. STARS training for child care providers and preschool teachers is a service we continue to

offer. The District has one of only a few trainers in Eastern Washington and is therefore uniquely positioned to fill this community need. Finally, Mr. Roewe reported on the success of the District volunteer program, a concrete example of engagement. Over 200 volunteers committed more than 4,000 hours of their time to volunteer at schools and help promote library programs. The District has established partnerships with Central Valley School District, Mead, East Valley, West Valley, Cheney, and Medical Lake School District for after school reading buddy and homework help programs where library volunteers are making an impact in direct and tangible ways. Ms. Ledeboer pointed out the volunteer program is a fine example of the third measurement of success: alignment with community. There was no further discussion.

A five-minute recess was called by Chair Craig at 5:10 p.m.

New Business
Reciprocal Use of
Libraries Report
2016 (Item III.D.3.)

RECIPROCAL USE OF LIBRARIES REPORT 2016. As required by interlocal agreements with both Spokane Public Library and Liberty Lake Municipal Library, reciprocal-use statistics are reported annually to each respective partner. Substantiated by the report for 2016 provided in advance of the meeting, Mr. Roewe pointed out statistics remain stable, with not much change to report. More District materials are borrowed by SPL and LLML members than SCLD members borrow from these libraries. In response to Mr. Craig's query regarding an increase of 50% at Deer Park, Librarian Amber Williams said checkouts by teachers has increased. Mr. Roewe noted this increase also demonstrates the transitory nature of our residents. In response to Mr. Craig, Mr. Roewe said the reciprocal agreements remain in balance, with no changes recommended, as the District is pleased to share its resources with neighboring residents. Mutual cooperation of libraries sets a good example for sharing and caring for community. There was no further discussion.

New Business
WLA Legislative Day
Key Issues Preview
(Item III.D.4.)

WLA LEGISLATIVE DAY KEY ISSUES/PREVIEW. Ms. Ledeboer apprised the Board about recent turmoil at WLA. A new management company implemented changes without input from institutional members. The changes directly impacted the contract for Steve Duncan, legislative lobbyist for public libraries, which essentially took away much of the value WLA provided to public libraries. At this time, public library directors have given consideration to directly hiring Mr. Duncan to represent the interests of public libraries. Ms. Ledeboer reviewed the current bills being monitored that could affect libraries, and noted not having Mr. Duncan's support has been a handicap. In response to Mr. Craig's query, Ms. Ledeboer said payment of WLA dues has been withheld pending review of the dues structure and lobbyist contractual arrangements. Mr. Craig asked if a vote of confidence from the board would be helpful, to which Ms. Ledeboer will give consideration to drawing up a resolution. In response to Mr. Teterud, Ms. Ledeboer said the greater services provided

by WLA are lobbying and continuing education. Ms. Ledeboer said she will keep the board apprised of developments involving Library Legislative Day scheduled for March 16.

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

Chair Craig reviewed forthcoming agenda items for the next two months. The March meeting will be held at Otis Orchards, and the newly renovated North Spokane Library will be the venue for April. There was no further discussion.

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

Ms. Thompson expressed thanks to Trustees for their flexibility and willingness to hold this month's meeting a week earlier than usual to accommodate her schedule. There were no other reports.

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

The Executive Director's written report for January 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 except to note a financial report for January was not included in this month's meeting packet because of the earlier meeting date. There was no further discussion.

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

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for January 2017, with data for customer use measures, programming and library activities. Mr. Roewe reported staff recommends no changes to the Exhibits and Displays policy reviewed this month. Regarding the Public Services report, Mr. Roewe pointed out statistics will be provided each month in support of the current Spotlight library. He also apprised Trustees that a member was criminally trespassed at North Spokane this month, which includes exclusion from all libraries. In response to Mr. Johnson's query regarding members who last year requested a change in the District's Facility Use for Political Purposes policy, Mr. Roewe said the requesters have called to express thanks and offer support for our collaboration with the city of Spokane Valley. There was no further discussion.

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

Communication & Development Officer Jane Baker provided a written report prior to the meeting for January 2017 communication activities. Ms. Baker pointed out a full-page color advertisement for SCLD in the February issue of SPOKANE Coeur d'Alene Living magazine. She noted the promotional press release for Engage and other library services was picked up and generously published free of charge by Bozzi Media. There was no further discussion.

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

Revenue and Expenditure Final Statement through December 31, 2016.

<u>Fund 001</u>	
Revenues	\$ 11,863,698

Expenditures	\$ 11,425,790
Ending Fund Balance	\$ 4,968,744
Fund Budget Expended	96.03%

Mr. Knorr reviewed the 2016 year-end financial report and reiterated figures are final for 2016. The books were not yet closed for January, thus the January report will be provided next month. Mr. Knorr will also provide the final revenue amount from property taxes in next month's report. In response to Mr. Craig's question regarding Costco construction and the North Spokane TIF, Mr. Knorr said he did not have an update regarding how development was proceeding in that corridor. There was no further discussion.

**Spotlight
Moran Prairie
Library
(Item V.F.)**

SPOTLIGHT. Library Supervisor Danielle Marcy and Librarian Sheree West presented highlights of Moran Prairie Library (MP) since May 2016. Following last year's report, Ms. Marcy reported 110 people gathered to celebrate the library's tenth anniversary with live music, local author readings, crafts and games. Ms. West reported the library plans to join the Moran Prairie Grange. Meanwhile, she attends monthly meetings and like last year, staff will participate in the Run for the Grange in April and the Strawberry Festival in May. Staff also hopes to collaborate with the Grange on a library event in August. To further deepen the partnership with Mullan Road Elementary, Ms. Marcy reported staff attended both its Science Fair, Open House, and Parent Teacher Group meetings. Staff also spoke with over 500 students toward promotion of Summer Reading programs. Ms. West further reported Volunteer Coordinator Jamie Van Wormer recruited volunteers to provide after school tutoring and reading buddies twice a week and the number of students served by this program has doubled. Also, Ms. Marcy reported the library served community needs by offering STEM-based activities on District 81 early-release days. Ms. West reported Moran had the highest turnout in the District for its LEGO Mindstorm Robots program. Poetry, NaNoWriMo and other literary programs also hold a niche at MP. Ms. Marcy said the library will continue to grow its connections with local businesses and find creative ways to further existing and build new partnerships. Revel 77 Coffee will hold its history and trends programs again this spring, and staff has reached out to the YMCA, a new resident of the area. Upcoming events include the annual Poetry Picnic and National Night Out Against Crime held in partnership with S.C.O.P.E. South station. Ms. Marcy expressed pride in the MP workplace as one that fosters teamwork and helps to launch careers. Ms. Ledebor commented how participation in the MP Friends of the Library significantly increased through awareness raised by the volunteer program and Engage magazine. Trustees expressed appreciation for the informative report. There was no further discussion.

Overview
Workforce Profile
(Item V.G.)

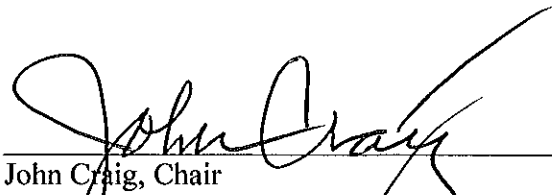
OVERVIEW. Chief Human Resources Officer Toni Costa presented an overview of the 2016 HR Summary. Ms. Costa provided statistics and analysis for the summary, which included turnover, reason for leaving, exit survey data, District communication, opportunity for advancement and training, benefits, and workload. Ms. Costa noted District turnover is on the rise, yet below the national average and well below hospitality and retail. In response to Mr. Teterud, Ms. Costa said the national average figure was based on all industries. In response to Mr. Teterud regarding more information about job conditions, Ms. Costa said she plans to gain more in-depth information in the future. Current summary data reflects those who separated from the District, not those who continue employment. In response to Mr. Craig regarding benefits changes, Ms. Ledebouer said HSA health plans were added when the District moved from WCIF to AWC Employee Benefit Trust in 2014. Staff composition is split almost evenly among Baby Boomers, Generation X, and Millennials, which makes for an interesting ratio and work group. Approximately five percent of staff was eligible for retirement at the end of 2016, and because numbers will continue to rise, succession planning will remain a focus. Ms. Costa noted although the District's gender balance is typical for the industry, it will continue to recruit for diversity. Staff working 30 or more hours per week are fully benefitted as required by the Affordable Care Act, which could change in the future. In response to Mr. Craig's query about the number of part-time staff working 30 hours per week, Ms. Costa will report statistics at the March meeting. In response to Mr. Teterud regarding succession planning for year 2020, Ms. Ledebouer said library schools are full and graduates are hungry for jobs. Mr. Roewe said the District's 14 librarian positions are filled by those with degrees. Also in response to Mr. Craig, Ms. Ledebouer reported that other than higher-level positions, positions are filled mostly by residents of the area who have library, bookstore or customer service backgrounds. There was no further discussion.

Public
Comment
(Item VI.)

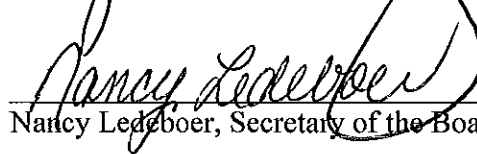
There was no public comment.

Adjournment
(Item VII.)

Chair Craig adjourned the meeting at 5:58 p.m. The next Board Meeting is scheduled for Tuesday, March 21, 2017, at 4:00 p.m., in the public meeting room at Otis Orchards Library.



John Craig, Chair



Nancy Ledebor, Secretary of the Board of Trustees