

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: APRIL 18, 2017**

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The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Deer Park Library, 208 S. Forest Ave., Deer Park, WA, at 4:00 p.m., Tuesday, April 18, 2017.

**Present:** John Craig - Chair  
 Sonja Carlson - Trustee  
 Wes Teterud - Trustee  
 Kristin Thompson - Trustee  
 Nancy Ledebor - Executive Director and Secretary

**Excused:** Mark Johnson - Vice Chair

**Also Present:** Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Toni Costa, Chief Human Resources Officer; Carlie Hoffman, Library Services Manager; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Jamie Van Wormer, Volunteer Coordinator; Amber Williams, Librarian; and Patty Franz, Administrative Assistant.

**Guests:** Bill and Flo Moore, Friends of Deer Park Library.

**Call to Order (Item I.)** Chair John Craig called the meeting to order at 4:07 p.m., and welcomed everyone in attendance. He noted Vice Chair Mark Johnson had a work conflict and was previously excused from the meeting.

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

**Approval of Mar. 21, 2017, Regular Meeting Minutes, (Item III.A.)** Mr. Craig called for corrections to the March 21, 2017, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Mar - L01	51794-51960 and W00419-W00429	\$538,729.02	\$538,729.02
	03102017PR and 03242017PR	\$337,762.64	\$337,762.64
L01		Total	\$876,491.66

Fund	Capital Projects Fund	Subtotal	Total
Mar-L08	9549-Allied Security(NS)	\$200.01	\$200.01
	9550 - Demco (NS)	\$2,017.87	\$2,017.87

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

Mar-L08	9551 – Hammond Facility Consulting Services (NS)	\$597.83	\$597.83
	9552 – Library Store (NS)	\$1,334.29	\$1,334.29
	9553 – Schmidt Elec (BE)	\$1,233.75	\$1,233.75
	9554 – Demco (BE)	\$3,877.96	\$3,877.96
	9555 – M. E. Uphus Construction - 2nd Contractor Payment (NS)	\$66,221.78	\$66,221.78
	9556 – BWA (NS)	\$2,550.00	\$2,550.00
	9557 – Demco (BE)	\$1,586.97	\$1,586.97
	9558 – US Bank– (NS & BE)	\$2,829.05	\$2,829.05
	9559 – Chipman – Cart Lease for Moving Books (NS)	\$720.00	\$720.00
	9560 – Library Store (BE)	\$2,513.49	\$2,513.49
L08		Total	\$85,683.00

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 on progress at North Spokane. The library is closed this week through Tuesday, April 25; however, the meeting room will be cleared and open for Election Day. Ms. Ledebouer noted the contractor's deadline was extended by a week because of the closure. Mr. Knorr said he anticipates the project budget will be met with the exception of adding doors refinishing, which was not part of the original budget. 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. Ledebouer reported the third monthly meeting of the Spokane Valley Library Task Force was held Thursday, April 13. Ms. Ledebouer said city staff and council members were receptive to the funding proposal for new libraries prepared by CFO Rick Knorr. Following the meeting, the group toured the new City Hall. Cost estimates for future libraries provided by Architects West were used to update District cost projections. In response to a query from Mr. Teterud, Ms. Ledebouer said the new city hall does not have a parking garage. Mr. Craig said he and Ms. Carlson were pleased with the outcome of the meeting. If the other city of Spokane Valley City Council members approve of the direction, the Task

Force will begin working on an amendment to the interlocal agreement. The next task force meeting is scheduled for May 11. There was no further discussion.

**Unfinished Business**  
**The BookEnd**  
**Library Update**  
**(Item III.C.3.)**

THE BOOKEND LIBRARY UPDATE. Mr. Roewe visually shared photos of The BookEnd, and said the new library at Spokane Valley Mall will open May 1. Mr. Roewe and Ms. Baker recently met with Ben Wick, publisher of The Current, for an upcoming story about the library. The new boutique library has generated a lot of public interest and staff is eager for its launch. There was no further discussion.

**New Business**  
**Code of Conduct**  
**Policy**  
**(Item III.D.1.)**

CODE OF CONDUCT POLICY

Ms. Thompson moved and Mr. Teterud seconded to approve the Code of Conduct policy, as revised. Mr. Roewe reviewed the suggested policy changes, which were recommended in response to the opening of The BookEnd, located at the privately-owned Spokane Valley Mall. He noted the code of conduct for the mall is more restrictive in some areas, but not in any manner that would conflict with the District's operation of a library in its facility. In response to Mr. Teterud, Mr. Roewe confirmed food and beverage is permitted at The BookEnd. There was no further discussion.

The motion was unanimously approved.

**New Business**  
**Timeline/Recruitment**  
**Materials**  
**(Item III.D.2.)**

TIMELINE/RECRUITMENT MATERIALS. Mr. Teterud moved and Ms. Thompson seconded that Chair Craig and Trustee Thompson will serve on the hiring committee with CHRO Costa. Ms. Costa distributed copies of the executive director recruitment brochure created by the District Communication Department. Discussion ensued regarding the established timeline and key events of the recruitment process. There was no further discussion.

The motion was unanimously approved.

**New Business**  
**Overview**  
**Volunteer Program**  
**(Item 111.E.)**

OVERVIEW VOLUNTEER PROGRAM. Volunteer Coordinator Jamie Van Wormer presented an overview of the volunteer program. Since Feb 1, 2016, District volunteers have grown from 56 to 214, an increase of 282 percent. Ms. Van Wormer said she continues to see growth potential, as the District's website and Engage magazine spurs the interest of those who would like to volunteer. Ms. Van Wormer described two new after school programs, Reading buddies and Homework Club, held at six and three schools respectively. Students meet with volunteers for about an hour to complete homework, read, and play a game. New volunteer programs include the Cheney GED program, Adult Reading Tutor, Reading Poetry, English Language Conversation, Reading with Seniors, and STEM Club at Shiloh Hills Elementary. Ms. Ledebauer added the GED program has been so successful it will expand to Deer Park. Ms. Van Wormer works with

community librarians and library supervisors to schedule volunteer support in the libraries as well. Ms. Van Wormer also provided examples of how staff from community engagement partners volunteer to read with students and seniors, and last summer provided meal sites at North Spokane. In response to Mr. Craig's query, Ms. Van Wormer confirmed background checks are conducted, with the cost absorbed by the District. In response to Mr. Teterud, Ms. Van Wormer said most volunteers commit to an average of two hours per week. Ms. Van Wormer shared several moving testimonials about Reading Buddies and Homework Club, and thanked the Board of Trustees for their volunteerism as well. 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. The next regular meeting will be held Tuesday, May 16, at North Spokane. The Board unanimously approved cancellation of its June regular meeting at its December 2016 meeting. However, a special meeting will be held June 9 at District Administrative Offices and Argonne Library to conduct interviews of executive director candidates. There was no further discussion.

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

Ms. Carlson expressed optimism toward plans to move forward following the SV Library Task Force meeting held April 13. She also commented that the tour of the new city hall was impressive.

Mr. Craig sent a Letter to the Editor that was published Sunday, April 2, following a misleading headline in The Spokesman-Review on Thursday, March 30. The purpose of the letter was to provide clarification that the District is not seeking voter approval for a levy increase and to clarify the difference between the District and Spokane Public Library. He noted the editorial page editor kindly held out the possibility of publishing a joint op-ed piece written by Spokane Public Library Executive Director Andrew Chanse and Ms. Ledeboer. Ms. Ledeboer thanked Mr. Craig for opening the door to this future opportunity. There were no other reports.

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

The Executive Director's written report for March 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 reiterated Mr. Knorr's thanks to Dave and Matt in Facilities, and further emphasized the great team effort by all the staff who pitched in to help complete the NS renovation and BookEnd projects. The Confidentiality of Library Records policy was up for review this month and staff recommended no changes. Ms. Ledeboer noted Vanessa Strange recently won the prestigious Gordon M. Conable award from the Public Library Association because of her commitment to intellectual freedom and the Bill of Rights. Ms. Ledeboer further commented how Ms. Strange brings unique programming to the District. Ms. Strange

will accept the award in person at the annual ALA Conference in June. In response to Mr. Craig, Ms. Luppert said the 3D printer is up and running again, and Ms. Hoffman noted 300 projects are in the queue. There was no further discussion.

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

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for March, with data for customer use measures, programming and library activities. Mr. Roewe pointed out library security and Internet time was added to the report this month is response to public comment last month. He noted theft at libraries is rare, and this is the first instance of property stolen in the library itself. The District is not able as yet to offer automatic time extensions on software stations. However, staff has been reminded that they can extend time upon request. Mr. Roewe reiterated how proud he and the entire District staff is of Vanessa Strange having received the PLA Conable award. In response to Mr. Teterud's query regarding non-resident fees for out of county residents, Ms. Ledebauer said dropping the fee could motivate residents of another county to defund their library system. Mr. Craig further said the District has a fiduciary responsibility to its taxpayers. There was no further discussion.

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

Communication & Development Officer Jane Baker provided a written report prior to the meeting for March 2017 communication activities. Ms. Baker pointed out copies of the latest Engage magazine were distributed to Trustees. In response to Mr. Teterud, Ms. Baker said quotes have been received for production of signage for The BookEnd. Static cling signage will also be placed along the window to include the District name, logo, and operating hours. There was no further discussion.

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

Revenue and Expenditure Statement through March 31, 2017.

<u>Fund 001</u>	
Revenues	\$ 1,047,477
Expenditures	\$ 2,976,244
Ending Fund Balance	\$ 2,653,089
Fund Budget Expended	8.61%

Mr. Knorr pointed out the expanded financial report provided this month compares the current quarter to previous quarters. In response to Mr. Teterud, Mr. Knorr said District revenue is currently levied at 47 cents per \$1,000 of assessed value. There was no further discussion.

**Spotlight  
Deer Park Library  
(Item V.F.)**

SPOTLIGHT. Librarian Amber Williams reviewed highlights of events and programming at Deer Park since the last report 10 months ago. She noted Library Supervisor Kris Barnes was unable to attend the meeting. Deer Park Library provides two snack programs: Child and Adult Care Food

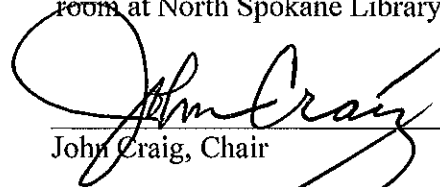
Program (CACFP) and Summer Food Service Program (SFSP). In March, 656 snacks were served. Over 11 months, March 2016 – February 2017, 6,229 reimbursable snacks were served. Friends of the Library provide snacks after 3:30 p.m. to approximately 30 kids per day, which helps build relationships and introduces students to the library. The library so successfully passed an audit conducted by OSPI and ESD 101 of its snack program, Ms. Williams noted another audit won't be required for three years. To further engage the community, an in-library free garden produce swap is facilitated by Sunday staff. The local food bank picks up leftovers on Mondays. Partnerships with Deer Park and Riverside school districts have been successful and resulted in popular presentations to students, class visits to discuss library cards, family STEM and literacy nights, and poetry events such as the Ram Slam and Northern Slam. Ms. Williams shared an audiovisual recording of Northern Slam poetry winner Bailey Williams. Ms. Williams reported on Kris Barnes' diligent efforts as secretary to the Deer Park Chamber of Commerce Board. Future programs and projects include judging the Pet Parade in June, the 4<sup>th</sup> Annual Library Park Cleanup, Prime Time Family Reading at Riverside Elementary in 2018, and the 3<sup>rd</sup> Annual Northern Slam poetry contest. Trustees expressed appreciation for the informative report. There was no further discussion.

**Public Comment**  
**(Item VI.)**

PUBLIC COMMENT. Bill Moore, a long-time and award-winning Friend of Deer Park Library, expressed appreciation to Ms. Williams, the Board of Trustees, and SCLD staff for their planning and innovation at the Library District. He expressed appreciation for all the District is doing, including the new library at Spokane Valley Mall. There was no further public comment.

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

Chair Craig adjourned the meeting at 5:40 p.m. The next Board Meeting is scheduled for Tuesday, May 16, 2017, at 4:00 p.m., in the public meeting room at North Spokane Library.



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John Craig, Chair



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Nancy Ledebor, Secretary of the Board of Trustees