

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MAY 16, 2017**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at North Spokane Library, 44 E. Hawthorne Rd., Spokane, WA, at 4:00 p.m., Tuesday, May 16, 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; Rachel Edmondson, Librarian; Carlie Hoffman, Library Services Manager; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Vanessa Strange, Librarian; Doug Stumbough, IT Director; Brian Vander Veen, Managing Librarian; Amber Williams, Librarian; and Patty Franz, Administrative Assistant.

Guests: None.

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. Johnson moved and Mr. Teterud seconded approval of the agenda. The motion was approved.

Approval of April 18, 2017, Regular Meeting Minutes, (Item III.A.) Mr. Craig called for corrections to the April 18, 2017, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Apr - L01	51961-52131 and W00430-W00439	\$600,055.39	\$600,055.39
	04102017PR and 04252017PR	\$371,809.64	\$371,809.64
L01		Total	\$971,865.03

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

Fund	Capital Projects Fund	Subtotal	Total	
Apr-L08	9561– MicroAge (BE)	\$883.51	\$883.51	
	9562 – BWA (BE)	\$150.00	\$150.00	
	9563 – Hammond Facility Consulting Services (NS)	\$580.50	\$580.50	
	9564 – M. E. Uphus Construction – 3rd Contractor Payment (NS)	\$93,441.40	\$93,441.40	
	9565–Allied Security(NS)	\$349.86	\$349.86	
	9566 – Gary’s Key & Lock (NS & BE)	\$553.89	\$553.89	
	9567– H&H Bus (BE)	\$1,198.97	\$1,198.97	
	9568 – Quill Corp (BE)	\$251.38	\$251.38	
	9569 – US Bank– (NS & BE)	\$1,168.80	\$1,168.80	
	L08		Total	\$98,578.31

There were no questions.

The motion was unanimously approved.

Unfinished Business SV Library Task Force (Item III.C.1.)

SPOKANE VALLEY LIBRARY UPDATE/EXPLORING OPTIONS WITH THE CITY OF SPOKANE VALLEY. Ms. Ledeboer reported the third meeting of the Spokane Valley Library Task Force was held Thursday, May 11, and it went well. Spokane Valley City Attorney Cary Driskell will draft an addendum to the current interlocal agreement to state the following: The size of the library building may change based on community input and future bond plans; the District will contribute the \$1.3 million it has spent on land for new libraries to increase services to Spokane Valley residents and reduce the overall cost of the project; and the City will contribute an equal amount, \$1.3 million, toward site-development costs associated with the library building on Sprague Avenue at Balfour Park. The addendum will extend the interlocal agreement for five years and allow two additional one-year renewals if needed. Attorney Cindy McMullen will represent the District in reviewing the amendment. Trustee Teterud asked for clarification of the proposed addendum and inquired whether there would be any advantage to letting the current agreement expire and enter into a new agreement thereafter. He expressed concern that taking a third request to the voters to fund new libraries needs to be thoroughly researched prior to expending District resources. Discussion ensued and the resulting consensus was to bring the draft amendment to the board for further

discussion. Ms. Ledeboer indicated the board will have several months to fully discuss options before the current agreement expires. Chair Craig agreed that no decision is needed at this time, and invited Trustees to bring questions and concerns to the next meeting. Trustee Thompson noted she would like the board to also further discuss whether to include an escape clause in the agreement. Ms. Ledeboer said the next task force meeting is scheduled for June 1. There was no further discussion.

**New Business
Purchasing Policy
(Item III.D.1.)**

PURCHASING POLICY

Ms. Thompson moved and Mr. Teterud seconded to approve the Purchasing policy, as revised and amended. Ms. Ledeboer pointed out the varied thresholds per types of procurement, and noted Trustees could also determine threshold levels. Discussion ensued regarding District expenses for various types of procurement for projects and upkeep of facilities. For consistency purposes, Trustees agreed to change the procurement thresholds to \$50,000. Projects under \$50,000 will be categorized as informal competition, and those over \$50,000 as formal.

There was no further discussion.

The motion was unanimously approved.

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

Chair Craig briefly noted the next regular meeting will be held Tuesday, July 18, at Argonne Library, and a day-long 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.)**

There were no reports.

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

The Executive Director's written report for April 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 discussion.

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

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for April, with data for customer use measures, programming and library activities. Mr. Roewe additionally reported attendance for the Caspar Babypants concert hit a record high of 651. He also reported statistics averages for the first two weeks of The Bookend: 107 daily door count; 64 daily checkouts; and 4 daily new cards. Mr. Roewe noted next month's Public Services report will include some new features. There was no further discussion.

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

Communication & Development Officer Jane Baker provided a written report prior to the meeting for April 2017 communication activities. Ms. Baker additionally reported the District will partner with STA this summer to offer Touch-a-Bus Storytime, and this fall for the Read and Ride campaign. There was no further discussion.

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

Revenue and Expenditure Statement through April 30, 2017.

<u>Fund 001</u>	
Revenues	\$ 5,542,089
Expenditures	\$ 3,993,954
Ending Fund Balance	\$ 6,189,971
Fund Budget Expended	32.32%

In response to Mr. Teterud, Mr. Knorr said interest revenues accrue from District reserves that are invested by the Spokane County Treasurer. There was no further discussion.

**Spotlight
North Spokane
Library
(Item V.F.)**

SPOTLIGHT. Managing Librarian Brian Vander Veen introduced librarians Rachel Edmondson and Vanessa Strange and reviewed the stages and results of the recent library renovation at North Spokane. Mr. Vander Veen said the challenges of the renovation project were worth the results. Computer stations are now consolidated into one area and the new service desk is visible from the entrance for both visitors and staff. The children's area was expanded and space is now available to hold programming in the center of the library. An emphasis of the remodel was to create The Lab, a space devoted to hands-on learning opportunities that will change throughout the year. The Lab will also showcase the crafts and talents of local experts, artists, and enthusiasts, and Microsoft Imagine Academy testing will be held there. This newest space and its programs are supported in part by a grant from the Washington State Library. Librarian Rachel Edmondson shared the upcoming highlights of youth programming. Summer Reading is gearing up. North Spokane will be a free lunch site, with lunch following Storytime five days a week. Boys & Girls Club visits will continue to offer books for checkout. North Spokane staff will again participate at the Fairwood Farmers' Market as part of the popular Catholic Charities Food for All—KERNEL—program, where Storytime participants will receive a \$2 shopping voucher to spend at their discretion. Librarian Vanessa Strange reported on highlights of future programs for adults. Staff will participate for the first time in the annual Night Out Against Crime and Cherry Picker's Trot. Program offerings will include mushroom foraging, as well as a screening of Ken Burns' Vietnam War documentary. The Lab open house is scheduled for June 17 and will include DIY classes and an artist in residence. A NaNoWriMo Conference is scheduled for October, and the District 75th Anniversary Anthology Release Party will be held November 4. Trustees expressed appreciation for the informative report.

There was no further discussion.

Public Comment
(Item VI.)

PUBLIC COMMENT. There was no public comment.

Mr. Craig called a brief recess at 5:06 p.m.

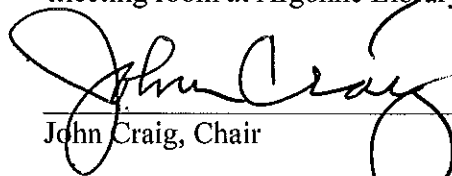
Executive Session
(Item VII.)

EXECUTIVE SESSION. SUMMARIZE QUALIFICATIONS OF APPLICANTS FOR PUBLIC EMPLOYMENT.

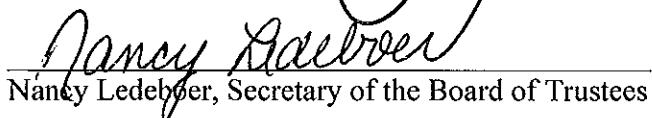
The Board of Trustees commenced an executive session at 5:10 p.m. to review the qualifications of applicants for the Executive Director position. The Board returned from executive session at 5:54 p.m.

Adjournment
(Item VIII.)

Chair Craig adjourned the meeting at 5:54 p.m. The next regular Board Meeting is scheduled for Tuesday, July 18, 2017, at 4:00 p.m., in the public meeting room at Argonne Library.



John Craig, Chair


Nancy Ledebor, Secretary of the Board of Trustees