

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

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., Tuesday, July 18, 2017.

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

Excused: None.

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Tami Chapman, Librarian; Toni Costa, Chief Human Resources Officer; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Catherine Nero Lowry, Library Supervisor; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Vanessa Strange, Librarian; Doug Stumbough, IT Director; Amber Williams, Strategic Initiative Librarian; and Patty Franz, Administrative Assistant.

Guests: Attorney Cynthia McMullen, Legal Counsel for the District; Spokane Valley Residents Tom Towey and Ben Wick.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:03 p.m. and welcomed everyone in attendance.

Agenda (Item II.) Mr. Teterud moved and Ms. Thompson seconded to approve the agenda. The motion was approved.

Approval of Regular and Special Meeting Minutes, May 16, and June 9 & 13, 2017 (Item III.A.) Mr. Craig called for corrections to the May 16 regular, and June 9 and 13 special meeting minutes. There was a correction noted and approved for June 9; all minutes stand approved as corrected.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
May - L01	52132-52321 and W00440-W00451	\$659,111.58	\$659,111.58
	05102017PR and 05252017PR	\$361,661.67	\$361,661.67
		Total	\$1,020,773.25

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**Approval of
Payment Vouchers,
May and June 2017
(Item III.B.)**

Fund	Capital Projects Fund	Subtotal	Total	
May-L08	9570– B&C Telephone (BE wiring)	\$3,552.90	\$3,552.90	
	9571– Contract Design Assoc. (NS furniture)	\$38,698.94	\$38,698.94	
	9572 – Graybar (NS)	\$539.11	\$539.11	
	9573 – Human Solution (NS furniture)	\$6,580.00	\$6,580.00	
	9574 – Allied Security (NS)	\$396.03	\$396.03	
	9575 – Chipman Moving (NS)	\$2,376.00	\$2,376.00	
	9576 – Gary’s Key & Lock (NS)	\$100.96	\$100.96	
	9577– Hammond Facility Consulting Services (NS)	\$700.66	\$700.66	
	9578 – M. E. Uphus Construction – 4th Contractor Payment (NS)	\$89,749.53	\$89,749.53	
	9579 – River City Painting (BE)	\$6,330.15	\$6,330.15	
	9580– Graybar (NS)	\$60.41	\$60.41	
	9581– Today’s Business Solutions (BE)	\$940.00	\$940.00	
	9582– US Bank– (NS & BE)	\$4,484.79	\$4,484.79	
	9583– Wholesale Floors (NS carpeting)	\$58,855.62	\$58,855.62	
	9584– Wholesale Floors (BE carpeting)	\$10,154.75	\$10,154.75	
	L08		Total	\$223,519.85

**Approval of
Payment Vouchers,
May and June 2017
(Item III.B.)**

Fund	Voucher/Payroll Numbers	Subtotal	Total
June - L01	52322-52463 and W00452-W00461	\$514,863.90	\$514,863.90
	06092017PR and 06232017PR	\$388,244.88	\$388,244.88
		Total	\$903,108.78

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**Approval of
Payment Vouchers,
May and June 2017
(Item III.B.)**

Fund	Capital Projects Fund	Subtotal	Total
June- L08	9585– Bulk Office Supply (NS)	\$2,238.16	\$2,238.16
	9586 – BWA (NS)	\$4,950.00	\$4,950.00
	9587 – Hammond Facility Consulting Services (NS)	\$367.67	\$367.67
L08		Total	\$7,555.83

There were no questions. The motion was unanimously approved.

**Unfinished Business
(Item III.C.1)**

CITY OF SPOKANE VALLEY/SCLD INTERLOCAL AGREEMENT AMENDMENT. Chair Craig acknowledged there were members of the public present who would like to speak in public comment. Therefore, he invited the Executive Director to first provide background prior to asking for a motion on this topic.

Ms. Ledebor reviewed the background information related to this topic. The city of Spokane Valley approached the District with an invitation to form an ad hoc task force to explore options to work toward building a library on the Sprague Avenue property that was purchased by the District for that purpose in 2012. Over the past six months, the task force has met five times to look at how to reduce building costs in a manner that is consistent with the need to expand library services to Spokane Valley residents. Attorney Cindy McMullen reviewed the amendment, covering the major points of the original interlocal agreement that will be changed if the amendment is approved. The amendment allows the District more flexibility in determining the size of the future library and limits the District from paying for the land from a future voter initiative. It commits the city of Spokane Valley to contribute \$1.3 million toward site development costs on the land owned by the District. These two efforts will reduce the cost of the total projects, allowing the District to reduce the amount that voters will need to approve to build new libraries. The City Council will review the amendment to the interlocal agreement at its meeting on Tuesday, July 25.

Chair John Craig acknowledged guests who signed in prior to the meeting, and opened the meeting for public comment so that those wishing to speak could do so before the Board of Trustees entered into discussion.

Spokane Valley resident Tom Towey thanked the board for its service to community and for his opportunity to speak. After introducing himself and noting that he had served on the City Council that approved the original

interlocal agreement, he proceeded to state that the voters do not support building a new library. Voters failed to pass the bond in 2014 and 2015, and if you count the failed bond attempt in 2008, voters have turned the issue down three times. He encouraged the board to use the funds on a sure thing—library services—over the unknown —asking voters to again support funding to build a new library.

Spokane Valley resident Ben Wick introduced himself and read a statement on behalf of Chuck Hafner who was unable to attend the meeting. Mr. Hafner's statement focused on the failure of past bond issues to support funding for new libraries. He felt that another request to the voters would not succeed and he urged the board to ask for community input before moving ahead to extend the agreement.

Chair Craig asked trustees if they had questions for Ms. McMullen, legal counsel for the District. Mr. Teterud asked if Ms. McMullen had reviewed the entire 2012 agreement. Ms. McMullen replied that she was familiar with the agreement and said it was used as the basis for development of the amendment. Mr. Teterud asked if the original agreement could be amended and whether statements in the original would still hold. Ms. McMullen explained that the original agreement could be changed by mutual agreement in writing. The proposed amendment included the points that the task force had determined needed to be changed to extend the date for the District to build on the land. If desired by both parties, additional points could be included.

Mr. Teterud indicated he would have preferred a new agreement rather than an amendment, as he felt the original agreement from 2012 was now outdated. Ms. McMullen indicated that many of the terms of the initial agreement had been fulfilled and the amendment focused on new terms that would allow the District to extend the deadline for building on the site by five to seven years. Executive Director Nancy Ledeboer indicated that the amendment was less specific about the size of the library to allow for greater flexibility as the District pursues future plans. Chair Craig indicated that the intent of the task force was to build upon the prior agreement to pave a way forward.

Ms. Thompson expressed concern about support from the Spokane Valley City Council. She felt the amendment met legal standards; however, she was concerned about a perceived lack of support from the City Council. Executive Director Ledeboer noted that the city would contribute \$1.3 million as a show of its support for the future library. Ms. Thompson referred to statements reported in The Spokesman-Review that demonstrated some council members did not consider a new library a priority.

In response to the inquiry about the level of city support, Ms. McMullen indicated that a simple majority of council members were needed to approve the amendment to the agreement. If the council approved the amendment, it would commit future councils to contribute funds for the new library.

Mr. Teterud raised the issue of public engagement and expressed disappointment that the public was not invited to comment before taking another issue before the voters. Ms. Ledeboer responded that if the amendment was approved there would be a process of public engagement before the board put a future proposal before the voters.

Mr. Teterud made a motion to the board to postpone voting on the amendment until September 2017, which would allow more time for public input and discussion. The motion failed for lack of a second.

Mr. Johnson expressed concern about voting before the City Council approved the amendment. He was pleased to see the commitment to invest \$1.3 million in a future library; however, he was concerned about waiting five years for the City to repurchase the land if a future bond effort failed.

Chair Craig, who served on the ad hoc task force, stated that the District has a unique opportunity to work with the city of Spokane Valley. He was concerned that if the District failed to approve the amendment now, the partnership would collapse and the District would lose the opportunity to reduce the cost of a new library by \$1.3 million.

After considerable discussion by all members, Ms. Carlson moved and Mr. Craig seconded to accept the proposed amendment to the 2012 interlocal agreement. The motion failed with two votes in favor and three against.

Ms. McMullen asked Chair Craig if there was anything the board would ask staff to negotiate with the city of Spokane Valley to make the agreement more acceptable. Ms. Thompson motioned and Mr. Teterud seconded to authorize the Executive Director to inform the City Manager of Spokane Valley that the board did not pass the interlocal agreement amendment. However, trustees will remain open to conversation and would be willing to revisit the amendment should new circumstances warrant reopening the issue. There was no further discussion.

The motion was unanimously approved.

Trustee Craig called for a recess from 5:18 to 5:25 p.m. Ms. McMullen was excused from the meeting.

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

TRAVEL POLICY. Ms. Thompson moved and Ms. Carlson seconded to approve the Travel policy as revised and presented. CHRO Toni Costa briefly reviewed the recommended revisions to the policy, which simplified language, removed procedural items, and added a section regarding ADA compliance. In response to Mr. Craig's query, Ms. Costa confirmed the use of per diem guidelines for expense reimbursement was not a change to District policy.

There was no further discussion.

The motion was unanimously approved.

**New Business
Reappointment of
Trustee Discussion
(Item III.D.2.)**

REAPPOINTMENT OF TRUSTEE. Mr. Teterud moved and Mr. Johnson seconded to approve the Board of Trustees' request and recommendation to the Spokane County Board of Commissioners to reappoint Trustee Thompson to a second five-year term, effective January 1, 2018.

AYES, and in favor thereof, Trustees: John Craig, Mark Johnson, Sonja Carlson, and Wesley Teterud.

NAYS, Trustees: None.

ABSENT, Trustees: None.

ABSTAIN, Trustees: Kristin Thompson.

Mr. Craig pointed out Ms. Thompson's first term will end December 31 and proposed that the Board make a written recommendation to the Board of County Commissioners in support of Ms. Thompson's reappointment. Ms. Thompson expressed interest in a second term as well, and will also write a letter to the County Commissioners to state her interest. There was no further discussion.

The motion was approved.

**Overview
SV The Studio and
NS The Lab
(Item V.E.)**

OVERVIEW THE STUDIO AND THE LAB. Strategic Initiative Librarian Amber Williams provided an overview of two new library spaces that opened this year: The Studio at Spokane Valley and The Lab at North Spokane. The Studio offers video, photo, audio recording and software editing, and instructional programs in support of the technology. Located on the second floor of the library, The Studio was made possible by the District's partnership with Community-Minded Enterprises (CME and CMTV). With use of PEG funds approved by the city of Spokane Valley, CME provided equipment selected by CMTV for the space. In addition, the District provided a third computer and editing software for all three computers, as well as space, staff time, and 60 minutes of video a month for CMTV Channel 14. Ms. Williams noted SCLD staff developed the first tutorial available on how to use the professional-grade camera. The launch of this space was so successful, the District intends to find more

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filmmaking opportunities for Tweens, as all available time slots were filled within nine minutes. The Lab at North Spokane is devoted to engaging hands-on learning opportunities that will change throughout the year. Programs such as Finch Robots, various gardening, home repair, and textile creations, will showcase local experts, artists, and enthusiasts who will share their crafts and talents. Microsoft Imagine Academy testing will be conducted in The Lab, and a rotating Artist in Residence series will also be held there. The Lab and its programs are supported in part by a grant from the Washington State Library. 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 August meeting will be held at Medical Lake Library. Among other agenda items, the Financial Management policy will be reviewed and representatives from Pontifex Consulting Group will present the compensation study results.

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

There were no reports.

**Executive Director's
Report, May and
June 2017
(Item V.B.)**

The Executive Director's written reports for May and June 2017 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 extended kudos to Mr. Roewe for speaking about library services at the recent EWI meeting held at Argonne Library. She also congratulated North Spokane Managing Librarian Brian Vander Veen who graduated from Leadership Spokane. Regarding The BookEnd, full internet has now been established. In response to Mr. Teterud regarding The BookEnd, Ms. Ledeboer said the District is following Spokane Valley Mall criteria for how best to identify the mall library when its doors are open. There was no further discussion.

**Public Services
Report, May and
June 2017
(Item V.C.)**

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided written reports prior to the meeting for May and June 2017, with data for customer use measures, programming and library activities. In reference to the security incident assault reported in June, Mr. Roewe further explained the library member was excluded from all libraries for six months for throwing a lighter at a staff member. There was no further discussion.

**Communication
Report, May and
June 2017
(Item V.D.)**

Communication & Development Officer Jane Baker provided written reports prior to the meeting for May and June 2017 communication activities. Ms. Baker had nothing further to add, and there was no further discussion.

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**Fiscal Report,
May and June 2017
(Item V.E.)**

Revenue and Expenditure Statement through May 31, 2017.

<u>Fund 001</u>	
Revenues	\$ 6,619,196
Expenditures	\$ 5,014,975
Ending Fund Balance	\$ 6,186,056
Fund Budget Expended	41.21%

**Fiscal Report,
May and June 2017
(Item V.E.)**

Revenue and Expenditure Statement through June 30, 2017.

<u>Fund 001</u>	
Revenues	\$ 6,711,691
Expenditures	\$ 5,887,225
Ending Fund Balance	\$ 5,400,302
Fund Budget Expended	48.37%

Chief Financial Officer Rick Knorr had nothing further to add, and there was no further discussion.

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

Library Supervisor Catherine Nero Lowry and Community Librarian Tami Chapman provided highlights of Cheney Library and the community it serves. Ms. Nero Lowry reported on extensive community engagement at Cheney. Each year staff participates in the EWU Neighbor Fest, Mayfest, and Rodeo Days. These well attended events provide opportunities for staff to interact with hundreds of Cheney residents, students, teachers, and area businesses. Staff also offers LEGO Club, Storytimes, exam proctoring and Book a Librarian appointments. The library meeting room is used by businesses and community groups throughout the year. Ms. Chapman reported on the popular addition of a Seed Library that opened in the spring, with Master Gardener programs offered in conjunction and support. A teacher in the area even utilized the seed library to start a classroom garden. In addition to library tours, Cheney has an active collaboration with EWU and area schools. STEM and Reading Buddy programs are offered for after-school groups, with plans to offer more. Friends of the Library help to fund some of these programs. Ms. Nero Lowry reported on the successful GED and high school completion classes offered by SCC at the library. The first graduate of the program was selected to speak at the SCC commencement ceremony. Ms. Chapman reported on this year's library exhibits held in celebration of the anniversaries of the Bill of Rights and Washington Clean Air Act. For the latter, Ms. Chapman noted the Spokane Regional Clean Air Agency sponsored a poster contest and the library displayed the creative efforts of artists from grades K-6. The opportunity to exhibit these posters came from a connection made at the Foundation Directory Online (FDO) class held at the library. Cheney is one of only three county libraries where grant seekers can access the FDO. Cheney will also host a Shakespeare exhibition and programs developed and produced by the National Library

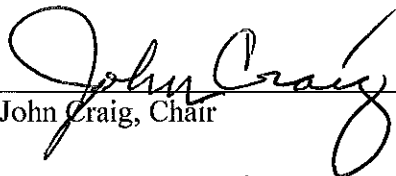
of Medicine, National Institutes of Health and the Folger Shakespeare Library. The library actively connects with community by participating in and supporting events of importance to the area, such as Small Business Saturday, Slightly Southwest of Spokane Artists Tour, Summer Concert Series, Save our Station—the historic train depot, and more. Library Friends help to sponsor some of these events by holding three successful book sales a year. Ms. Nero Lowry gave a shout-out to the Friends of Cheney Library for their dedication and annual support of the library and community. There was no further discussion. Trustees expressed appreciation for the informative report.

**Public
Comment
(Item VI.)**

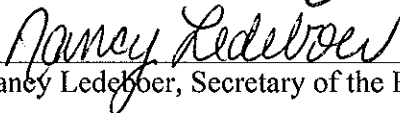
There was no additional public comment.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 6:04 p.m. The next Board Meeting is scheduled for Tuesday, August 15, 2017, at 4:00 p.m., in the public meeting room at Medical Lake Library.



John Craig, Chair



Nancy Ledebor, Secretary of the Board of Trustees