

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 19, 2017**

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The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Spokane Valley Library, 12004 E. Main Ave., Spokane Valley, WA, at 4:00 p.m., on Tuesday, Sept. 19, 2017.

**Present:** John Craig - Chair  
 Mark Johnson - Vice Chair  
 Sonja Carlson - Trustee  
 Wes Teterud - Trustee  
 Kristin Thompson - Trustee (via teleconference)  
 Patrick Roewe - Executive Director and Secretary

**Excused:** None.

**Also Present:** Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Diane Brown, Librarian; Toni Costa, Chief Human Resources Officer; Erin Dodge, Communication Specialist; Carlie Hoffman, Library Services Manager; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Danielle Milton, Librarian; Gina Rice, Customer Experience Manager; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Cindy Ulrey, Librarian; Jamie Van Wormer, Volunteer Coordinator; Amber Williams, Strategic Initiative Librarian; and Patty Franz, Administrative Assistant.

**Guest:** Deputy Mayor Arne Woodard, City of Spokane Valley

**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 suggested moving the Spokane Valley Library Update from III.C.2 to III.C.1 on the agenda. Mr. Johnson moved and Mr. Teterud seconded to approve the agenda. The motion was approved.

**Approval of Regular Meeting Minutes, August 15, 2017 (Item III.A.)** Mr. Craig called for corrections to the August 15 regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
August - L01	52618-52794 and W00473-W00483	\$621,041.49	\$621,041.49
	08102017PR and 08252017PR	\$368,756.84	\$368,756.84
		Total	\$989,798.33

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

Fund	Capital Projects Fund	Subtotal	Total
Aug - L08	9589 – SCLD – SCL CO (Reimburse General Op Fund for Purchases)	\$1,481.41	\$1,481.41
L08		Total	\$1,481.41

There were no questions. The motion was unanimously approved.

**Unfinished Business  
Spokane Valley  
Library Update  
(Item III.C.1)**

SPOKANE VALLEY LIBRARY UPDATE/EXPLORING OPTIONS WITH CITY OF SPOKANE VALLEY. Mr. Roewe provided a brief update on the city of Spokane Valley. He said staff will attend Valleyfest this weekend, the Library Planning Workshop next week, and the new City Hall Open House in October to gather public feedback regarding new libraries. Based on discussions last month, Mr. Roewe said staff believes the Balfour Park location would be ideal, as well as an opportunity to be part of a civic core. He said the approach and parameters of a future bond would be radically different from past bonds, and may include private fundraising. Mr. Roewe also reported that he sought and received confirmation from Cindy McMullen, legal counsel for the District, who reiterated the interlocal agreement does not compel the District to take any action related to a bond election. In response to Mr. Teterud's query regarding private fundraising, Mr. Roewe said he would like to explore a capital campaign, which wouldn't replace a bond issue, but might lower the amount through private, citizen, and corporate donations.

Mr. Craig acknowledged guest Arne Woodard, deputy mayor of city of Spokane Valley, and opened the meeting for public comment prior to the Board of Trustees' discussion. Mr. Woodard said his attendance was in support of the interlocal agreement amendment and to encourage the Board of Trustees to support the agreement. He emphasized that he and the City Council see the agreement differently today than in 2012. He said the Library District provides something everyone can access for free with a library card within District boundaries. Further, he said a new library is critical to having a trained workforce and the future of Spokane Valley. He believes it would be a mistake to give up on future plans for a new library, and cited other regional bond issues that were ultimately achieved after several attempts. As part of a new campaign, Mr. Woodard said he was in favor of private donations, which could replace a substantial portion of a bond. He noted success of the previous bond was missed by only 2.5%, for which the month of August and back-to-school preparations could have been partly at fault. In response to Mr. Craig's query if the Library District would have the support of the City Council, Mr. Woodard said the City Council's approval of the interlocal agreement demonstrates its support. Further, he said the Council is behind the project and wants it for the city in the space of a municipal park.

**Unfinished Business  
Spokane Valley  
Library Update  
(Item III.C.1)**

Mr. Woodard excused himself from the meeting at 4:16 p.m.

In response to Mr. Johnson, Mr. Roewe said feedback gathered from the public at the Library Planning Workshop held at City Hall on Sept. 28 will not be a representative sample, but could provide some initial indication of public opinion. In response to Mr. Teterud's query, Ms. Baker said since Valleyfest is geared toward families, the District will have a small display and offer easy-to-complete comment cards with space for additional comments.

Mr. Roewe added that based upon discussion at the last Library Ad Hoc Committee meeting, the city of Spokane Valley was amenable to a longer lead-up time to any future bond issue. Mr. Craig said there was complete agreement that we won't rush into anything. Mr. Roewe further said the main concern the District has heard initially from the public is that another bond is imminent, yet staff have been clarifying that there are no plans currently in the works. In regard to the public information campaign for a potential bond, Mr. Roewe said we need to be careful about what we can do as a library district when sharing information. There was no further discussion.

**Unfinished Business  
Compensation Study  
Presentation  
(Item III.C.2)**

COMPENSATION STUDY PRESENTATION. Mr. Teterud moved and Mr. Johnson seconded to approve implementation of the new compensation strategy and structure for 2018 as presented. CHRO Toni Costa reviewed key aspects of the plan and CFO Rick Knorr reviewed an overall cost comparison and forecasted impact of the new compensation structure. He noted the new compensation strategy represents an increase to the District, yet it would be manageable and affordable. Mr. Knorr also noted the August CPI-W came in at 1.9 percent, which was close to forecast. If approved by the Board of Trustees, staff will receive a COLA increase in 2018, as well as the minimum wage increase. Ms. Costa reiterated the criteria used for banding levels and placement of positions. In response to direction from the Board, Ms. Costa reported on staff feedback about the plan, which was largely neutral to positive. She noted appreciation was expressed for increased lateral transfer opportunities. The majority of staff also felt the new structure was transparent, equitable, and easy to understand. Mr. Roewe commented that the District Leadership Team is aware and has empathy for staff members who are disappointed with the new plan, yet this plan is the District's best response to market forces and is sustainable. He pointed out that no staff will experience a reduction in pay or demotion. He also said because the Library District is not static, potential new opportunities could arise in the future. In response to Mr. Teterud, Ms. Costa said messaging to staff did not specifically include information about increases in medical coverage costs or contributions to PERS, which are both part of the District's employee benefits plan. Mr. Knorr further reported the District will continue to cover staff benefits for now. For those staff whose salaries will be frozen, Chair Craig said he had experienced that and understood it can feel

**Unfinished Business  
Compensation Study  
Presentation  
(Item III.C.2)**

demoralizing. Still, he said he supported parts of the plan and believed the board should speak with one voice on this issue, so he would vote for the plan reluctantly.

There was no further discussion.

The motion was unanimously approved.

Ms. Thompson was excused from the meeting, as previously arranged.

**New Business  
Emergency Closure  
of Facilities Policy  
(Item III.D.1.)**

EMERGENCY CLOSURE OF FACILITIES POLICY. Ms. Carlson moved and Mr. Johnson seconded to approve the Emergency Closure of Facilities policy as revised and presented. Executive Director Patrick Roewe reviewed the proposed policy, for which there were two substantial revisions. First, a fourth emergency closure condition broad enough in scope to accommodate conditions not covered in the three existing conditions was added, and second, a paragraph on staff reassignment which was already covered in District personnel policies was omitted. Mr. Roewe noted the policy was nearly exercised last night at Argonne Library, where power was out for 45 minutes. Mr. Roewe confirmed that he as executive director, or a designee, is responsible for the decision to close a library. In response to a recent lockdown at area schools, Mr. Teterud asked if there should be similar communication among libraries. Mr. Roewe said although libraries are open buildings and the District would not have the same control as schools, as it does not stand in loco parentis, he would review the District's approach to the issue.

There was no further discussion.

The motion was approved.

**Overview  
Digital Interaction  
and Sharing  
(Item III.E.)**

OVERVIEW DIGITAL INTERACTION AND SHARING. Library Services Manager Carlie Hoffman provided an overview of Digital Interaction and Sharing, one of the four service priorities of the Community Engagement Plan. She noted this service priority team's focus is on five goals, as related to the Community Engagement Plan. Goal 1 was created in response to feedback from community conversations held several years ago, and for two years staff posted local events on the District's calendar to help inform residents about happenings their communities. Ultimately, however, this service was discontinued because of little member interaction in contrast to staff labor and time. Ms. Hoffman noted that while statistics showed that library members did not use the calendar to find outside events, members were highly engaged with events inside the library. Ms. Hoffman further said that staff continues to look for effective ways to present items of interest to the public. The intent of Goal 2 is to enable regional experts to share their knowledge with the community through an interactive digital platform. After several iterations over several years to bring in-person instruction

**Overview  
Digital Interaction  
and Sharing  
(Item III.E.)**

online, Ms. Hoffman reported the District now uses an already created and established online platform, YouTube, to present regional experts. Staff continues to improve that presence, and to use The Studio at Spokane Valley Library to record and bring local expertise online. The concept of Goal 3 centers on all of the great creators of art that interact at the library. Ms. Hoffman referenced the Artist-in-Residence series at The Lab located inside the North Spokane Library, as well as art exhibits displayed in libraries and music programs that are always popular. Staff intends through collaboration with digital-design students at Eastern Washington University to bring more of this creative talent online. Goal 4 enables area historical societies to share their community stories through online digital presentations. Thus far, as part of the State Library's Washington Rural Heritage Project, the District has online historical collections for Medical Lake and Rockford, and it was recently announced we were awarded a grant to digitize a third collection for the Moran Prairie Grange. Ms. Hoffman noted these online collections would not have been possible without SCLD support and sponsorship. Goal 5 ensures members will be able to find local experts to help them learn new skills. Libraries are the go-to place for community members with technology questions and needs. Book a Librarian appointments, where staff assists members with a range a topics from finding jobs to writing business plans or downloading on mobile devices, are popular, and members' responses have been positive. Ms. Hoffman noted these sessions are highly gratifying for staff as well. Mr. Roewe commented that while this was one of the more amorphous strategic priorities, Ms. Hoffman has always been willing to step out into the void to explore and take risks. Trustees expressed thanks for the informative report. 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, noting the next three meetings will be held at Argonne Library. Among other agenda items for October, the 2018 budget process will begin and motion consideration for the city of Spokane Valley/SCLD Interlocal Agreement Amendment will be included. Among the upcoming special meetings and activities, Mr. Craig noted both Spokane is Reading events and the Volunteer Appreciation Dinner will be held Nov. 9. There was no further discussion.

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

Mr. Teterud expressed appreciation for research conducted by Librarian Danielle Milton by way of a Book a Librarian appointment. He also said that he felt fortunate as a trustee to have learned more about library services of which he wasn't previously aware. There were no other reports.

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

The Executive Director's written report for August 2017 provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information

Technology, and Community Activities. Mr. Roewe encouraged trustees to continue to feel free to ask questions of District staff and him, as information will enhance future decisions made for constituents. There was no further discussion.

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

Executive Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for August 2017, with data for customer use measures, programming and library activities. Mr. Roewe deferred questions to Ms. Bateman who coordinated preparation of the August report as he transitioned into a new role. There was no further discussion.

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

Communication & Development Officer Jane Baker provided a written report prior to the meeting for August 2017 communication activities. In addition, Ms. Baker pointed out copies of the fall edition of Engage magazine were distributed to trustees. She also noted trustees were recently added to the media/news items distribution list. There was no further discussion.

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

Revenue and Expenditure Statement through August 31, 2017.

<u>Fund 001</u>	
Revenues	\$ 7,038,656
Expenditures	\$ 7,767,956
Ending Fund Balance	\$ 3,846,536
Fund Budget Expended	63.83%

Chief Financial Officer Rick Knorr reported SAO auditors have been onsite at District Administrative Offices for an annual audit that began Sept. 8, and has been routine thus far. Although the audit is anticipated to be completed by Sept. 22, auditors indicated it could be October before an exit conference is scheduled. In response to Mr. Teterud's query regarding the delay of property assessment notices, Mr. Knorr said the Assessor's Office is legally required to provide assessed valuation for tax purposes within a set timeframe. There was no further discussion.

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

Managing Librarian Aileen Luppert and librarians Diane Brown and Danielle Milton provided highlights of Spokane Valley Library and the community it serves. Ms. Luppert opened the presentation by sharing photographs via PowerPoint of approximately 40 staff members who serve at Spokane Valley Library. She also gave an appreciative shout out to the Friends of the Library. In addition to supporting multiple special programs and Summer Reading, Spokane Valley Friends purchased a popular new play kitchen for the Children's Area, with enough play food and accessories for an entire year. Ms. Milton reported on a book tasting event held at South

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

Pines Elementary School, where students were encouraged to try out new and/or different types of books. Library cards and checkouts were available on the spot, and Playaways were also available to use in conjunction with printed materials. For teens and tweens, two Batik quilt workshops were held that enabled participants to contribute to the production of a new Tree of Life quilt, which was ultimately unveiled at Spokane Valley's Second Saturday art tour held May 13. Ms. Luppert noted the new quilt, which includes a plaque to commemorate those who participated, is now displayed inside the library and replaces the former History of Spokane Valley quilt. Ms. Milton reported that the District's partnership with Mica Peak High School has continued. As part of the School to Life program, she and Librarian Tami Chapman provided a resume and interview-skills class. Over four weeks, students created their own resume and practiced interviewing skills. Additionally to connect with community, Ms. Milton continues as an ambassador to the Greater Spokane Valley Chamber of Commerce. She also noted the library embraces its other partnerships as well, which include the Central Valley School Board, North Pines Middle School, Greater Valley Support Network, Homeless Coalition, and Priority Spokane. Ms. Brown reported the library recently collaborated with Hearth Homes, now known as naomi, for a successful outdoor summer concert that featured The Finns and Christ Kitchen food truck onsite. Ms. Brown noted concerts were previously held indoors and had low attendance. Thus, staff hopes to feature another summer concert at naomi next year. Ms. Milton further reported on Back-to-School Hairstyle Basics, a new program sponsored by the Friends of the Library. Ms. Milton developed the program based upon customer requests and provided instruction. The class was popular and attended by both moms and dads—and daughters. Ms. Brown reported on Magical Trivia, a first-of-its-kind themed program that featured Harry Potter trivia for adults only. The program had 51 participants, and because of its success, could become a regular library event. Ms. Luppert added that staff took advantage of equipment in The Studio to super impose photographs of participants on green screen technology, which were enthusiastically received. Ms. Luppert further reported recent tween and teen film boot camp sessions in The Studio filled within minutes and staff hopes to keep up with future demand. Ms. Luppert concluded her report with a video presentation of Izzy Girtz, who spoke in support of the library at a recent Spokane Valley City Council meeting about her experience as a summer intern at The Studio. Ms. Girtz's internship was sponsored by the Spokane Valley Friends of the Library. Ms. Girtz spoke about how use of The Studio and its equipment enabled her to build her resume. She commented how each participant was able to produce at least one video by the end of the session.

In response to Mr. Teterud's query about the condition of several chairs at Spokane Valley, Mr. Roewe said he would look into the possibility of re-upholstering or replacement.

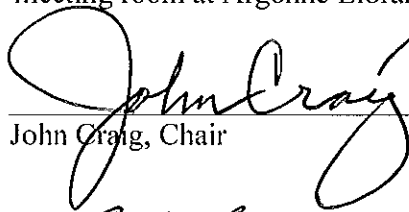
Trustees expressed thanks for the great work and informative report. There was no further discussion.

**Public  
Comment  
(Item VI.)**

There was no further public comment.

**Adjournment  
(Item VII.)**

Chair Craig adjourned the meeting at 5:16 p.m. The next Board Meeting is scheduled for Tuesday, October 17, 2017, at 4:00 p.m., in the public meeting room at Argonne Library.



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John Craig, Chair



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Patrick Roewe, Secretary to the Board of Trustees