

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: DECEMBER 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 Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 4:00 p.m., on Tuesday, December 19, 2017.

**Present:** John Craig - Chair  
 Mark Johnson - Vice Chair  
 Wes Teterud - Trustee  
 Kristin Thompson - Trustee  
 Patrick Roewe - Executive Director and Secretary

**Excused:** Sonja Carlson - Trustee

**Also Present:** Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Mary Ellen Braks, Library Services Manager; Toni Costa, Chief Human Resources Officer; Rachel Edmondson, Librarian; Tammy Henry, Librarian; Carlie Hoffman, Library Services Manager; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Christie Onzay, Librarian; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Amber Williams, Strategic Initiative 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. Teterud moved and Mr. Johnson seconded to approve the agenda. The motion was approved.

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

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Nov. - L01	53082-53233 and W00501-W00508	\$569,010.96	\$569,010.96
	11092017PR and 11222017PR	\$368,352.30	\$368,352.30
		Total	\$937,363.26

In response to Mr. Teterud's query last month about the higher than usual

**Minutes - Board of Trustees' Meeting**

**December 19, 2017**

**Page 2**

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

credit card balance, following review, Mr. Knorr reported there were several non-routine purchases last month. These purchases included costs associated with the author event, An Evening with J. A. Jance, at Mirabeau Park Hotel in September, the purchase of VoIP phone accessories, and video and audio equipment for The Lab and The Studio. Mr. Roewe noted that use of the credit card made these purchases more expedient. Mr. Knorr further commented that use of the card is anticipated to increase, as more vendors prefer online payments.

There were no further questions.

The motion was approved.

**Unfinished Business  
2018 Final Budget  
(Item III.C.1.a.)**

2018 FINAL BUDGET. CFO Rick Knorr reviewed updates to the final budget for next year, noting the library materials budget increased by \$8,700, based on 14% of tax revenue per policy. Consequently, to maintain a balanced budget, the total operating contingency was reduced by the same amount, from \$86,000 to \$77,300. In response to a request from Mr. Craig, Mr. Knorr explained that \$19,000 remains in the 2018 Capital Projects Fund for retainage payments for renovation of the North Spokane Library completed earlier this year. Mr. Knorr noted the District submitted formal Notice of Completion documents to all applicable state agencies as required, yet to date, has not received any authorizations for release of retainage. It now appears the final payment will not be made until early next year. Thus, the anticipated payment amounts were appropriately included in next year's budget. Mr. Johnson commented that this is not unusual and can take six months or longer. Mr. Knorr additionally reported that he recently received an email from the Spokane County Treasurer's Office informing the District that a \$4,421 property tax refund was calculated for 2017. As is common practice, Mr. Knorr requested that the refund amount be added to the District's 2018 levy.

ADOPTING A 2018 PRELIMINARY BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION NO. 17-08).

Mr. Teterud moved and Ms. Thompson seconded that Resolution No. 17-08, Adopting a 2018 Final Budget, be adopted.

**RESOLUTION NO. 17-08**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2018 FINAL BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no further discussion.

The motion was approved.

## Minutes - Board of Trustees' Meeting

December 19, 2017

Page 3

**Unfinished Business** 2017 WORK PLAN—YEAR IN REVIEW. Mr. Roewe briefly reviewed the District work plan and accomplishments of 2017. Trustees expressed commendation to staff for a job well done. There was no further discussion.

**2017 Work Plan—  
Year in Review  
(Item III.C.2.)**

**New Business** 24-HOUR DEPOSIT RULE WAIVER REQUEST. As follow-up to the Board of Trustees' discussion last month regarding the SAO exit conference held November 2, Mr. Craig briefly reviewed exit comments as related to the 24-Hour Deposit Rule per RCW 43.09.240. Mr. Knorr reported that in response to a recommendation from the Spokane County Treasurer's Office, he submitted a request for an exception to the 24-Hour Deposit Rule, in pursuit of more preferable weekly cash deposits. A waiver letter was subsequently received and will be granted pending District compliance with physical and procedural safeguards, and by providing authorized signatures. Mr. Knorr noted that other than frequency of deposits, safeguards outlined in the agreement are already in place. To that end, weekly cash deposits will commence subsequent to the signed and returned agreement to the Treasurer's Office. In response to Ms. Thompson's query, Mr. Knorr said to his knowledge there had been no history of cash theft at the District. In response to Mr. Teterud's query, Mr. Knorr reviewed how cash received at District libraries is handled, overseen and managed. Mr. Roewe stated that he and Mr. Knorr were comfortable with current cash management procedures. Mr. Knorr added that accuracy has been high and in his opinion the procedures in place are sufficient. Trustees agreed by consensus to authorize Chair Craig to sign the Request for Exception to the 24-Hour Deposit Rule waiver on behalf of the Board of Trustees. CFO Knorr will sign on behalf of the District. The signed document will be returned to Spokane County Treasurer Rob Chase. There was no further discussion.

**24-Hour Deposit  
Rule Waiver  
Request (Items  
III.D.1.)**

**New Business** 2018 WORK PLAN. Mr. Roewe reviewed the four areas of focus that will guide the internal functions that support the work of the District in serving communities throughout the year. They are: Strategic Initiatives, Operational Safety and Continuity, Process Evaluation and Improvement, and Updates and Upgrades. Mr. Craig said he was pleased to see the plan for next year included levy lid lift and bond planning, as he would like to see development begin soon. Mr. Roewe also noted a facility naming policy will be coming to the board in the future as part of the bond planning process. Mr. Roewe reviewed small scale internal restructuring, and noted the addition of a development and fundraising position is planned for early next year. In response to Mr. Teterud's query, Mr. Roewe explained the IT Department will become a division of Public Services, and a new IT Manager has been hired and will begin January 2. Effective January 1, former IT Director Doug Stumbough will be promoted to Operations Director, and will oversee IT as part of his new responsibilities. The restructure added capacity to bring on a new staff member for a new initiative without additional salary costs. Trustees expressed congratulatory remarks to Mr. Stumbough, adding that they considered him an excellent

**2018 Work Plan  
(Items III.D.2.)**

choice as the new Operations Director. There was no further discussion.

**New Business  
Customer Privileges  
and Responsibilities  
Policy  
(Items III.D.3.)**

CUSTOMER PRIVILEGES AND RESPONSIBILITIES POLICY. Mr. Johnson moved and Ms. Thompson seconded approval of the Customer Privileges and Responsibilities policy, effective January 1, 2018. Mr. Roewe reviewed two substantial suggested revisions. First, threshold amounts on several aspects of fines and fees will be increased, and fewer accounts will be referred to a collection agency. He noted both of the suggested changes are with intent to become more customer-friendly and accommodating. Second, the policy name will revert from member back to customer, as the preferred nomenclature for library users. Mr. Craig suggested adding an overview of the library fines structure and use of the collection agency to the meeting schedule for next year.

There was no further discussion.

The motion was approved.

**New Business  
2018 Meeting  
Schedule and  
Policies Review  
(Items III.D.4.)**

2018 MEETING SCHEDULE AND POLICIES REVIEW. Mr. Teterud moved and Mr. Johnson seconded approval of the 2018 meeting and policies review schedule, with an amendment to include all District libraries except The BookEnd as meeting venues. Mr. Roewe pointed out meeting overviews for next year are yet to be finalized to allow additional time for Trustees to submit suggestions. He further reported that staff proposed to change the content of meeting spotlights from highlights of library activities to service-based presentations. In response, Trustees said they enjoy learning about the libraries and hearing from staff, and requested that library highlights continue on an alternate schedule with new topics suggested for next year. Ms. Thompson commented that stepping back to review what the libraries or any business has accomplished over the past year is a good exercise. Regarding the suggested meeting locations, Mr. Teterud requested that meetings be held at all District libraries, with the exception of The Bookend because of inadequate space. There was no further discussion.

The motion was approved.

**New Business  
2018 Board of  
Trustees' Officers  
Election  
(Items III.D.5.)**

2018 BOARD OF TRUSTEES' OFFICERS ELECTION. Mr. Johnson motioned to nominate Mr. Craig to serve as chair for the 2018 calendar year, and Mr. Teterud seconded the motion. Mr. Craig motioned to nominate Mr. Johnson to serve as vice chair, and Mr. Teterud seconded the motion. Both Messrs. Craig and Johnson expressed their willingness to serve as officers of the Board of Trustees from January 1 through December 31, 2018. There were no questions or comments.

The motion was approved.

## Minutes - Board of Trustees' Meeting

December 19, 2017

Page 5

### **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 January meeting will be held at Moran Prairie Library. Among other agenda items, the January meeting will include review of two policies and an overview of the Public Employees' Retirement System. The completed spotlight and overview schedule for next year will also be presented to the Board for its approval. There was no further discussion.

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

Ms. Thompson wished everyone a happy holiday season, and noted it has been a great year. Mr. Johnson said he looks forward to working with the city of Spokane Valley as well as fundraising for new libraries. Mr. Craig said with recognition of the work ahead, he looks forward to getting started. Mr. Craig also reported about a recent visit to The Lab at North Spokane Library to use one of its new MacBook Pro laptops. By doing so, he found a newer computer made for better performance of Adobe Lightroom software. Additionally, Ms. Thompson reported she visited The BookEnd for the first time and found it a welcoming environment with nicely arranged displays. Mr. Roewe commented that he found The BookEnd busier than he had ever experienced during a visit earlier today. There was no further discussion.

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

The Executive Director's written report provided prior to the meeting for November 2017 included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Mr. Roewe reported further information regarding the incident of theft at North Spokane Library. His key message was that District staff reviewed the report and several notable changes have been implemented. The outcome of the incident was unfortunate, yet it was fortunate that no one was harmed, which was the primary concern. In response to Mr. Teterud's query, IT Director Doug Stumbough said the value of the stolen item was approximately \$600. There was no further discussion.

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

Library Services Manager Kristy Bateman provided a written report prior to the meeting for November 2017 public services, with data for customer use measures, programming and library activities. Ms. Bateman had nothing further to add. Mr. Roewe pointed out the report size was significantly reduced to six pages, for which Mr. Craig congratulated staff, noting their efforts made the report more manageable to read. There was no further discussion.

### **Communication Report, Nov. 2017 (Item V.D.)**

Communication & Development Officer Jane Baker provided a written report prior to the meeting for November 2017 communication activities. In response to Mr. Teterud's query, Ms. Baker said the next edition of Engage magazine will announce programming events for January through May, and will be available Jan. 8. There was no further discussion.

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

Revenue and Expenditure Statement through November 30, 2017.

<u>Fund 001</u>	
Revenues	\$ 12,106,554
Expenditures	\$ 10,585,752
Ending Fund Balance	\$ 6,096,638
Fund Budget Expended	86.98%

Chief Financial Officer Rick Knorr pointed out that nearly 100% of the revenue for the year has been collected, and with one month remaining, a year-end surplus is anticipated. Mr. Roewe noted staff takes pride that startup and ongoing operational costs of The BookEnd were fully absorbed by the budget since it opened in May. There was no further discussion.

Mr. Johnson was excused from the meeting for a prior commitment at 4:45 p.m.

**Holiday  
Refreshments Break  
(Item VI.)**

Mr. Craig called for a recess at 4:45 p.m. Trustees, members of the District Leadership Team, and a number of staff gathered for fellowship and light refreshments in celebration of the holiday season. The meeting resumed at 5:20 p.m.

**Overview  
Early Learning  
(Item VII.)**

OVERVIEW EARLY LEARNING. Librarians Rachel Edmondson, Tammy Henry and Christie Onzay provided an overview of the Early Learning service priority and its goals. All team members, including Librarian Cindy Ulrey, who wasn't able to attend the meeting, are under the direction of Library Services Manager Mary Ellen Braks. Ms. Henry reported the goals of early learning focus on children, birth through third grade, as well as their parents and caregivers. Storytimes serve approximately 35,000 children per year, as there are 27 Storytimes per week, 1,300 per year, each with an average attendance of 25. The 53 staff trained to lead Storytimes focus on developmental skills to prepare children for kindergarten. Reading, singing, talking, writing, and playing are all encouraged. Over the past year, staff coordinated nine specific Storytimes, called mashups, that include an additional topic or activity related to art, STEM, building, or sensory play. Ms. Henry reported the early learning librarians also serve as mentors to train new staff to conduct Storytimes as well. Ms. Onzay reported that the early learning stations available inside each library will be updated in 2018. Staff conducted research to find durable, age-appropriate educational toys, such as blocks, that can be used simultaneously by multiple children throughout the week. Toys will be moved monthly on a rotation basis to maintain interest level and keep the stations refreshed. Ms. Onzay further reported that each early learning librarian created an additional STEM Bag for checkout in 2018, for a total of 16 bags complete with theme, books, and lesson plans,. Ms. Onzay noted this is the third and final year of the Getting Ready for School with STEM

**Minutes - Board of Trustees' Meeting**

**December 19, 2017**

**Page 7**

**Overview  
Early Learning  
(Item VII.)**

grant. Preschool and toddler book bags are also available and are continually refreshed and updated to keep up with demand. Ms. Edmondson reported on State Training and Registry System (STARS) training offered for free by District staff. Classes are held on Saturdays for those who work in daycares and preschools and are required to have 10 credits of training per year. Mary Ellen Braks and Gwendolyn Haley are certified to conduct this training, with other team members planning to become certified in the near future. Ms. Edmondson further reported on training for District staff, all conducted with the intent to support parents, caregivers, and teachers to prepare children for success in school and life. In response to Mr. Teterud's query, Ms. Edmondson said only certified District staff can provide STARS training. Classes limited to 50 participants are open only to those who are caregivers of children, and are usually filled. Also in response to Mr. Teterud, Ms. Henry explained how librarians are taught to read to children. She added that parents can use the same instructional tips involving use of books at home. Regarding Storytimes, Ms. Braks added that only trained staff can lead Storytimes. Trustees expressed appreciation for the interesting report. There was no further discussion.


**Public  
Comment  
(Item VIII.)**

There was no public comment.

**Adjournment  
(Item IX.)**

Chair Craig adjourned the meeting at 5:35 p.m. The next Board Meeting is scheduled for Tuesday, January 16, 2018, at 4:00 p.m., in the public meeting room at Moran Prairie Library.

  
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John Craig, Chair

  
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Patrick Roewe, Secretary to the Board of Trustees