

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

The Board of Trustees of Spokane County Library District met in special session in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 6:25 p.m., Tuesday, July 18, 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; Toni Costa, Chief Human Resources Officer; Rick Knorr, Chief Financial Officer; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; and Doug Stumbough, IT Director.

Guests: None.

Call to Order Chair John Craig convened the meeting at 6:25 p.m., following adjournment of the regular meeting and a brief break.

**Agenda
(Item I)**

Facilities Review. Chief Financial Officer Rick Knorr provided an overview of District facilities and the cost to maintain ongoing annual maintenance and scheduled updates to refresh buildings. He also provided information about the age of roofs and other systems that are replaced only when necessary.

**Agenda
(Item II)**

Financial Forecast and 2018 Budget Direction. Chief Financial Officer Rick Knorr provided a financial forecast for 2018-2020. District leadership anticipates revenues for the next few years will be based upon the last highest levy rate, plus 1%, plus new construction. Therefore, increases in new construction will be the driving factor for increases in revenue. Expenditures are anticipated to increase primarily due to inflation and salary/benefits cost increases. A conservative view of revenues indicates that by 2019, expenditures may exceed revenues. Based on current trends, total assessed value of the property served by the District is increasing and will push the levy rate down. One option for closing the gap between expenditures and revenues is to present voters with a request to lift the levy.

**Agenda
(Item III)**

Levy Lid Lift Options. Deputy Director Patrick Roewe provided an overview of how the District's property tax is calculated, as well as information about options for levy lid lifts. This information was provided

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for information only and the Board of Trustees was not asked to make any formal decisions regarding levy rate adjustments at this time.

**Agenda
(Item IV)**

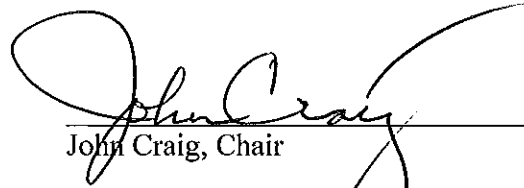
Orientation, Goals, and Review Process for New Executive Director. CHRO Toni Costa and Trustee Sonja Carlson shared a form that described the areas of performance that will be used to evaluate the Executive Director. Trustees agreed to modify this form to also gather input from Leadership Team members. It was agreed to conduct a mid-year evaluation next summer, and the first annual review of the new director in Dec. 2018. This schedule provides time to set goals for the next year and give the new director time to orient to his new role. Informal feedback will be provided on an ongoing basis.

**Agenda
(Item V)**

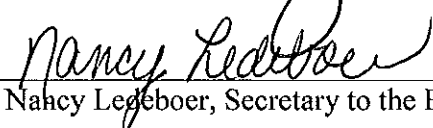
Discussion/Board Direction to Staff. Staff asked for further direction on any of the items that had been discussed during the regular or special meetings. Executive Director Nancy Ledebor indicated she would contact the Spokane Valley City Manager to convey the reservations of the Board regarding the proposed amendment to the inter-local agreement. Trustees noted they were open to further conversations and would be willing to revisit the issue under new circumstances.

**Agenda
(Item VI)**

Adjournment. Chair Craig adjourned the meeting at 8:10 p.m.



John Craig, Chair



Nancy Ledebor, Secretary to the Board of Trustees