

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: JANUARY 16, 2018**

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The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Moran Prairie Library, 6004 S. Regal St., Spokane, WA, at 4:00 p.m., Tuesday, January 16, 2018.

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

**Excused:** None.

**Also Present:** Jane Baker, Communication & Development Director; Kristy Bateman, Library Operations Manager; Toni Costa, Human Resources Director; Charlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Danielle Marcy, Library Supervisor; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Sheree West, Librarian; and Patty Franz, Executive 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.)** Ms. Thompson moved and Mr. Johnson seconded approval of the agenda. The motion was approved.

**Approval of Dec. 19, 2017, Regular Meeting Minutes, (Item III.A.)** Mr. Craig called for corrections to the December 19, 2017, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Dec - L01	53234-53385 and W00509-W00517	\$613,475.76	\$613,475.76
	12082017PR and 12222017PR	\$360,542.66	\$360,542.66
L01		Total	\$974,018.42

There were no questions. The motion was approved.

**Unfinished Business  
2018 Meeting  
Spotlights and  
Overviews Schedule  
(Item III.C.1.)**

2018 MEETING SPOTLIGHTS AND OVERVIEWS SCHEDULE. Mr. Johnson moved and Ms. Thompson seconded approval of the 2018 Board of Trustees' Meetings Spotlight and Overview Schedule. As directed by the Board, Mr. Roewe pointed out spotlights per library will transition to a biennial schedule. The remaining annual spotlight topics will focus on library services or initiatives that haven't otherwise been recently covered in depth. In addition to overview topics suggested by Trustees, other training topics pertinent to a governing body have been added for awareness purposes. Mr. Roewe also noted he would like to add a retreat to follow the March regular meeting to provide information on bonds and levies. Trustees indicated they were available to attend.

There was no further discussion.

The motion was approved.

**New Business  
Public Records  
Policy  
(Item III.D.1.)**

PUBLIC RECORDS POLICY. Mr. Teterud moved and Mr. Johnson seconded approval of the Public Records policy revisions. Mr. Roewe said the most significant revision was deletion of the public record definition, as the primary purpose of this policy is to affirm the District's commitment and obligation to follow state law. The other minor revisions were to provide clarification and preferred terminology updates.

There was no further discussion.

The motion was approved.

**New Business  
Volunteer Program  
Policy  
(Item III.D.2.)**

VOLUNTEER PROGRAM POLICY. Ms. Thompson moved and Mr. Teterud seconded approval of the Volunteer Program policy revisions. Human Resources Director Toni Costa said the recommended changes expand the policy language to include definitions and general guidelines for volunteers, and adds language regarding background checks, per the RCW. In response to Mr. Johnson's query, Ms. Costa said the Washington Access to Criminal History (WATCH) system is used to conduct background checks on all District staff and volunteers.

There was no further discussion.

The motion was approved.

**Overview - PERS  
(Item III.E.)**

PUBLIC EMPLOYEES' RETIREMENT SYSTEM. Human Resources Director Toni Costa and Finance Director Rick Knorr provided an overview on the benefits and financial components of the Public Employees' Retirement System and the District's participation therein. Via PowerPoint, statistics were presented for membership, financial, and public pension funding. Mr. Knorr also reviewed the contribution rate history over 20 years and noted contributions from both public employers and their employees are higher now than over a 20-year period. He further reported the Department of Retirement Systems' website for Washington state shows public pensions are 87% funded as of 2016. Ms. Costa compared structures of the different plans and how monthly

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### Overview - PERS (Item III.E.)

benefits are determined, as well as how employees become vested. In response to Mr. Teterud's query regarding survivor benefits, Ms. Costa said employees can choose their preferences at retirement. Also, in response to Mr. Teterud, Mr. Knorr said he will find out if the PERS plans are federally guaranteed and respond next month. 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 February meeting will be held at Airway Heights Library. Among other items, the agenda will include the review of two policies, Facility Use for Political Purposes and Public Art in District Facilities. Also included will be a report on reciprocal use of libraries for 2017. The March meeting will be held at North Spokane, where a retreat will follow the regular meeting at the same location. There was no further discussion.

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

There were no reports.

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

The Executive Director's written report for December 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 further reported on the recently incorporated group, Public Libraries of Washington (PLW), and noted the Early Learning Public Library Partnership (ELPLP) is in the process of dissolution. The first membership meeting of PLW will be held at the Public Library Directors' meeting on January 25. Mr. Roewe also noted that he has agreed to chair the PLW Legislative Committee, pending election at the meeting. In response to Mr. Teterud's query, Mr. Roewe confirmed Steve Duncan and Abby Moore have been contracted to serve as legislative consultants for PLW, to focus on issues specific to public libraries and taxing districts. He further said although it is early in the legislative session, only two pre-filed bills on net neutrality and broadband are being followed at this time. Mr. Roewe also stated that Washington State Library Association organizational dues have decreased by 25%, with the consultants' contract transition to PLW. Regarding the Shrine Circus scheduled for April, Mr. Roewe reported the library property (at Balfour Park) is slated to be used for parking. However, insurance documents are yet to be received from the Shriners. In consultation with Spokane Valley Parks & Recreation Director Mike Stone, Mr. Roewe confirmed that receipt of documentation would be necessary to move forward. In response to Mr. Teterud's query, Mr. Roewe said although a policy is currently not in place for paid use of District facilities, he would actively discourage implementation of such a policy because of expected lack of return. Mr. Roewe also noted the District reserves the right of refusal. Regarding signage for the vacant property, Mr. Roewe said he will review potential use of language for a future sign. There was no further discussion.

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

Library Operations Manager Kristy Bateman provided a written report prior to the meeting for December 2017, with data for customer use measures, programming and library activities. There was no further discussion.

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

Communication & Development Director Jane Baker provided a written report prior to the meeting for December 2017 communication activities. In response to Ms. Baker's query, Trustees expressed appreciation for keeping them apprised of District events via press releases shared by email. Mr. Craig said he likes to see the press releases and is content to wait for the monthly Communication Report for additional information. There was no further discussion.

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

Revenue and Expenditure Statement through December 31, 2017.

<u>Fund 001</u>	
Revenues	\$ 12,170,675
Expenditures	\$ 11,566,888
Ending Fund Balance	\$ 5,179,623
Fund Budget Expended	95.04%

Mr. Knorr reported the budget surplus for 2017 was considerably higher than anticipated, as legal fees, the cost of the compensation study, and equipment expenses came in under budget. Messrs. Chair and Teterud commended staff for keeping costs down. A brief discussion ensued among Trustees regarding designation of the surplus funds, with further discussion tabled until a future meeting. Final 2017 budget figures will be presented in February. There was no further discussion.

Chair Craig called for a five-minute recess at 4:37 p.m.

**Spotlight  
Moran Prairie  
Library  
(Item V.F.)**

Library Supervisor Danielle Marcy and Librarian Sheree West presented highlights of Moran Prairie Library (MP) over the past year. Via PowerPoint, Ms. Marcy featured complimentary remarks from library staff at MP, and expressed pride for how staff works together to provide quality customer service based on high standards, good communication, and training. Ms. West highlighted two new programs held at MP, National Night Out and the Washington Rural Heritage Grant. On August 1, through a partnership among SCOPE South, Target, and MP, National Night Out was held for the first time on the South Hill and at the library. SCOPE enthusiastically coordinated a block-party format that included police, fire, emergency vehicles, and McGruff the Crime Dog at the scene. Twenty-two local businesses participated and brought activities for families to enjoy. Door prizes and other giveaways were donated, and the band, Ragtag Romantics, played at the event. Target donated bicycles and helmets for kids, as well as food and picnic-ware. It also generously donated the time of 20 of its employees to support the event. Target will become the host venue next year to accommodate such large attendance, and the library will move

**Spotlight**  
**Moran Prairie**  
**Library**  
**(Item V.F.)**

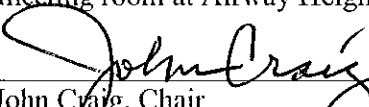
to a support role. Regarding the Washington Rural Heritage Grant, Ms. West said to preserve the history of the Moran Prairie Grange and make its history accessible to everyone, the District partnered with the grange on this grant project to digitize artifacts, documents, and photos. Library staff and grange members have worked together to preserve oral histories as well. The digital collection is anticipated to be available on the Washington Rural Heritage website by May of this year. The library will also host an exhibit in May and a traditional contra dance in June. Ms. West noted the grant funded two 160-hour paid internships this year, which aligns with the District's mission to connect people to economic opportunities. Trustees expressed appreciation for the informative report. There was no further discussion.


**Public**  
**Comment**  
**(Item VI.)**

There was no public comment.

**Adjournment**  
**(Item VII.)**

Chair Craig adjourned the meeting at 4:57 p.m. The next Board Meeting is scheduled for Tuesday, February 20, 2018, at 4:00 p.m., in the public meeting room at Airway Heights Library.

  
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John Craig, Chair

  
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Patrick Roewe, Secretary to the Board of Trustees