

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 20, 2018**

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The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Airway Heights Library, 1213 S. Lundstrom St., Airway Heights, WA, at 4:00 p.m., Tuesday, February 20, 2018.

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

**Excused:** Kristin Thompson - Trustee

**Also Present:** Jane Baker, Communication & Development Director; Kristy Bateman, Library Operations Manager; Toni Costa, Human Resources Director; Patrick Hakes, IT Manager; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Stacy Ann Kvamme, Library Supervisor; Gina Rice, Customer Experience Manager; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; Corinne Wilson, Librarian; and Patty Franz, Executive Assistant.

**Guests:** None.

**Call to Order (Item I.)** Chair John Craig called the meeting to order at 4:06 p.m., and welcomed everyone in attendance.

**Agenda (Item II.)** Mr. Johnson moved and Mr. Teterud seconded approval of the agenda. The motion was approved.

**Approval of Jan. 16, 2018, Regular Meeting Minutes, (Item III.A.)** Mr. Craig called for corrections to the January 16, 2018, regular meeting minutes. There were no corrections; the minutes stand approved as written.

**Approval of Payment Vouchers, January 2018 (Item III.B.)** Mr. Johnson moved and Mr. Teterud seconded approval of the January 2018 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Jan - L01	53386-53526 and W00518-W00528	\$893,730.60	\$893,730.60
	01102018PR and 01252018PR	\$350,544.80	\$350,544.80
L01		Total	\$1,244,275.40

There were no questions. The motion was approved.

**Unfinished Business** NONE.  
(Item III.C.1.)

**New Business**  
**Facility Use for**  
**Public Purposes**  
**Policy**  
(Item III.D.1.)

FACILITY USE FOR PUBLIC PURPOSES POLICY. Mr. Teterud moved and Mr. Johnson seconded approval of the Facility Use for Public Purposes policy revisions. Mr. Roewe said suggested revisions included the addition of language to acknowledge District libraries located in privately-owned facilities, such as The BookEnd at Spokane Valley Mall, may be subject to additional rules established by facility owners. Other minor policy revisions provided clarification and preferred terminology updates.

There was no further discussion.

The motion was approved.

**New Business**  
**Public Art in District**  
**Facilities Policy**  
(Item III.D.2.)

PUBLIC ART IN DISTRICT FACILITIES POLICY. Trustees agreed by consensus to reaffirm the current Public Art in District Facilities policy following review. Mr. Roewe said the policy was brought forward for review by the Board of Trustees in consideration of potential future construction of libraries. In response to queries, Mr. Roewe confirmed the Board of Trustees would have final approval regarding procurement and/or selection of public art, and the Gifts policy would apply to art procurement as well.

There was no further discussion.

**New Business**  
**Access to Library**  
**Services Policy**  
(Item III.D.3.)

ACCESS TO LIBRARY SERVICES. Mr. Teterud moved and Mr. Johnson seconded approval of the suggested revisions to the Access to Library Services policy. Mr. Roewe noted the revisions were minor and mostly provided clarification and preferred terminology updates.

There was no further discussion.

The motion was approved.

**New Business**  
**2017 Reciprocal Use**  
**of Libraries Report**  
(Item III.D.4.)

2017 RECIPROCAL USE OF LIBRARIES REPORT. Operations Director Doug Stumbough reported on reciprocal use of libraries for 2017, as required by the interlocal agreements between the District and Spokane Public Library (SPL), and the District and Liberty Lake Municipal Library (LLML). He pointed out the addition of The BookEnd in May resulted in the largest impact to data for last year, as the new library at Spokane Valley Mall became one of the most-used library facilities by reciprocal customers. Although more District materials are borrowed from the District than vice versa, Mr. Stumbough reported statistics remain stable and sustainable. In response to Mr. Craig's query, Mr. Stumbough said that staff considers the reciprocal agreements tenable. Mr. Roewe further commented that we aspire to be a library open to all, and these agreements enable significant regional response.

**Overview – Fines, Fees, and Use of a Collection Agency (Item III.E.)**

FINES AND FEES, AND USE OF A COLLECTION AGENCY. Customer Experience Manager Gina Rice provided an overview of Library District fines and fees, and use of a collection agency. Via PowerPoint, Ms. Rice reviewed checkout periods, special collections, and unique loan periods. She reported the current rate of overdue charges has been in effect since 2011, and noted there are categories of customer accounts where overdue fees are not assessed at all. Additional assessed fees, however, are for lost or damaged items, and for non-residents who pay an annual fee for a full-service card. Ms. Rice further reported the schedule of notices for overdue charges was revised in 2017 in attempt to be more helpful and communicative, and reduce barriers between library customers and resources. In response to Mr. Teterud's query about the cost of printed notices, Ms. Rice said letters and collection are outsourced to Unique Management Services, a business relationship the District has shared for 20 years. The cost of printed letters and their handling is 63 cents each, an amount for which the District could not compete. Ms. Rice reviewed the four fine-forgiveness programs regularly offered by the District—Read Away Fines, Food for Fines, Christmas Bureau, and Homeless Connect—noting the various fines waived each year. Regarding those accounts referred to collection, Ms. Rice noted Unique Management utilizes a “gentle nudge” approach that rarely results in complaints, and because of a ruling in 2015, individual credit reports are not affected. Discussion ensued regarding the number of items allowed for checkout, and Trustees queried if that number should be reduced as a preventative measure. In response, Mr. Roewe said it is only a small percentage of the total number of active accounts that become an issue with excessively overdue materials. He said the number of items allowed for checkout are standard, though there are regional variances. He added that this topic is up for review as part of the 2018 Work Plan. Mr. Roewe further said the District prefers to encourage prompt return of materials over implementation of fines and fees even though fines are an ongoing source of revenue. Mr. Roewe reiterated how pleased the District is with its relationship with Unique Management, and expressed kudos for Ms. Rice, noting she regularly handles tough situations empathetically. 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 March meeting will be held at North Spokane Library. Among other items and reports, the agenda will include a spotlight of North Spokane. In response to Mr. Craig's suggestion, a discussion will be added to the agenda in preparation for the first annual performance review in September of new Executive Director Patrick Roewe. A special meeting/retreat will follow the regular meeting at the same location. Mr. Roewe said topics of discussion will include a rundown of options regarding levy lid lift and bond elections, pros and cons of each, as well as an election timetable. Staff will also present its recommendation to the Board of Trustees. A discussion of options for the surplus of funds from 2017 will also be part of the agenda. Regarding upcoming events,

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**Future Board Meeting Agenda Items (Item IV.A.)**

Mr. Roewe reported that Communication & Development Director Jane Baker will join him to represent the District at WLA Library Legislative Day held in Olympia on March 1. There was no further discussion.

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

Mr. Teterud expressed appreciation for the new and reupholstered chairs at Spokane Valley Library. Managing Librarian Aileen Luppert coordinated purchase of the new chairs with funds donated by the Friends of the Library. Managing Librarian-Strategic Initiatives Amber Williams said the reupholstered chairs were the handiwork of participants in a class at The Lab at North Spokane. There were no other reports.

**Executive Director's Report, Jan. 2018 (Item V.B.)**

The Executive Director's written report for January 2018 provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Regarding the Shrine Circus scheduled for April 27-29, Mr. Roewe reported the necessary insurance documentation from the Shriners was received. However, the policy expires next month, so a renewed policy will be forthcoming. Mr. Roewe announced the recently incorporated group, Public Libraries of Washington, is officially underway. There was no further discussion.

**Public Services Report, Jan. 2018 (Item V.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for January 2018, with data for customer use measures, programming and library activities. In response to queries from Trustees, Mr. Stumbough said the downturn in circulation statistics at Airway Heights may be only temporary. He also provided more details about what was previously reported as the "breathtaking snow-flying explosions" experiment demonstrated by a geology professor at the first Medical Lake Monday program in January. There was no further discussion.

**Communication Report, Jan. 2018 (Item V.D.)**

Communication & Development Director Jane Baker provided a written report prior to the meeting for January 2018 communication activities. Mr. Craig commented that he thought Collection Development Director Andrea Sharps and Library Supervisor David Wyatt represented the Library District well in separate stories published recently in The Spokesman-Review. There was no further discussion.

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

Final 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%

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

Mr. Knorr reported final assessed values (AV) and levy amounts were transferred from the Assessor's Office to the Treasurer's Office in late January, for which the District received a report of its levy amount for collection in 2018. Mr. Knorr provided explanation of the summary, and further commented that AV is increasing rapidly. In response to Mr. Teterud's query from last month about the financial stability of PERS, Mr. Knorr said not only does the state own and manage the retirement funds, it has elaborate risk policies from which it doesn't deviate. He noted Spokane County, of which the District is a member of its insurance pool, also has its own risk policies regarding its investment pool, which is kept almost entirely in federally insured funds. There was no further discussion.

**Spotlight  
Airway Heights  
Library  
(Item V.F.)**

Library Supervisor Stacy Ann Kvamme and Librarian Corinne Wilson presented highlights of Airway Heights Library (AH) over the past year. Via PowerPoint, Ms. Kvamme presented statistics for AH and noted the nearly 5,000 cardholders have increased by two percent since December 2017. Also indicative of the area's growth, staff attended a groundbreaking for a new city recreation and aquatic center anticipated to open in early 2019. Ms. Kvamme further reported the weekly toddler Storytime was changed to a family Storytime because of requests for the library to serve a broader age range. Popular Storytime guests included representatives from police, fire, and STA. Ms. Kvamme noted these visits raised awareness, reduced fear, and created positive experiences for families. Over several years the library has enjoyed partnerships with both Westwood Middle and Sunset Elementary schools to display student artwork in the library. The library also displays artwork from the Slightly West of Spokane Art Tour. Other successful community partnerships included the popular Studio Artium that allowed library customers access to tools for stained glass work. And thanks to generous funding from the Friends of the Library, the number of participants was doubled. Ms. Wilson reported that the most popular programming for adults involves art and music, noting concerts such as Floating Crowbar and Ragtag Romantics were well attended and will be featured again in the future. STEM programs such as Extreme Science with Radical Rick were highly successful and are always a huge draw for kids at AH. Community connections included National Night Out, and a wellness fair made possible through a partnership between Spokane Regional Health District and the library. Staff continues to attend West Plains Support Network and Kiwanis meetings. Ms. Wilson further reported on successful program events that enabled children to attend for free and unaccompanied by adults. Some of the most popular were the Watermelon Races at Airway Heights Day, Not so Spooky Storytime, and the Airway Heights Winter Festival that featured a face painter funded by the Friends of the Library and the opportunity for kids to create craft projects. Ms. Wilson further reported the library enjoys strong school

**Spotlight**  
**Airway Heights**  
**Library**  
**(Item V.F.)**

district partnerships and highlighted a first Take it Apart outreach held at Great Northern Elementary School. In response to Mr. Craig's query, Ms. Wilson said the student participants knew a lot about electronics and were ultimately the onsite experts who explained how things work. 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 5:21 p.m. The next Board Meeting is scheduled for Tuesday, March 20, 2018, at 4:00 p.m., in the public meeting room at North Spokane Library.

  
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John Craig, Chair

  
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Patrick Roewe, Secretary to the Board of Trustees