

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: MARCH 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 North Spokane Library, 44 E. Hawthorne St., Spokane, WA, at 4:00 p.m., on Tuesday, March 20, 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; Rachel Edmondson, Librarian; Erin Haight, Public Services Specialist-Lab Tech; Patrick Hakes, IT Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Brian Vander Veen, Managing Librarian; Amber Williams, Managing Librarian-Strategic Initiatives; 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 Feb. 20, 2018, Regular Meeting Minutes, (Item III.A.)** Mr. Craig called for corrections to the February 20, 2018, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Feb - L01	53527-53630 and W00529-W00537	\$516,464.29	\$516,464.29
	01102018PR and 01252018PR	\$366,963.60	\$366,963.60
L01		Total	\$883,427.89

In response to a query from Mr. Teterud, Financial Director Rick Knorr

said the annual payment to Philadelphia Insurance Company, an insurance provider for employment practices liability insurance, was \$4,000 less than the District's previous provider. There were no further questions.

The motion was approved.

**Unfinished Business**  
**(Item III.C.1.)**

GOALS AND REVIEW PROCESS FOR EXECUTIVE DIRECTOR. Discussion and Q&A ensued in preparation to conduct the first annual performance review of new executive director Patrick Roewe. Mr. Craig pointed out two documents prepared by Human Resources Director Toni Costa. First, a proposed evaluation sheet. Second, supplemental material that covered aspects of performance to consider in preparation for the September review. Trustees decided to use the evaluation form and asked Leadership Team members to provide the form along with their feedback regarding Mr. Roewe's performance in advance to allow adequate preparation time. Staff agreed to include and send the requested materials with the August meeting packet. In response to Chair Craig's request, Trustees made a commitment to provide their feedback regarding Mr. Roewe to him as well, which would thereby also ensure their participation in the written evaluation. Trustees expressed to staff the significance of their recommendations toward a more effective future review process. Trustees also asked staff to not repeat the process used last year, as they found they were unable to address some of its elements. Mr. Teterud asked if it would be possible to use an online survey, so employees could also evaluate performance. Based on conversations previously held with Ms. Costa, Mr. Craig said it would be appropriate to ask only the Leadership Team for evaluation of Mr. Roewe. Mr. Johnson asked if Mr. Roewe receives feedback throughout the year, to which Mr. Roewe said he holds monthly meetings with his direct reports where those discussions can occur. Mr. Roewe stated he will share the Trustees' discussion with Ms. Costa, who may provide additional recommendations. Mr. Roewe commented that although Ms. Costa stands ready to facilitate, he prefers that her involvement be limited, as she is one of his direct reports. There was no further discussion.

**New Business**  
**None.**  
**(Item III.D.1.)**

None.

**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 April meeting will be held at Medical Lake Library. Regarding upcoming agenda items, Mr. Roewe defined pop-up libraries in response to Mr. Craig's request, and said one will be set up on District property at Balfour Park in June. Mr. Roewe further reported he plans to meet with attorney Cindy McMullen, legal counsel for the District, to review the Financial Management policy as related to the SAO exit conference

## Minutes - Board of Trustees' Meeting

March 20, 2018

Page 3

### **Discussion Items, Possible Action Future Board Meeting Agenda Items (Item IV.A.)**

comments. Regarding use of District revenues, Mr. Teterud asked if a bookmobile could potentially and effectively expand services to Fairfield, Freeman and Rockford, as opposed to current centrally-located services. Mr. Roewe stated Fairfield was cost effective to operate and well used by the surrounding community, yet suggested a comprehensive report on Fairfield be provided in the March Operations report to provide more context for this idea. There was no further discussion.

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

There were no reports.

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

The Executive Director's written report for February 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 Facilities report, Mr. Roewe further explained the concrete Jersey barriers were placed on the Conklin property in response to complaints about use of unauthorized ATVs on the open and accessible space. Mr. Roewe also reported he has not as yet received an updated insurance certificate from the Shriners. Receipt of the certificate was requested in advance of the circus scheduled for the last weekend of April. Communication & Development Director Jane Baker responded to a query from Mr. Craig about the generational communication training course offered to District staff. As the course instructor, Ms. Baker said basic communication theory was introduced, as well as tips for how to bridge the gap among the nearly five generations of communication styles in the workplace today. There was no further discussion.

### **Operations Report, Feb. 2018 (Item V.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for February 2018, with data for customer use measures, programming and library activities. Regarding a recent staff transfer from The BookEnd, Mr. Stumbough said position vacancies at all libraries are reviewed to determine need, and in this case it was an opportunity for more effective use of hours. Mr. Stumbough, along with managing librarians Aileen Luppert and Brian Vander Veen, responded to questions about two recent security incidents involving criminal trespass and member exclusion at Spokane Valley and North Spokane libraries. Mr. Roewe reiterated that staff handled the trespass situation swiftly and correctly, and Managing Librarian Aileen Luppert said staff commented they felt supported by other staff during the incident. Chair Craig said staff has the Board of Trustees' support to do whatever is necessary to create a safe environment for staff. On another subject, Mr. Teterud commented it was nice to read additional laptops were ordered to meet demand for GED classes. Also, in response to Mr. Teterud, Ms. Luppert said in her opinion, 3D printer use has increased because of increased visibility through school visits and the weekly drop-in

**Minutes - Board of Trustees' Meeting**

**March 20, 2018**

**Page 4**

**Operations Report,  
Feb. 2018  
(Item V.C.)**

program at The Studio. There was no further discussion.

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

Communication & Development Director Jane Baker provided a written report prior to the meeting for February 2018 communication activities. There was no discussion.

**Fiscal Report,  
Feb. 2018  
(Item V.E.)**

Final Revenue and Expenditure Statement through February 28, 2018.

<u>Fund 001</u>	
Revenues	\$ 142,883
Expenditures	\$ 2,188,566
Ending Fund Balance	\$ 3,133,940
Fund Budget Expended	17.61%

Mr. Knorr reported effective this year, the District has volunteered to act as the fiscal agent for the Inland Northwest Council of Libraries (INCOL). Therefore, an amount of \$11,800 was added to the District's General Fund balance as "other" revenue. Mr. Knorr noted the continuing education fund for INCOL programs is intended to be self-sustaining and breakeven year over year. Mr. Knorr also reported the final check on the North Spokane Library remodel was remitted today. Thus, the project is now officially completed. There was no further discussion.

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

Managing Librarian Brian Vander Veen and Librarian Rachel Edmondson presented highlights of North Spokane Library (NS) over the past year. Via PowerPoint, Mr. Vander Veen presented photos of the results of the NS remodeling project, and noted library customers have responded favorably to the new spaces. Large print and periodicals were consolidated into one space along with computers, enabling a staff member to float and assist customers. The remodel also reduced noise levels and made for a quieter reading area. Mr. Vander Veen also commented that the Lab provided flexible programming space that could be set up to meet a variety of uses. A review of data before the remodel and after demonstrates door count increased by 23 percent over the last six months of 2017, and reservations for meeting rooms doubled, with more than 100 reservations per month. Ms. Edmondson reviewed activities and programs in The Lab since its inception. There were four consecutive artists in residence as part of the monthly series that started last September. Starting this fall the program will transition from artist to creator in residence to broaden the scope of artisans. Ms. Edmondson further reported that VISTA volunteers held STEM and other programs for school children in The Lab simultaneous to Storytime, which enabled families with different aged children to enjoy library programming together. The Take it Apart program continues to grow with

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

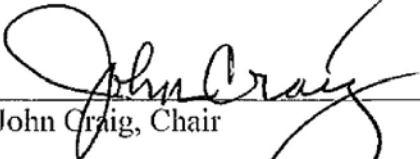
50 or more participants and a wider variety of items to explore. It will be offered again this fall. LEGO Days will be offered throughout Spring Break, so participants can keep their creations going all week long. Activities as part of the KERNEL program will be offered again to connect with the hundreds of regular participants at Fairwood Farmers' Market. A summer concert and games will be held at Holmberg Park, and Disney is the theme for the summer party, which typically also draws hundreds of participants. Trustees expressed appreciation for the informative report. Additionally, Mr. Teterud asked what the Board of Trustees can do to support individual libraries and staff. In response, Ms. Edmondson said ongoing advocacy by the Trustees is highly appreciated. Mr. Vander Veen said Mr. Craig's request to include quiet reading spaces during the NS remodel, as well as other such suggestions from Trustees, were really useful and helpful to staff. There was no further discussion.

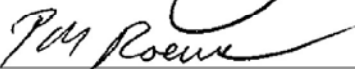
**Public**  
**Comment**  
**(Item VI.)**

There was no public comment.

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

Chair Craig adjourned the meeting at 5:09 p.m. The next Board Meeting is scheduled for Tuesday, April 17, 2018, at 4:00 p.m., in the public meeting room at Medical Lake Library.

  
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John Craig, Chair

  
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Patrick Roewe, Secretary to the Board of Trustees