

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: APRIL 17, 2018**

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The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Medical Lake Library, 321 E. Herb St., Medical Lake, WA, at 4:00 p.m., Tuesday, April 17, 2018.

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

**Excused:** Mark Johnson - Vice Chair

**Also Present:** Jane Baker, Communication & Development Director; Diane Brown, Librarian; Toni Costa, Human Resources Director; Patrick Hakes, IT Manager; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Cecelia McMullen, Library Supervisor; Sarah Rooney, Public Services Specialist-Lab Tech; Andrea Sharps, Collection Services Director; and Patty Franz, Executive Assistant.

**Guests:** Medical Lake Mayor Shirley Maike; and Spokane Resident

**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 Ms. Carlson seconded approval of the agenda. The motion was approved.

**Approval of Mar. 20, 2018, Regular and Special Meeting Minutes (Item III.A.)** Mr. Craig called for corrections to the March 20, 2018, regular and special meeting minutes. There were no corrections; the minutes stand approved as written.

Regarding the March regular meeting minutes, Mr. Teterud asked for more information about the District serving as the fiscal agent for INCOL. He expressed concern if the tax status of INCOL could be jeopardized by the group not serving as its own fiscal agent, or if the District could be liable should revenue for the group not be self-sustaining. Mr. Roewe said INCOL is member managed and driven, and the fiscal risk would be low. Mr. Knorr said activity of the group is minimal, holding two annual conferences.

**Approval of Payment Vouchers, March 2018 (Item III.B.)** Ms. Thompson moved and Ms. Carlson seconded approval of the March 2018 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Mar-L01	53631-53857 and W00538-W00544	\$683,796.31	\$683,796.31
	03092018PR and 03232018PR	\$344,577.19	\$344,577.19

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**Approval of  
Payment Vouchers,  
March 2018  
(Item III.B.)**

L01		Total	\$1,028,373.50
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Fund	Capital Projects Fund	Subtotal	Total
Mar-L08	9591 – M. E. Uphus Construction -- Final payment for NS remodel retainage	\$14,063.27	\$14,063.27
L08		Total	\$14,063.27

There were no questions. The motion was approved.

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

NONE.

**New Business  
Financial  
Management Policy  
(Item III.D.1.)**

FINANCIAL MANAGEMENT POLICY. Ms. Thompson moved and Mr. Teterud seconded approval of the Financial Management policy as revised. As previously reported, the SAO Exit Conference comments included specific recommendations regarding the deposit of cash receipts and purchases of food and refreshments. Mr. Knorr pointed out handling of the latter was incorporated into the suggested policy revisions, and attorney Cindy McMullen, legal counsel for the District, also reviewed the suggested changes. Also, for informational purposes, Mr. Knorr distributed copies of a Table of Constraints on the Spokane County Investment Policy portfolio from November 2017, of which the District is part of its pool (SCIP). Mr. Knorr noted the funds are invested for a longer duration than a money market account and thus increases yield. Mr. Craig asked if the District was obliged to invest in this fund. Mr. Knorr had not inquired if participation was obligatory, yet said he was pleased overall with performance of the fund. He noted a portfolio adviser provides quarterly updates as well.

There was no further discussion.

The motion was approved.

**New Business  
Memberships in  
Organizations Policy  
(Item III.D.2.)**

MEMBERSHIPS IN ORGANIZATIONS POLICY. Ms. Thompson moved and Ms. Carlson seconded approval of the Memberships in Organizations policy as revised. Mr. Roewe said the suggested revisions were straight forward, with the list of organizational memberships provided for Board approval every year in October to coincide with budget development for the following year.

There was no further discussion.

The motion was approved.

**2018 Friends of the  
Library Recognition-  
Resolution 18-01  
(Item III.D.3.)**

2018 FRIENDS OF THE LIBRARY RECOGNITION (RESOLUTION NO. 18-01).  
Mr. Teterud moved and Ms. Carlson seconded approval of Resolution  
No. 18-01, Recognizing District Friends of the Library Support.

RESOLUTION No. 18-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE  
COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON,  
RECOGNIZING DISTRICT FRIENDS OF THE LIBRARY SUPPORT.

Mr. Roewe commented it has become tradition over the last several years to recognize the Friends of the Library groups with the first resolution of the year. He further said library Friends are a force multiplier, as many special events would not occur without their support. Friends of the Library are wonderful assets; they extend reach and provide community support. Mr. Craig read the resolution in recognition of all the Friends of the Library for all who were present to hear.

There was no further discussion.

The motion was approved.

**Overview – Friends  
of the SCLD  
(Item III.E.)**

FRIENDS OF THE SPOKANE COUNTY LIBRARY DISTRICT. Communication & Development Director Jane Baker provided an overview of the Friends of the Spokane County Library District (Friends of the SCLD). Ms. Baker reviewed history and development of the group that became a non-profit in 2014. The purpose of the group was to act as a foundation to support initiatives and District projects, and raise funds to complement the community library Friends groups. Ms. Baker reported the Friends of the SCLD has contributed over \$40,000 in eighteen months. Highlights include free family passes for the MAC and Mobius museums made available for check out at the libraries, and BookPage, a popular book review publication, also provided to customers free of charge each month at Moran Prairie, North Spokane, and Spokane Valley libraries. Via PowerPoint, Ms. Baker reviewed a wide-ranging list of programs funded by the Friends, which included author visits, family concerts, SCORE business workshops, the annual NaNoWriMo writing conference, Summer Reading promotion, 75<sup>th</sup> Anniversary celebration of the Library District and publication of Spokane Writes. Individual chapters' support included the Artist-in-Residence series at North Spokane, Teen Interns program at Spokane Valley, National Night Out at Moran Prairie, and the Waterfront Park concert at Medical Lake and more. The majority of Friends' revenue is from in-library book sales, with additional revenue generated from Thriftbooks, AmazonSmile, Fred Meyer Community Rewards, Friends membership dues, individual donations, and sales of the Spokane Writes anthology books. In addition, Ms. Baker reported plans for the future include hiring a new development manager for the District. She also encouraged Trustees to become a member of the Friends of the SCLD, and announced the annual Friends Helping Friends event will be held this year at North Spokane Library on Saturday, April 28. Ms. Carlson said she will attend to represent the Board of Trustees. There was no further discussion.

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### **Discussion Items, Possible Action Summer 2018 Meeting Schedule (Item IV.A.)**

2018 MEETING SCHEDULE. Following consideration of upcoming travel schedules and to ensure a quorum will be present at all summer meetings, Trustees agreed by consensus to cancel the June meeting. Therefore, the July meeting will be held at Deer Park Library. Mr. Roewe pointed out the Fixed Assets policy, previously up for review in June, will move to the July agenda. There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months, noting the May meeting will be held at Fairfield Library. Among other items, the agenda will include a review of several personnel policies. Ms. Thompson provided advance notice of her absence at the May meeting. There was no further discussion.

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

Mr. Craig reported that he and more than 80 others attended the Broken Whistle concert at North Spokane Library on March 15. There were no further reports.

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

The Executive Director's written report for March 2018 provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Additionally, HR Director Toni Costa provided an update on the executive director review process. Using SurveyMonkey, she will send a survey to the Board in July for its review of Mr. Roewe. She noted the survey will address the same performance areas as previously discussed and agreed to by Trustees. Ms. Costa will send out the compiled survey results in August, along with a summary report from the District Leadership Team. Trustees will conduct a review of Mr. Roewe during an executive session as part of the September meeting. Ms. Costa said she will also establish a performance review procedure with intent to bring ease to the process in the future.

Mr. Roewe pointed out that Mr. Stumbough did extensive reporting on Fairfield Library as part of March report, and additionally summarized the outcome of recent bond elections based on a suggestion regarding a potential future library at Conklin. In his stead, Mr. Roewe showed a visual summary of the mapped geographic data prepared by Mr. Stumbough, which via data for voter support and number of library cardholders demonstrated the Conklin property as an ideal location for a future library. Mr. Roewe stated that the boundaries for any future library capital facility area in Spokane Valley would likely be the city limits. Mr. Craig said that city representatives on the library ad hoc committee were supportive of that approach.

In response to Ms. Thompson's query about the status of the Shrine Circus, Mr. Roewe said the District recently received an updated certificate that served the necessary criteria for insurance coverage.

Mr. Craig asked when the Board can expect the 2017 revenue surplus to move to the Capital Fund. Mr. Roewe said with the June meeting now canceled, a resolution would likely be added to the agenda for July or

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

August. In response to Mr. Craig, Mr. Knorr said he was not concerned about cash flow, yet having budget figures for six months provides a clearer picture for estimating expenditures through the remainder of the year. There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for March 2018, with data for customer use measures, programming and library activities. Mr. Roewe said he would answer questions on behalf of Mr. Stumbough and Ms. Bateman, as neither were available to attend the meeting. Mr. Roewe expressed kudos to IT Manager Patrick Hakes and the IT Department for effectively handling two recent system failures, as well as fine tuning a plan to mitigate future events. In response to Mr. Craig's request, Mr. Hakes explained the series of events and how they were resolved by IT, and noted the District generator fortunately ran perfectly and did not lose power during these events. Mr. Roewe said library staff worked well to assuage the disappointment of customers who were unable to use online services during the outages.

Mr. Craig also inquired about the recent one-year exclusion of a customer at Moran Prairie Library. Mr. Roewe provided details about the security incident and noted staff reacted appropriately to involve law enforcement. There was no further discussion.

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

Communication & Development Director Jane Baker provided a written report prior to the meeting for March 2018 communication activities. Ms. Baker further reported the June through August edition of Engage magazine was submitted for printing and is anticipated to be in libraries by May 1. Ms. Baker also announced the District and Communication Team recently won two Spark awards, and said she would have more information to share after attending the awards presentation along with her team this evening. There was no further discussion.

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

Revenue and Expenditure Statement through March 31, 2018.

<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 provided further details about the potential installation of an electric vehicle charge station at a District library. Avista would provide the charge station, pay half the installation cost up to \$4,000, and maintain the unit. Mr. Knorr noted the District is yet to receive an official quote and the project is not confirmed. In response to queries from Trustees, Mr. Knorr said there are approximately 500 electric vehicles in the Avista service area. One adapter fits all vehicles and charging takes 2.5 hours. Mr. Roewe said the monthly cost of this service would be minimal and there

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

could be secondary benefits. Mr. Craig said he would prefer that donated funds from a third party cover the costs of this project. In addition, Mr. Knorr reported the lease for The BookEnd expires at the end of April. Spokane Valley Mall management has proposed a new lease that includes a one-time increase of four percent for three years, and gave permission for the library to close at 8 instead of 9 p.m. Although the lease has not been signed, Mr. Roewe said now is an appropriate time, with customer use of The BookEnd increasing. In response to Mr. Teterud's query about procurement of different signage, Ms. Baker said new signage is in progress. There was no further discussion.

Chair Craig called for a five-minute recess at 5:03 p.m.

**Spotlight  
Book a Librarian  
(Item V.F.)**


Librarian Diane Brown and Public Services Specialist-Lab Tech Sarah Rooney presented information about District Book a Librarian (BaL) appointment services. Ms. Brown provided background for the first computer classes held at the library that transitioned into the current one-on-one appointments established to meet the varied training needs of individuals. Some popular topics included downloading eBooks, business planning and market research, how to set up email accounts and use of smartphones. A library card is not required to schedule an appointment. Ms. Brown also discussed her work with the senior community to teach use of FaceTime and other social media. Ms. Rooney reported on Book a Librarian appointments on the Fly and in The Studio and commented about how students thrive when working with software. Regarding job seekers and small business support, Ms. Rooney said building relationships is part of the process, which in turn brings others to the library for services. She also commented how learning happens for both the customer and staff. Mr. Craig praised the service and commented how it takes reference librarian to the next level. Mr. Teterud expressed gratitude for the BAL assistance he recently received, and said he considered the resource invaluable. Ms. Brown reported that staff has completed 575 appointments in just over 11 months. Following a round of applause, Trustees expressed appreciation for the informative report. There was no further discussion.

**Public  
Comment  
(Item VI.)**

Mayor Shirley Maike welcomed and expressed thanks to the Trustees and staff for holding the monthly board meeting at Medical Lake. The mayor also commented about the city's collaboration with Medical Lake Library staff to address senior citizen community needs. There was no further public comment.


**Adjournment  
(Item VII.)**

Chair Craig adjourned the meeting at 5:29 p.m. The next Board Meeting is scheduled for Tuesday, May 15, 2018, at 4:00 p.m., in the public meeting room at Fairfield Library.



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John Craig, Chair



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Patrick Roewe, Secretary to the Board of Trustees