

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MAY 15, 2018**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Fairfield Library, 305 E. Main St., Fairfield, WA, at 4:00 p.m., Tuesday, May 15, 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; Gwendolyn Haley, Library Services Manager; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Gina Rice, Customer Experience Manager; Alison Johnson, Public Services Associate; Charlie Salt, Public Services Associate; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Cindy Ulrey, Librarian; and Patty Franz, Executive Assistant.

Guests: None.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:01 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 April 17, 2018, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the April 17, 2018, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

| Fund | Voucher/Payroll Numbers | Subtotal | Total |
|---------|-------------------------------|--------------|--------------|
| Apr-L01 | 53858-53966 and W00545-W00555 | \$580,772.52 | \$580,772.52 |
| | 04102018PR and 04252018PR | \$375,032.85 | \$375,032.85 |
| L01 | | Total | \$955,805.37 |

There were no questions. The motion was approved.

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

New Business
Personnel Policy
(Item III.D.1.)

PERSONNEL POLICY. Mr. Johnson moved and Ms. Thompson seconded approval of the Personnel Policy changes, as revised. Via PowerPoint, Human Resources Director Toni Costa reviewed suggested Personnel Policy changes to HR2 - Hiring and Employment, HR4 - Benefits, HR6 – Employee Conduct, HR11 – Safety & Health, as well as the addition of a new policy, HR12 – Searches and Inspections, which was previously reviewed by attorney Cindy McMullen, legal counsel for the District. Recommended changes were intended to document, clarify or expand on current practice and to clearly separate District policies from procedures. All presented policies included the addition of standardized language to reflect federal, state, and local laws regarding employment practices. Ms. Costa also pointed out several sections deleted from the Personnel Policy, noting those items were moved to procedures. Regarding HR4 – Benefits, Ms. Costa said revisions broadened the scope of tuition assistance for various degrees related to a potential career path with the District. In response to Mr. Teterud, Ms. Costa said interest in tuition reimbursement has risen since the topic was added to New Employee Orientation. In response to Mr. Craig regarding HR11.1 – Accident/Incident Reporting, Ms. Costa said it would be acceptable for someone other than the injured person to report the accident or incident within the required timeframe. Mr. Roewe extended kudos to Ms. Costa for her effort toward the revised Personnel Policy, now more concise and with many fewer pages.

There was no further discussion.

The motion was approved.

Overview – Pop-Up
Libraries
(Item III.E.)

POP-UP LIBRARIES. Library Services Manager Gwendolyn Haley and Operations Director Doug Stumbough provided an overview of pop-up libraries. Mr. Stumbough explained that pop-ups provide the means and flexibility for mobile services and programs to be taken to various locations throughout a service area to increase visibility, test a concept, or tailor programs to meet a specific time requirement or community need. The District property next to Balfour Park was selected for the upcoming Pop-Up Library event because of its considerable space of 2.8 acres and accessible off-street parking. Mr. Stumbough also noted the community has begun to associate that location with a new library. In comparison, the Conklin property is located in a high travel area and with Appleway Trail construction underway, vehicles and equipment are currently stored on the property. Mr. Stumbough said that although public parking would remain an issue at Conklin, the District would like to be a part of the grand opening of the trail. Ms. Haley said plans for the upcoming construction-themed event scheduled for June 16 are anticipated to create a vision of what a library in that space would be able to offer into the future. Families will be able to play

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Overview – Pop-Up Libraries (Item III.E.)

giant sidewalk games, build with foam blocks from Imagination Playground, attend a Touch-a-Bus Storytime with Spokane Transit, listen to music by The Willows, enjoy treats and tacos from local food trucks, and purchase used books from a sale hosted by Friends of the Spokane Valley Library. And all ages will be able to get a library card and check out books. Mr. Stumbough credited Spokane Valley Parks & Recreation Director Mike Stone for coordinating picnic tables, garbage receptacles, and mowing of the property. Ms. Baker reported a press release about the event was distributed today. In addition, a schedule of events was posted on the District website, an informational podcast was recently recorded, and signage is scheduled for a week ahead of the event. Mr. Roewe added that this is a full lift for staff across the District, and essentially amounts to a 12th library for that day. 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 that because the June meeting was canceled, the location of the July meeting will be changed to Deer Park Library. Among other items, the agenda will include a review of two policies and an overview of media training. Mr. Roewe further noted a resolution regarding 2017 surplus funds to amend the 2018 Capital Projects Fund budget will be added to the July agenda as well. He also pointed out August 21 as the correct future meeting date. There was no further discussion.

Trustees' Reports (Item V.A.)

There were no reports.

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

The Executive Director's written report for April 2018 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 expressed thanks to Ms. Carlson for representing the Board of Trustees so ably at the 6th Annual Friends Helping Friends event held Saturday, April 28, at North Spokane Library. Mr. Roewe further reported the District received advance notification from Spokane Valley Mall that starting June 9, the mall will close at 8 p.m., one hour earlier than usual. Staff hours will be adjusted and the District anticipates the impact on customers to be minimal. There was no further discussion.

Operations Report, Apr. 2018 (Item V.C.)

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for April 2018, with data for customer use measures, programming, and library activities. In response to Mr. Craig, Managing Librarian Aileen Luppert will arrange for him to receive a copy of the winning poem from the recent Spokane Valley teen poetry slam. There was no further discussion.

Communication Report, Apr. 2018 (Item V.D.)

Communication & Development Director Jane Baker provided a written report prior to the meeting for April 2018 communication activities. Ms. Baker echoed Mr. Roewe's remarks about Ms. Carlson's contributions

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

at the recent Friends Helping Friends event. She also provided details on the two awards received last month by the District's Communication Team. Presented by Spokane Regional MarCom Association, Engage magazine won an Award of Excellence for collateral materials in the individual projects division, and a Kindling Award for the highest-scoring newcomer to the Spark Awards. Ms. Baker commented how excited and thankful she and her team were to be recognized for their work. Following applause around the room, Chair Craig congratulated the Communication Team for producing what is now an award-winning Engage magazine. There was no further discussion.

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

Revenue and Expenditure Statement through April 30, 2018.

| | |
|----------------------|--------------|
| <u>Fund 001</u> | |
| Revenues | \$ 5,704,237 |
| Expenditures | \$ 4,160,446 |
| Ending Fund Balance | \$ 6,723,414 |
| Fund Budget Expended | 33.47% |

In response to Mr. Teterud, Mr. Knorr said the significant increase in Grants & Donations was because of donations from the Diane E. Zahand Memorial Fund and various Friends groups. The increase of 150 percent to Other revenues was from the transfer of INCOL funds, as the District is now serving as the organization's fiscal agent. There was no further discussion.

**Spotlight
Homebound and
Outreach Services
(Item V.F.)**

Customer Experience Manager Gina Rice and Public Services Associate Alison Johnson presented information about Homebound and Outreach services provided by the District. Ms. Rice emphasized the importance of these services for customers who otherwise encounter significant barriers in accessing library services. Via PowerPoint, she showed a photo of the District van that is loaded with materials each day and depended upon for delivery to various facilities. Ms. Rice reported Outreach serves 980 individual customers at 49 resident facilities visited monthly. She noted 25 of those facilities have cards for their residents and/or activity coordinators to use to assist individuals or plan events. Ms. Rice further reported the District also serves 118 individual customers who qualify for Homebound service. Reader's advisory services are often requested, and materials, including large print and audio, can also be mailed and returned free of charge. Ms. Johnson reported that staff frequently conducts research on various topics at customers' requests. She also provided examples of how staff become familiar with customers' interests and establish positive relationships with them. In addition, Ms. Johnson reported the outreach storage area was recently repurposed when shelves from North Spokane were moved to the basement at Spokane Valley. All outreach materials and large print items will be stored there in the future. In response to a query from Mr. Teterud, Ms. Rice said at this time the District does not serve those in custody of regional detention services. Mr. Roewe added that although opportunities are not available now, we would not be opposed to providing services. In response to a query from Mr. Craig, Ms. Johnson explained the process for loading the van, noting the van has a lift for added efficiency.

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**Spotlight
Homebound and
Outreach Services
(Item V.F.)**

Trustees expressed thanks for the inspiring report. There was no further discussion.

**Public
Comment
(Item VI.)**

There was no public comment.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 4:55 p.m. The next Board Meeting is scheduled for Tuesday, July 17, 2018, at 4:00 p.m., in the public meeting room at Deer Park Library.

A handwritten signature in cursive script that reads "John Craig". The signature is written in black ink and is positioned above a horizontal line.

John Craig, Chair

A handwritten signature in cursive script that reads "P.M. Roewe". The signature is written in black ink and is positioned above a horizontal line.

Patrick Roewe, Secretary to the Board of Trustees