

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

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Deer Park Library, 208 S. Forest Ave., Deer Park, WA, at 4:00 p.m., Tuesday, July 17, 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; Kris Barnes, Library Supervisor, Kristy Bateman, Library Operations Manager; Toni Costa, Human Resources Director; Amy Fair, Public Services Associate; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; and Patty Franz, Executive Assistant.

Guests: Bill and Flo Moore, Friends of Deer Park Library.

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. Teterud seconded approval of the agenda. The motion was approved.

Approval of May 15, 2018, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the May 15, 2018, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
May - L01	53967-54134 and W00554-W00567	\$643,371.02	\$643,371.02
	05102018PR and 05252018PR	\$377,138.58	\$377,138.58
L01		Total	\$1,020,509.60

Fund	Voucher/Payroll Numbers	Subtotal	Total
June - L01	54135-54265 and W00564-W00572	\$530,840.64	\$530,840.64

Minutes - Board of Trustees' Meeting

July 17, 2018

Page 2

Approval of Payment Vouchers, May and June 2018 (Item III.B.)

	06092018PR and 06252018PR	\$396,341.96	\$396,341.96
		Total	\$927,182.60

Mr. Knorr presented copies of the revised May 2018 payment vouchers list. He pointed out the corrected payroll dates and 19 voucher payments that were inadvertently omitted. He also noted that included in the corrections was payment to Imagination Playground for the popular giant building blocks set, purchased by the Diane E. Zahand Memorial Fund.

There was no further discussion.

The motion was approved.

Unfinished Business Amend the Final 2018 Capital Projects Fund Budget – Res.18-02 (Item III.C.1.)

2018 BUDGET – AMEND THE FINAL 2018 CAPITAL PROJECTS FUND BUDGET (RESOLUTION 18-02). Mr. Johnson moved and Ms. Thompson seconded approval of the 2018 Capital Projects Fund budget amendment. Mr. Roewe noted discussion at the special meeting held in March resulted in Board direction to staff to arrange transfer of the 2017 budget surplus from the General Fund to the Capital Projects Fund. Mr. Knorr commented that the transferred amount of \$400,000 did not represent the entire budget surplus from last year, yet bolsters the projects fund while maintaining sufficient cash on hand, well above the required financial policy minimum.

There was no further discussion.

The motion was approved.

New Business Annexation of Cities and Towns to the Library District Policy (Item III.D.1.)

ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT POLICY. Ms. Thompson moved and Mr. Teterud seconded approval of the Annexation of Cities and Towns to the Library District policy changes, as revised. Mr. Roewe said suggested revisions were mostly stylistic, yet the paragraph regarding prorated and statutory tax issues was rewritten for clarification.

There was no further discussion.

The motion was approved.

New Business Fixed Assets Policy (Item III.D.2.)

FIXED ASSETS POLICY. Mr. Johnson moved and Mr. Teterud seconded approval of the Fixed Assets policy, as revised. Mr. Knorr said the proposed change to a two-tiered limit for controlled assets, a common statewide practice, was subsequent to receipt of a white paper recently issued by the State Auditor's Office. Mr. Knorr further said Business Office staff has and will continue to conduct a required annual inventory. In response to Mr. Craig's query about the policy thresholds and disposition, Trustees supported continued authorization of the executive director or designee to approve disposition of items valued between \$5,000 and \$50,000. Mr. Craig

Minutes - Board of Trustees' Meeting

July 17, 2018

Page 3

**New Business
Fixed Assets Policy
(Item III.D.2.)**

also pointed out that only the Board of Trustees by resolution can surplus items valued over \$50,000.

There was no further discussion.

The motion was approved.

**New Business
Discussion of New
Spokane Valley
Libraries
(Item III.D.3.)**

DISCUSSION OF NEW SPOKANE VALLEY LIBRARIES. Trustees agreed by consensus to authorize staff to develop a recommendation to procure preliminary design work for future Conklin Road and Balfour Park libraries. Mr. Roewe stated it would be effective for the design work to coincide with development of the capital campaign now in progress. Completed designs would be used for an informational campaign and help determine future construction costs of specific library spaces. Mr. Roewe noted a levy lid lift is planned for 2019 and takes priority over a potential future bond election to first ensure sustainable operations of the District. Mr. Roewe said staff will request Board approval of any future contracts, as well as project involvement of up to two trustees. Design work will likely be solicited soon via a Request for Qualifications (RFQ) for Architectural Programming and Pre-Design Services. In response to queries from Trustees, Mr. Roewe said selection of services would be qualifications-based. Mr. Teterud expressed interest in selecting firms in Spokane County, if possible, to which Mr. Roewe responded that staff will review the procurement process. Mr. Roewe said new Development Manager Jill-Lynn Nunemaker and Communication & Development Director Jane Baker were already in the process of developing the capital campaign that this design work would complement. There was no further discussion.

**Overview – Media
Training (Item
III.E.)**

MEDIA TRAINING. Communication & Development Director Jane Baker distributed a handout, Tips for Successful Interviews, and presented an overview of working with the media. Topics covered included information about the media business and journalism, preparation for an interview, communicating with the media, how to develop a strategy, handle Q&A, and respond to negative coverage. Ms. Baker emphasized that every media contact is an opportunity to tell the District's story. Preparation is key to bridge responses to the library's vision, mission, and four strategic initiatives. Ms. Baker explained how to take control of an agenda with intention to deliver a specific message. She also said it is okay to respond to a question by saying you don't know the answer, yet to ultimately provide the answer, if promised. She cautioned Trustees to not talk off the record. Mr. Roewe expressed appreciation to Ms. Baker for providing this training in preparation for a future levy lid lift and potential bond election. He noted Ms. Baker and her team are also developing a communication plan for internal use by staff. Ms. Baker invited Trustees to contact her at any time to discuss these topics further, as she noted media training often requires an entire day. There was no further discussion.

Minutes - Board of Trustees' Meeting

July 17, 2018

Page 4

**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 August meeting will be held at Otis Orchards Library. Among other items, the agenda will include a resolution to request District participation in the Washington State Department of Retirement Services Deferred Compensation Program, review of the Collection Development policy and an overview of intellectual freedom. Mr. Roewe reported more items will be added to the August agenda. First, a review of the new Naming and Recognition policy and revised Gifts policy. Second, a discussion regarding potential trustee reappointment will be added, as Mr. Craig's first term will end December 31, and he has expressed interest in a second five-year term. There was no further discussion.

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

In preparation for the annual performance review of the executive director in September, Chair Craig reminded Trustees to complete their individual reviews of Mr. Roewe via the SurveyMonkey link sent by Human Resources Director Toni Costa. There were no other reports.

**Executive Director's
Report, May & June
2018 (Item V.B.)**

The Executive Director's written reports for May and June 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 had nothing further to add, and there was no further discussion.

**Operations Report,
May & June 2018
(Item V.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided written reports prior to the meeting for May and June 2018, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to add, and there was no further discussion.

**Communication
Report, May & June
2018 (Item V.D.)**

Communication & Development Director Jane Baker provided written reports prior to the meeting for May and June 2018 communication activities. Ms. Baker had nothing further to add, and there was no further discussion.

**Fiscal Report,
May and June 2018
(Item V.E.)**

Revenue and Expenditure Statement through May 31, 2018.

<u>Fund 001</u>	
Revenues	\$ 6,781,168
Expenditures	\$ 5,145,899
Ending Fund Balance	\$ 6,814,891
Fund Budget Expended	41.39%

Revenue and Expenditure Statement through June 30, 2018.

<u>Fund 001</u>	
Revenues	\$ 6,854,013
Expenditures	\$ 6,085,797
Ending Fund Balance	\$ 5,947,839
Fund Budget Expended	48.96%

**Fiscal Report,
May and June 2018
(Item V.E.)**

Mr. Knorr said the budget is right on track for the first half of the year. There was no further discussion.

**Spotlight
Deer Park Library
(Item V.F.)**

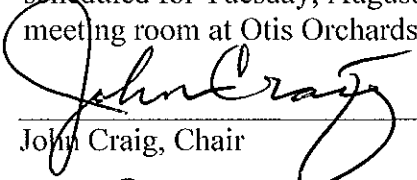
Library Supervisor Kris Barnes and Managing Librarian-Strategic Initiatives Amber Williams presented highlights of Deer Park Library since their last report in April 2016. Ms. Williams reported the library continues to be a year-round federally-funded afternoon snack site that provided 6,791 reimbursable snacks from May 2017 through June of this year. She expressed kudos to the Business Office staff for handling ongoing procurement and delivery for the program. Other successful annual events include the Poetry Slam, Library Park Cleanup, Summer Concert, and Winterfest Lego Competition. Ms. Williams expressed appreciation for the many collaborative partnerships the library shares with local organizations and Friends of the Library, all of which make it possible for the District to achieve its mission and help address community needs and aspirations. Ms. Barnes reported on the relationship the library shares with Deer Park School District, noting the Summer Reading program has become so well attended it is held at Arcadia Elementary School for adequate space. Ms. Barnes also conducts genre-selection training, and the library participates in We Heart Deer Park, an annual event that enables staff to connect with kids and parents. Ms. Barnes and Ms. Williams also make annual school visits to talk with every student about library services. Ms. Williams said Family Literacy Night at Riverside High School is planned around their schedules of availability. Along with multiple other community events in which the library participates, Spokane County Fire District 4 recently moved into Fire Station 41 nearby and has asked staff to conduct a Storytime this fall in conjunction with a planned tour of the new facility to be held afterward. Ms. Williams further expressed appreciation for the Friends of the Library, and described the group as an invaluable support system. In addition, she noted Deer Park Library will celebrate its 20th Anniversary on Nov. 8, with information about events forthcoming. Trustees expressed thanks 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 5:06 p.m. The next Board Meeting is scheduled for Tuesday, August 21, 2018, at 4:00 p.m., in the public meeting room at Otis Orchards Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees