

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: AUGUST 21, 2018**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards, WA, at 4:00 p.m., Tuesday, August 21, 2018.

Present: John Craig - Chair
 Mark Johnson - Vice Chair
 Wes Teterud - Trustee
 Kristin Thompson - Trustee
 Patrick Roewe - Executive Director and Secretary

Excused: Sonja Carlson - Trustee

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Library Operations Manager; Toni Costa, Human Resources Director; Tammy Henry, Librarian; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Jill-Lynn Nunemaker, Development Manager; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; David Wyatt, Library Supervisor, and Patty Franz, Executive Assistant.

Guests: Jan Ager Karel, Jeanne Ager, and Lisa Regehr of Ager Consulting, Spokane.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:02 p.m., and welcomed everyone in attendance.

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

Approval of July 17, 2018, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the July 17, 2018, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
July - L01	54266-54406 and W00573-W00581	\$590,766.47	\$590,766.47
	07102018PR and 07252018PR	\$365,820.22	\$365,820.22
L01		Total	\$956,586.69

There was no discussion.

The motion was approved.

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

New Business
DRS DCP Program
(Item III.D.1.)

REQUEST TO PARTICIPATE IN THE WASHINGTON STATE DEPARTMENT OF RETIREMENT SYSTEMS DEFERRED COMPENSATION PROGRAM. Mr. Teterud moved and Mr. Johnson seconded approval of Resolution 18-03, to request District participation in the Washington State Department of Retirement Services Deferred Compensation Program (DCP). In response to a query from Mr. Craig, Ms. Costa said the DCP through the Department of Retirement Services provides an additional option for staff, and both plans offer an array of saving options. The District does not contribute to either plan. In response to Mr. Teterud, Mr. Knorr said adding an additional option for staff will not administratively affect the plan currently in place. He will report on the number of current DCP plan participants at the next meeting.

There was no further discussion.

The motion was approved.

New Business
Collection
Development Policy
(Item III.D.2.)

COLLECTION DEVELOPMENT POLICY. Mr. Johnson moved and Mr. Teterud seconded approval of the Collection Development policy, as revised. Ms. Sharps said suggested changes involved only semantics, along with the addition of a boilerplate statement regarding the District policy appeal process. If approved, the latter statement will be added to all policies.

There was no further discussion.

The motion was approved.

New Business
Gifts Policy
(Item III.D.3.)

GIFTS POLICY. Ms. Thompson moved and Mr. Johnson seconded approval of the Gifts policy, as revised. Mr. Roewe said the policy was revised in tandem with formation of the new Naming and Recognition policy, with suggested changes based on recommendations from attorney Cindy McMullen. In response to Mr. Craig's query about the Gifts policy purpose statement, Mr. Roewe said Ms. McMullen recommended that the language remain to give the District maximum flexibility and strength of position when it solicits gifts. In response to Mr. Teterud's query, Mr. Roewe said the District accepts no responsibility for establishing or verifying value of any donation for charitable tax purposes. It was also noted that only the Board of Trustees has the authority to accept gifts of real property or personal property with value of \$5,000 or more. In response to Mr. Johnson, Mr. Roewe said the District regularly receives donations under \$5,000. Mr. Knorr commented that donations from the Diane E. Zahand Memorial Fund come closest to the threshold amount for Board review.

New Business
Naming and
Recognition Policy
(Item III.D.4.)

NAMING AND RECOGNITION POLICY. Mr. Teterud moved and Ms. Thompson seconded approval of the Naming and Recognition policy, as presented. Ms. Baker said the addition of this policy was in preparation for the

**New Business
Naming and
Recognition Policy
(Item III.D.4.)**

upcoming capital campaign for new Spokane Valley libraries and other future fundraising projects to honor donors to the District. The policy will ensure all naming practices will follow a consistent methodology and reflect the District's mission. Mr. Roewe said although this is a new direction for the District, it is not uncommon throughout the state for libraries and other public entities to offer naming rights in recognition of financial donations to a project. Mr. Roewe noted this policy was also reviewed by Ms. McMullen. Mr. Craig commented that this policy was established in response to the District's intent to carry out future construction at the lowest cost possible. There was no further discussion.

**New Business
Reappointment of
Trustee
(Item III.D.5.)**

REAPPOINTMENT OF TRUSTEE DISCUSSION. Ms. Thompson moved and Mr. Teterud seconded to approve a recommendation to the Spokane County Board of Commissioners to reappoint Trustee John Craig to a second five-year term, effective January 1, 2019.

AYES, and in favor thereof, Trustees: Mark Johnson, Wesley Teterud, and Kristin Thompson.

NAYS, Trustees: None.

ABSENT, Trustees: Sonja Carlson.

ABSTAIN, Trustees: John Craig.

Vice Chair Johnson expressed appreciation to Mr. Craig for serving as board chair for two years and said he anticipates his being able to continue as chair into the future. Trustees expressed approval toward Mr. Craig's continued leadership.

There was no further discussion.

The motion was approved.

**Overview –
Intellectual
Freedom
(Item III.E.)**

INTELLECTUAL FREEDOM. Collection Development librarians Sheri Boggs and Cheryl Zobel provided an overview of intellectual freedom. They defined intellectual freedom and how it applies to the work of the Library District. Ms. Boggs said the District's mission and collection development philosophy are carried out by its 11 popular materials libraries. Items are on display and highly visible on purpose, to emphasize the ever-changing informational and recreational viewing and listening needs of the community. Open access to ideas, materials, meeting rooms, libraries, information and entertainment, a key principle of intellectual freedom, guides the work of staff. Ms. Boggs pointed out that intellectual freedom is guaranteed by the First Amendment, a core value of the library profession, and a basic right of a democratic society. Ms. Zobel described practical application of intellectual freedom and how its concepts drive selection of materials, along with the Board-approved Collection Development policy and internal Adult and Youth Collection Guidelines. The ultimate goal is to achieve a library collection to reflect diversity of customer interests and values at all times. If a customer is not satisfied with an item in the library

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Overview – Intellectual Freedom (Item III.E.)

collection, Ms. Zobel said the Request for Review process begins by staff listening respectfully and responsively to the customer. If a Request for Review of Library Materials form is submitted to Collection Services by a District customer, the Collection Development Director will respond within 14 days. A complete review of the item will be completed prior to a decision to keep the item in collection, remove the item, or move it to a different location. Ms. Zobel said these procedures also apply to programming, displays, exhibits and meeting rooms. Ms. Boggs noted principles of intellectual freedom are part of an ongoing national conversation. According to the American Library Association, there are nearly 30 ways in which intellectual freedom can and should be interpreted, including net neutrality. In response to Mr. Johnson's query, Ms. Sharps said approximately three to four Request for Review of Library Materials forms are received annually. However, conversations regularly occur between customers and staff to resolve questions or concerns quickly and in person. Ms. Sharps said a change in location or shift in shelving can often readily resolve an issue regarding an item. Trustees expressed thanks for the informative report. 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 September meeting will be held at Cheney Library. Among other items, the agenda will include a levy lid lift update, resolution to join Municipal Research and Services Center, review of two policies, an overview of workplace diversity and inclusion, a Stories Off the Page spotlight, and an executive session to review the performance of a public employee. There was no further discussion.

Trustees' Reports (Item V.A.)

There were no reports.

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

The Executive Director's written report for July 2018, provided prior to the meeting, included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. In response to an earlier question from Mr. Craig, Mr. Roewe explained transition from the Volunteer Program to a future Literacy Program, to best support continued success of the Reading Buddies program as well as other District literacy programs. With the recent departure of former Volunteer Program Manager Jamie Van Wormer, the District seeks to soon hire with the existing FTE a Literacy Program Coordinator. In response to Mr. Teterud regarding Mr. Roewe's attendance at a Greater Spokane Valley Chamber of Commerce meeting, Mr. Roewe said the update from the Spokane County Commissioners included information regarding the Amazon distribution center project on the West Plains, and that its location in a joint city of Spokane/Spokane County Public Development Authority (PDA) precludes annexation for at least a 20-year period. While such projects will not change the levy lid lift trajectory for the District, development in the area has a positive impact on the District. There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for July 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, July 2018
(Item V.D.)**

Communication & Development Director Jane Baker provided a written report prior to the meeting for July 2018 communication activities. In addition, Ms. Baker introduced Development Manager Jill-Lynn Nunemaker who began in June and has since been busy in her new position. Trustees welcomed Ms. Nunemaker. There was no further discussion.

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

Revenue and Expenditure Statement through July 31, 2018.

<u>Fund 001</u>	
Revenues	\$ 6,930,112
Expenditures	\$ 7,449,256
Ending Fund Balance	\$ 4,660,479
Fund Budget Expended	59.92%

Mr. Knorr reported all bids for siding replacement at Otis Orchards Library significantly exceeded projections and were rejected. Mr. Roewe said the results speak to the currently busy and competitive regional construction market. Mr. Johnson suggested January as a better time to seek bids. There was no further discussion.

**Spotlight
Community
Engagement
(Item V.F.)**

Managing Librarian-Strategic Initiatives Amber Williams presented a spotlight on the tools staff have used and will use again to engage with the community to ultimately inform development of the 2019-2021 Community Engagement Plan (CEP). Ms. Williams reviewed the inception of the CEP, referencing the ALA Libraries Transforming Communities grant received by the District in 2014, and subsequent Harwood Institute community engagement training for staff in Denver, CO. Following creation of a Community Impact Plan in 2015, staff utilized the same community engagement tools to create the 2016-2018 CEP. In preparation for the next phase of the plan, since spring, staff has facilitated conversations with use of two tools to engage with area residents: the Ask Exercise, four questions for one-on-one conversations, and Community Conversation, for in-depth group conversations. Ms. Williams noted none of the questions asked during these conversations has to do with the library, as the focus is community and what libraries can provide to assist with desired community transformation. The future timeline for the next plan includes input from staff, and presentations of the first and second plan drafts to the Board of Trustees for its approval before implementation in January 2019. In addition, Mr. Roewe pointed out SCLD was one of only 10 libraries nationwide selected as a grant recipient. Four years later, community engagement is no longer what we do, now it is how we do all of our work to ensure it is both true to our mission and responsive to the aspirations and needs of our community. A new Trustee at the time,

**Spotlight
Community
Engagement
(Item V.F.)**

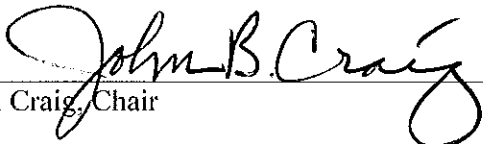
Ms. Thompson said the concept of community engagement initially felt unfamiliar, yet it has been neat to see use of the process grow and mature, as well as the resulting culture shift. Ms. Williams expressed testament to the contributions of community librarians and their knowledge of communities. Trustees expressed thanks for the informative report. There was no further discussion.

**Public
Comment
(Item VI.)**

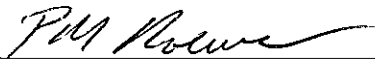
Jan Ager Karel, Jeanne Ager, and Lisa Regehr of Ager Consulting, Spokane, introduced themselves and commented they were eager to learn more about SCLD, its Board of Trustees and role in community engagement. Ms. Ager, who has an extensive history of philanthropy in the region, noted the importance of community engagement in fundraising. She also expressed her view that libraries are primed for engagement and fundraising, with great leaders in the region from whom to draw opportunities. Mr. Craig expressed appreciation for the guests' visit and their favorable comments about SCLD and libraries. There was no further public comment.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 4:56 p.m. The next Board Meeting is scheduled for Tuesday, September 18, 2018, at 4:00 p.m., in the public meeting room at Cheney Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees