

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: OCTOBER 16, 2018**

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The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Spokane Valley Library, 12004 E. Main Ave., Spokane Valley, WA, at 4:00 p.m., Tuesday, October 16, 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; Andrea Clayton, Library Page; Kristy Bateman, Library Operations Manager; Tammy Henry, Librarian; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Jill Nunemaker, Development Manager; Heidi Pickens, Public Services Associate; Caitlin Wheeler, Library Supervisor; and Patty Franz, Executive Assistant.

**Guests:** None.

**Call to Order (Item I.)** Chair John Craig called the meeting to order at 4:10 p.m., and welcomed everyone in attendance.

**Agenda (Item II.)** Ms. Carlson moved and Ms. Thompson seconded approval of the agenda. The motion was approved.

**Approval of Sept. 18, 2018, Regular Meeting Minutes (Item III.A.)** Mr. Craig called for corrections to the September 18, 2018, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Sept. - L01	54572-54707 and W00591-W00598	\$548,500.03	\$548,500.03
	09102018PR and 09252018PR	\$389,766.73	\$389,766.73
L01		Total	\$938,266.76

There was no discussion.

The motion was approved.

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**Unfinished Business  
Levy Lid Lift Update  
(Item III.C.)**

LEVY LID LIFT UPDATE. Mr. Roewe presented key findings from a recent survey conducted by Strategic Research Associates regarding public perception of libraries. The purpose of the survey was to evaluate preferred media sources and general opinions of Spokane County residents to guide future library decision-making. Mr. Roewe said overall among the 300-plus respondents, support for libraries was substantive.

There was no further discussion.

**New Business  
Janitorial Services  
Contract Award  
(Item III.D.1.)**

JANITORIAL SERVICES CONTRACT AWARD. Ms. Carlson moved and Mr. Craig seconded approval of the Janitorial Services contract award to Argus Janitorial for one year, effective January 1, 2019, through December 31, 2019, with potential for four (4) additional one-year extensions. Mr. Knorr reported there were three respondents to the Request for Proposals announced in September. The bids were ranked and selection was based on quantitative and qualitative results for which Mr. Knorr distributed summarized copies. Argus Janitorial was determined to have the most responsive bid. He noted local governments have no statutory requirements for janitorial services, yet are subject to prevailing wage rates. Mr. Roewe said the current contract is for one year and the District exercised its option to not extend the contract for the fifth and final year before going out for bids. In response to Mr. Craig's query, Mr. Knorr said there was not a breach of the current contract, yet resolution of issues could have been more satisfactory. The optimum goal was to have clean and welcoming facilities for customers and staff.

There was no further discussion.

The motion was approved.

**New Business  
2018 Preliminary  
Budget  
(Item III.D.2a-d.)**

2019 PRELIMINARY BUDGET. Via PowerPoint, CFO Rick Knorr summarized development of the preliminary budget for 2019. He noted the preliminary budget for next year was formulated on the approved 2018 budget, as well as the anticipated final budget results for this year. Mr. Knorr reviewed the revenue summary for 2019 comprised of property taxes, contract city payments, fines and fees, E-rate, Interest earnings and Other, and grants and donations. Mr. Knorr pointed property tax revenue and District assessed values increased by 3 and 9.1 percent respectively, and said he anticipates an additional increase in state assessed values as well. He noted sizable TIF reductions again next year. Mr. Knorr reviewed the effect of assessed-value increases on future levy rates relative to the need for a potential levy lid lift to support current operational costs by 2020. He further reviewed budgeted General Fund expenses for 2019, comprised of salaries, benefits, supplies, services, library materials, capital, library programs and contingency, noting 85 percent of expenses are locked in. He also noted that next year represents the first full year accommodation of the compensation plan approved by the Board in September 2017. He pointed out minimum wage will increase to \$12 per hour, and also in January 2019, the District will be required to collect premiums for the new Washington State Paid Family and Medical Leave

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**New Business  
2018 Preliminary  
Budget  
(Item III.D.2a-d.)**

program, although the state paid-benefits program will not commence until 2020. For 2019, the employee premium is set at .263% and the employer premium at .137%, for a total of .4% of eligible wages.

PUBLIC HEARING ON AUTHORIZED 2019 PROPERTY TAX REVENUE AND OTHER REVENUES. Mr. Craig called the Public Hearing on Authorized 2019 Property Tax Revenue and Other Revenues to order at 4:30 p.m. and called for public testimony. There was no testimony. The hearing closed at 4:31 p.m.

ORGANIZATIONAL MEMBERSHIPS REVIEW. Ms. Thompson moved and Mr. Teterud seconded to approve inclusion of the presented organizational memberships and associated fees in the 2019 General Operating Fund. Discussion ensued among staff and Trustees regarding the value of various professional memberships and community and business organizational memberships. Mr. Roewe clarified the purpose and differences of industry-related organizations, and noted the groups are complementary, yet distinct. There is no overlap or redundancy among them. He pointed out membership to Executive Women International was omitted from the 2019 budget because of recent staff changes and new plans for District literacy programs.

There was no further discussion.

The motion was approved.

BOARD DIRECTION. Trustees agreed by consensus for staff to go forward with planning for the 2019 budget as discussed. Staff will include a cost-of-living salary adjustment of 2.88 percent for eligible employees in the 2019 preliminary budget update scheduled for November. This adjustment matches the inflation rate of 2.88 percent as defined by CPI-W in August 2018. In regard to the new Washington State Paid Family and Medical Leave program, it was agreed the District will pay both employer and employee premiums for 2019, with payment of future employee premiums undecided.

**New Business  
Friends of the  
Library Policy  
(Item III.D.3.)**

FRIENDS OF THE LIBRARY POLICY. Ms. Carlson moved and Ms. Thompson seconded approval of the Friends of the Library policy, as revised. Ms. Baker said upon scheduled review of the current policy, it was found to represent operations of the Friends as a separate entity to support the District; thus, only nomenclature was revised for clarity. Mr. Roewe said suggested revisions reflect a streamlined policy, as there were no changes regarding operations of the Friends.

There was no further discussion.

The motion was approved.

**New Business  
Use of 3D Printers  
Policy  
(Item III.D.4.)**

USE OF 3D PRINTERS POLICY. Mr. Teterud moved and Ms. Carlson seconded approval of suggested changes to the Use of 3D Printers policy. Mr. Roewe reviewed suggested changes and reported the policy was also reviewed by District legal counsel, Cindy McMullen, and Dan Antonietti, the District's agent at PayneWest Insurance. Mr. Roewe pointed out that although recent

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**New Business  
Use of 3D Printers  
Policy  
(Item III.D.4.)**

news about 3D-printed items does not apply to the District's process or machinery, those who submit a job must first agree to comply with the policy. Mr. Roewe also noted the primary policy revision was to add a disclaimer that states the District may not be held responsible for use of a 3D-printed item.

There was no further discussion.

The motion was approved.

**Overview –  
Guidelines for Local  
Government  
Agencies in Election  
Campaigns  
(Item III.E.)**

GUIDELINES FOR LOCAL GOVERNMENT AGENCIES IN ELECTION CAMPAIGNS. Executive Director Patrick Roewe provided an overview of guidelines for local government agencies in election campaigns. He reviewed various Revised Code of Washington (RCW) laws and agency rules, Washington Administrative Code (WAC) rules, and Public Disclosure Commission (PDC) basic principles and guidelines. He also reviewed specific examples of activities permitted and those not permitted by the PDC for persons of various titles or groups, including agency employees. Mr. Roewe noted the purpose of the PDC guidelines is to keep campaign activities equitable and honest. Mr. Roewe pointed out RCW 42.17.155 states facilities, including staff, of a public agency cannot be used as a resource to fund an election campaign, and defined normal and regular conduct/activities according to Administrative Rules: WAC 390-05-271, all enforced by the PDC. Mr. Roewe said that according to PDC guidelines, one jurisdiction-wide objective and fair presentation of the facts per ballot measure is appropriate. Other means of communicating with voters is also permissible, so long as such communications are part of the normal and regular activities of the agency. In response to queries from Trustees, Mr. Roewe said the PDC monitors campaigns by responding to complaints. He clarified that Trustees can speak or write a letter to the editor about a campaign only on their own behalf, not on behalf of an agency, and an appointed board cannot express support for its own ballot issue in a public meeting. In response to Mr. Teterud's query, Ms. Baker said she plans to explore the potential for a future library campaign to become part of a Voters Pamphlet. Trustees expressed appreciation for the informative presentation.

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 November and December meetings will be held at Argonne Library. Among other items for next month, the agenda will include a potential levy lid lift update, an update on the 2019 preliminary budget, review of two policies, review of the draft Community Engagement Plan 2019-2021, an overview of staff training, and spotlight on The BookEnd. There was no further discussion.

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

Ms. Thompson announced she will soon begin new employment at Washington Trust Bank as a trust officer. There were no other reports.

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

The Executive Director's written report for September 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 reported Cindy McMullen, legal counsel to the District, recently announced she will retire at year end. Mr. Roewe expressed appreciation for Ms. McMullen's responsiveness and support over the past year and wished her well in retirement. Ms. Thompson offered her future input regarding legal counsel replacement. There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for September 2018, with data for customer use measures, programming, and library activities. Ms. Bateman had nothing to further to add, and there were no questions. There was no further discussion.

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

Communication & Development Director Jane Baker provided a written report prior to the meeting for September 2018 communication activities. Ms. Baker had nothing further to add, and there were no questions. There was no further discussion.

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

Revenue and Expenditure Statement through September 30, 2018.

<u>Fund 001</u>	
Revenues	\$ 7,343,538
Expenditures	\$ 9,024,615
Ending Fund Balance	\$ 3,098,546
Fund Budget Expended	72.60%

Mr. Knorr noted the budget is on schedule for the year. There was no further discussion.

**Spotlight  
Otis Orchards  
Library  
(Item V.F.)**

New Library Supervisor Caitlin Wheeler introduced herself to the Board, and Librarian Tammy Henry provided a spotlight on Otis Orchards Library. Ms. Henry reported over the past year staff has hosted Storytimes and learning activities for children and students, provided reference and reader's advisory services, connected regularly with East Valley schools, checked out 550 seed packets, and hosted well-attended concerts and classes. She noted the all-ages Storytime had such large attendance a second was added. Staff also read to over 300 children last year during visits to three local daycares and four ECEAPs in the East Valley School District. An after-school program was offered to all ages, where a variety of STEM, art, literacy, and LEGO programs were featured each week. Special events included Green Thumb Thursday, a celebration of Dr. Seuss and Harry Potter STEM. Each fall, third graders from Otis Orchards Elementary visit the library for a tour, library cards, and to check out books. The students then return at the end of the school year to participate in Book Tasting, an event that provides an opportunity for students to pick up books for summer reading they might not have otherwise discovered. Staff also connects with

**Spotlight**  
**Otis Orchards**  
**Library**  
**(Item V.F.)**


other grade levels at Otis Orchards as well as students in the East Valley School District. Radical Rick and the Escape Room presented by the District's Education and Enrichment team have been popular with tweens. Gardening programs are well attended at Otis Orchards and the Seed Library continues to be popular. A produce swap was added and had a successful second year. Staff also made a new community connection this year with the recently opened Otis Fitness. Friends of the Library sponsored a senior fitness class in June, and in January another fitness class geared toward New Year resolutions will be offered. Ms. Thompson commented how pleased she was to hear about the success of the Seed Library. Trustees expressed appreciation for the update on Otis Orchards Library. There was no further discussion.


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

There was no public comment.

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

Chair Craig adjourned the meeting at 5:59 p.m. The next Board Meeting is scheduled for Tuesday, November 20, 2018, at 4:00 p.m., in the public meeting room at Argonne Library.

  
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John Craig, Chair

  
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Patrick Roewe, Secretary to the Board of Trustees