

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: NOVEMBER 20, 2018**

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The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 4:00 p.m., Tuesday, November 20, 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; Kristy Bateman, Library Operations Manager; Toni Costa, Human Resources Director; Katie Hannan, Public Services Associate; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Jill Nunemaker, Development Manager; Andrea Sharps, Collection Development Director; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; 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 4:00 p.m., and welcomed everyone in attendance.

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

**Approval of Oct. 16, 2018, Regular Meeting Minutes (Item III.A.)** Mr. Craig called for corrections to the October 16, 2018, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Oct. - L01	54708-54867 and W00600-W00611	\$672,433.98	\$672,433.98
	10102018PR and 10252018PR	\$369,964.60	\$369,964.60
L01		Total	\$1,042,398.58

There was no discussion.

The motion was approved.

**Unfinished Business  
Levy Lid Lift Update  
(Item III.C.1)**

POTENTIAL LEVY LID LIFT UPDATE. Mr. Roewe presented overviews of funding priorities should a future ballot issue pass, as well as budget contingencies should it fail. A successful ballot issue will ensure operational and financial sustainability, stable delivery of library services, increased capital reserves for future needs, and updated facilities for greater facilitation of customer use over the next 10 years. Should a future ballot issue fail, Mr. Roewe said the District would need to respond to budgetary shortfalls as soon as 2020. He noted the impact on services could include reductions in open hours, library materials, programs, and staff. The breadth and depth of reductions would depend on the duration and dollar amount of annual shortfalls. Meanwhile, staff will prepare to ensure the successful passage of a potential future levy lid lift. There was no further discussion.

**Unfinished Business  
2019 Preliminary  
Budget Update  
(Items III.C.2.a-e)**

2019 PRELIMINARY BUDGET UPDATE.  
Via PowerPoint, Finance Director Rick Knorr summarized changes and development of the 2019 budget since the last meeting. For the expense side, Mr. Knorr explained the budget update shows lower total salaries based on a more complete review and forecast of staffing needs. A board-approved COLA increase of 2.88 percent was factored in, as well as the minimum wage increase from \$11.50 to \$12 per hour. Payroll taxes and benefits increased by \$32,100; an increase mostly attributed to the new state-required Paid Family and Medical Leave premium. The 2019 employee medical insurance rate for Kaiser Permanente, paid in full by the District, increased by 7.3 percent. Tax revenue was projected higher due to new construction valuation reported by the Assessor's Office. Mr. Knorr also noted the contingency budget was decreased to balance the budget. In response to Mr. Craig's query, Mr. Knorr explained the significant cost increase of grounds maintenance was impacted by the state prevailing wage more so than the increase in minimum wage.

Having recently attended the annual GSI Economic Forecast, Mr. Knorr reviewed how regional population growth and increased cost of real estate could affect the District. He added that although the labor market is tight, entry-level positions remain attractive to applicants, which can be viewed positively for what the District has to offer.

Mr. Knorr stated that based on the forecast, anticipated population growth and continued property tax increases will further impact and reduce future levy rates.

Regarding capital expenses, Mr. Knorr said next month further information will be provided regarding potential roof replacement at Argonne Library, an estimated expense of approximately \$200,000.

There was no further discussion.

**Unfinished Business**  
**2019 Preliminary**  
**Budget Update**  
**(Items III.C.2.a-e)**

COST OF LIVING ADJUSTMENT (COLA) FOR 2019. Ms. Carlson moved and Ms. Thompson seconded to approve a Cost of Living Adjustment of 2.88 percent for eligible District staff in 2019.

There was no discussion.

The motion was unanimously approved.

ADOPTING A 2019 PRELIMINARY BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION No. 18-05).

Ms. Thompson moved and Mr. Johnson seconded that Resolution No. 18-05, Adopting a 2019 Preliminary Budget and Certifying it to the Board of County Commissioners, be adopted.

RESOLUTION No. 18-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2019 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2019 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no discussion.

The motion was unanimously approved.

AUTHORIZING 2018 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2019 (RESOLUTION No. 18-06). Mr. Teterud moved and Ms. Thompson seconded that Resolution No. 18-06, Authorizing a 2018 Property Tax Levy Increase for Collection in 2019, be adopted. The resolution authorizes an increase in the regular property tax levy to be collected in 2019 in the amount of \$125,500, which is a percentage increase of 1.077% from the previous year.

RESOLUTION No. 18-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2018 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2019; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

There was no discussion.

The motion was unanimously approved.

LEVYING THE REGULAR PROPERTY TAXES FOR SCLD FOR COLLECTION IN 2019 (RESOLUTION No. 18-07). Ms. Thompson moved and Ms. Carlson seconded that Resolution No. 18-07, Levying the Regular Property Taxes for SCLD for Collection in 2019, be adopted.

**Unfinished Business**  
**2019 Preliminary**  
**Budget Update**  
**(Items III.C.2.a-e)**

RESOLUTION No. 18-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2019 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2019 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no discussion.

The motion was unanimously approved.

BOARD DIRECTION TO STAFF. Trustees indicated they were satisfied with the balanced budget for 2019. Mr. Roewe expressed thanks to Mr. Knorr for revamping the budget after the recent receipt of revised figures from the Assessor's Office. There was no further discussion.

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

PERSONNEL POLICY. Mr. Johnson moved and Mr. Teterud seconded approval of Personnel Policy changes, as revised. Suggested changes were made to HR5-Leave, HR8-Equal Employment Opportunity, a new policy, and HR10-Harassment & Bullying, renamed and updated using Federal Equal Employment Opportunity language. Recommended changes were intended to document, clarify or expand on current practice and to further separate District policies from procedures. All presented policies included the addition of standardized language to reflect federal, state, and local laws regarding employment practices, as well as the recently updated District boilerplate disclaimer. Ms. Costa pointed out the revised thresholds of hours to meet criteria for vacation leave cash out in Section 5.2-Vacation Leave. Mr. Roewe added that longtime staff are encouraged to take leave, so as to not be penalized for their diligence. In response to Mr. Johnson's query, Mr. Knorr said approximately 20 staff qualify for vacation leave cash out. In Section 5.5-Shared Leave, thresholds of hours were also revised as criteria for leave donation. In response to Mr. Teterud's query regarding use of Administrative Leave, Mr. Roewe said an example would be any significant event that disrupts routine operations, such as Windstorm 2015, when several facilities experienced power outages and were unable to open. Further queries and discussion ensued regarding bereavement, medical, and military leave, for which Ms. Costa responded. Mr. Craig said he thought new Section HR10 - Harassment & Bullying was clear and concise, and unequivocally stated that harassment of any kind would not be tolerated.

There was no further discussion.

The motion was unanimously approved.

**New Business  
Volunteer Program  
Policy  
(Item III.D.2.)**

VOLUNTEER PROGRAM POLICY. Ms. Carlson moved and Mr. Johnson seconded approval of suggested changes to the Volunteer policy. Ms. Costa said the suggested changes added criteria related to volunteering for the District, and clarified an established program and policy.

There was no further discussion.

The motion was approved.

**New Business  
Computer, Wireless  
Network and  
Internet Use Policy  
(Item III.D.3.)**

COMPUTER, WIRELESS NETWORK AND INTERNET USE POLICY. Mr. Teterud moved and Ms. Thompson seconded approval of the Computer, Wireless Network and Internet Use policy, as revised.

Mr. Roewe extended thanks to Ms. Costa and Mr. Stumbough for their work on the two revised policies.

There was no further discussion.

The motion was approved.

**New Business  
2019-2021 Draft  
CEP Initial Findings  
(Item III.D.4.)**

2019-2021 DRAFT COMMUNITY ENGAGEMENT PLAN – INITIAL FINDINGS. Managing Librarian for Strategic Initiatives Amber Williams presented findings from the first phase of community feedback that will ultimately inform the Community Engagement Plan (CEP) for 2019-2021. Ms. Williams summarized results from 33 community conversations, and presented a draft of future strategic direction for the District based on those results, as identified by staff. Mr. Roewe said although Ms. Williams and other librarians have accomplished what was scheduled to date, they have requested approval of an extension to conduct a second round of community engagement in order to verify the initial findings. By consensus, the Board gave approval for the extension. A final CEP will be presented for approval in the spring. There was no further discussion.

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

STAFF TRAINING OVERVIEW. Human Resources Director Toni Costa presented an overview of training provided to District staff this year and training plans for 2019. Ms. Costa noted benefits of a comprehensive training program include engagement and reduced turnover, and employees are more apt to consider and recommend the District as a good place to work. Training also improves job performance and satisfaction, helps to ensure consistency across the District, and is used to meet legal requirements. Changes implemented this year include use of staff to train other staff, implementation of more online training, program customization, and collaboration with local partners for specialty training; e.g., the Spokane County Sheriff's Office. In response to Mr. Teterud's query regarding supervisory training, Ms. Costa said the District curriculum was customized and created in-house, yet based on Google curriculum. In response to Ms. Carlson's query regarding District first aid training, Ms. Costa said CPR was not included because of proximity to medical care, yet a group CPR class may be held in the future. In addition to the array of programs now

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

offered, Ms. Costa said training plans for next year include more interviewing skills for current staff, Leadership Academy, Personal Safety, Active Shooter, All Staff Day, and more. 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 December meeting at Argonne Library. Among other items, the agenda will include a potential levy lid lift update, 2019 final budget and resolution, 2018 Work Plan review, and preview of the 2019 Work Plan, Board of Trustees' election of officers and approval of the 2019 meeting and locations schedule. In response to Mr. Craig's query, Mr. Roewe said a proposed schedule with more information about meeting agendas for next year will be presented next month. Trustees indicated they were in favor of visiting all libraries again next year. There was no further discussion.

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

In response to Mr. Craig's query, Trustees indicated they would like Mr. Craig and Mr. Roewe to continue their efforts to modify departmental reports, which have made reports more concise and meeting preparation more manageable.

Mr. Craig reported on his recent attendance at the WLA Annual Conference held in Yakima, WA, Oct. 17-20, and shared details from conference sessions of potential value to future District operations. There were no other reports.

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

The Executive Director's written report for October 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 discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for October 2018, with data for customer use measures, programming, and library activities. Mr. Stumbough pointed out the new title and modified format of the report. There was no further discussion.

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

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

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

Revenue and Expenditure Statement through October 31, 2018.

<u>Fund 001</u>	
Revenues	\$ 11,529,674
Expenditures	\$ 10,423,061
Ending Fund Balance	\$ 6,286,236
Fund Budget Expended	80.63%

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

In response to a previous query from Mr. Teterud, Mr. Knorr reported on property tax collections through October, and noted it is possible the District will collect only 99 percent of property tax revenue this year. There was no further discussion.

**Spotlight**  
**The BookEnd**  
**(Item V.F.)**

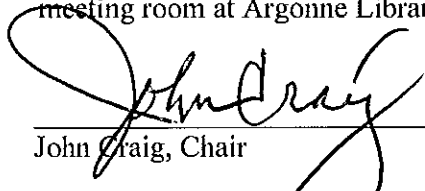
Library Supervisor Caitlin Wheeler provided highlights of The BookEnd (BE), the District's boutique library at Spokane Valley Mall. Ms. Wheeler reported the BE recently held its first all-ages event, Slightly Spooky Storytime in celebration of Halloween. Three days later, 700 people entered the library as participants of trick-or-treating at the mall, where SCLD color-changing pencils were the high point over candy handed out by staff. Ms. Wheeler reported the popular art wall located in a high traffic area inside the library has already been booked through mid-2019. Staff recently expanded the children's section to include another full shelving unit of materials, based on their reevaluation of the library's collection. Ms. Wheeler reported the International Games Week event was well-attended by families who sat down together to enjoy games on Saturday, Nov. 4. She also reported on a positive customer experience involving Spokane Symphony passes made available for free to library customers for the first time this fall, thanks to generous donations from the Friends of the Spokane Library District and Spokane Symphony. Next year, staff looks forward to the arrival of giant games and blocks scheduled on rotation at libraries, more drop-in programming, and possibly more regular programs as well. After a year and a half in the mall, staff can select the best possible services to customers based on trends thus far. In response to Mr. Teterud's query about BE signage, Ms. Baker said a branded welcome mat was ordered, of which Ms. Wheeler said is now in place and working well. Mr. Roewe said new window signage was also placed next to the front door. Trustees expressed appreciation for the update on The BookEnd. There was no further discussion.


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

There was no public comment.

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

Chair Craig adjourned the meeting at 5:32 p.m. The next Board Meeting is scheduled for Tuesday, December 18, 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