

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: DECEMBER 18, 2018**

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, December 18, 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; Rick Knorr, Finance Director; Stacey Goddard, Library Services Manager; Aileen Luppert, Managing Librarian; Andrea Sharps, Collection Development Director; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; and Patty Franz, Executive Assistant.

Guests: Jewell Smith, Spokane.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:04 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 Nov. 20, 2018, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the November 20, 2018, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Nov. - L01	54868-54985 and W00609-W00610 & W00612-W00619	\$552,333.22	\$552,333.22
	11092018PR and 11212018PR	\$391,691.85	\$391,691.85
L01		Total	\$944,025.07

There was no discussion.

The motion was approved.

Minutes - Board of Trustees' Meeting

December 18, 2018

Page 2

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

POTENTIAL LEVY LID LIFT UPDATE. Mr. Roewe said planning continues toward a potential levy lid lift election in 2019. The District was informed that a political action committee has been established and work is underway. There was no further discussion.

**Unfinished Business
2019 Final Budget
(Items III.C.2.a)**

2019 FINAL BUDGET (RESOLUTION NO. 18-08). Finance Director Rick Knorr pointed out there were no changes to the final General Fund or Capital Projects Fund budgets since approval of the preliminary budget in November. Mr. Knorr additionally reported he was informed by the Spokane County Treasurer's Office that an additional property tax refund of approximately \$74,000 was calculated for 2018 and is now available. As is common practice, Mr. Knorr requested that the refund amount be added to the District's 2019 levy. Regarding future capital expenses, next month Mr. Knorr will provide further information regarding potential roof replacement at Argonne Library. He said with Board approval, funds from the anticipated budget surplus for this year could be transferred and set aside to go toward the roofing project. Chair Craig said the District is fortunate to have surplus funds to cover the cost. Trustees directed staff to prepare a resolution to move the funds at Mr. Knorr's convenience. Mr. Roewe said staff will know more about the 2018 surplus in January and will follow through thereafter.

ADOPTING A 2019 FINAL BUDGET (RESOLUTION NO. 18-08). Mr. Johnson moved and Mr. Teterud seconded that Resolution 18-08, Adopting a 2019 Final Budget, be adopted.

RESOLUTION NO. 18-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2019 FINAL BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no further discussion.

The motion was approved.

**Unfinished Business
2018 Work Plan
(Items III.C.3)**

2018 WORK PLAN – YEAR IN REVIEW. Mr. Roewe said resources were put toward completion of critical objectives, and objectives with less urgency will be carried forward into 2019. In response to Mr. Teterud's query, Mr. Roewe said August ballot returns demonstrate the timing of an election is less important now than in the past. In 2019, voters would have a 19-day window to return ballots, with pre-paid postage now included. There was no further discussion.

Mr. Craig called for a brief recess at 4:15 p.m. The meeting resumed at 4:22 p.m.

**Public Comment
(Moved from
Agenda Item VI.)**

Spokane resident Jewell Smith introduced herself and her dog, Jay, a service animal. Ms. Smith said Jay is obedient and provides a vital service in regard to her health and well-being. She asked the Board of Trustees if something

Minutes - Board of Trustees' Meeting

December 18, 2018

Page 3

**Public Comment
(Moved from
Agenda Item VI.)**

could be done to help convey the importance of service animals to the public, so as to not be prevented from entering area businesses. Mr. Roewe asked if she had experienced such issues at any District libraries, to which Ms. Smith said she had not. In response, Mr. Roewe said District staff has been trained to accommodate service animals, and verbal confirmation serves as adequate proof of service animal status. He said Ms. Smith and Jay are welcome in all District libraries. There was no further discussion.

The meeting agenda resumed at 4:29 p.m.

**New Business
2019 Work Plan
(Item III.D.1.)**

2019 WORK PLAN. Mr. Roewe said a potential levy lid lift and capital campaign are two main initiatives for next year. In response to Mr. Craig's request, Mr. Roewe reported a feasibility study will begin in January to assess fundraising potential of the District and will be the basis for a subsequent capital campaign. There was no further discussion.

**New Business
Bulletin Boards and
Community Interest
Publications Policy
(Item III.D.2.)**

BULLETIN BOARDS AND COMMUNITY INTEREST PUBLICATIONS POLICY. Ms. Thompson moved and Mr. Johnson seconded approval of the Bulletin Boards and Community Interest Publications policy, as revised. Ms. Baker said residents have been pleased with materials distribution provided by the District, so there were no procedural changes to the policy.

There was no further discussion.

The motion was approved.

**New Business
2019 Meeting
Schedule
(Item III.D.3.)**

2019 MEETING SCHEDULE/LOCATIONS AND POLICIES REVIEW. MR. Teterud moved and Ms. Thompson seconded approval of the 2019 Board of Trustees' meeting schedule. Mr. Craig noted future openings are available for additional spotlight content to be determined throughout the year as needed. Mr. Roewe pointed out that 10 libraries will be meeting venues again next year, with spotlights continued biannually. Ms. Thompson was pre-excused from the February meeting.

There was no further discussion.

The motion was approved.

**New Business
2019 Board of
Trustees' Officers
Election
(Item III.D.4.)**

2019 BOARD OF TRUSTEES' OFFICERS ELECTION. Mr. Johnson motioned to nominate Mr. Craig to serve as chair for the 2019 calendar year, and Ms. Thompson seconded the motion.

There was no further discussion.

The motion was approved, with the abstention of Mr. Craig.

Mr. Teterud motioned to nominate Mr. Johnson to serve as vice chair, and Ms. Thompson seconded the motion.

There was no further discussion.

The motion was approved.

Minutes - Board of Trustees' Meeting

December 18, 2018

Page 4

**New Business
2019 Board of
Trustees' Officers
Election
(Item III.D.4.)**

Messrs. Craig and Johnson expressed their willingness to serve as officers of the Board of Trustees from January 1 through December 31, 2019. There were no questions or comments.

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. Among other items, the agenda for January will include a potential levy lid lift update, review of the Library Meeting Room Use policy, and an overview profile of District staff. He pointed out WLA Library Legislative Day will be held February 6 in Olympia, for which Trustees were invited to attend. There was no further discussion.

**Holiday
Refreshments Break
(Item V.)**

Mr. Craig called for a recess at 4:36 p.m. Trustees, guest, members of the District Leadership Team, and a number of staff gathered for fellowship and light refreshments in celebration of the holiday season. The meeting resumed at 5:07 p.m.

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

There were no reports.

**Executive Director's
Report, Nov. 2018
(Item VI.B.)**

The Executive Director's written report for November 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 Trustees and staff who work each day to provide the District's mission to customers. He also reported the District is close to securing new legal counsel. Following completion of the meeting agenda, Ms. Thompson, also an attorney, will review the engagement letter recently sent to the District by the potential firm. There was no further discussion.

**Operations Report,
Nov. 2018
(Item VI.C.)**

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

**Communication
Report, Nov. 2018
(Item VI.D.)**

Communication & Development Director Jane Baker provided a written report prior to the meeting for November 2018 communication activities. Ms. Baker pointed out the humorous Facebook post provided in the Department's monthly report. Ms. Baker had nothing further to add, and there was no discussion.

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

Revenue and Expenditure Statement through November 30, 2018.

<u>Fund 001</u>	
Revenues	\$ 12,234,186
Expenditures	\$ 11,370,677
Ending Fund Balance	\$ 6,043,131
Fund Budget Expended	91.47%

Minutes - Board of Trustees' Meeting

December 18, 2018

Page 5

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


In response to Mr. Johnson regarding the reduction in property tax revenue, Finance Director Rick Knorr confirmed this was an anomaly, and could have resulted from increased valuations and applications for exemptions. Mr. Roewe further pointed out fines and fees are not producing revenue as in the past and will likely not be a source of revenue in the future. There was no further discussion.

**Public Comment
(Item VI.)**


There was no additional public comment.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:13 p.m. The next Board Meeting is scheduled for Tuesday, January 15, 2019, at 4:00 p.m., in the public meeting room at Argonne Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees