

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JANUARY 15, 2019**

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, January 15, 2019.

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; Rose Guegel, Administrative Assistant; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Andrea Sharps, Collection Development Director; Doug Stumbough, Operations Director; 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.) Mr. Teterud moved and Mr. Johnson seconded approval of the agenda. The motion was approved.

Approval of Dec. 18, 2018, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the December 18, 2018, regular meeting minutes. Mr. Roewe pointed out two clarifying corrections made to the minutes in advance of the meeting. The minutes stand approved as amended.

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

| Fund | Voucher/Payroll Numbers | Subtotal | Total |
|------------|----------------------------------------|--------------|----------------|
| Dec. - L01 | 54986-55146 and W00620-W00628 & W00632 | \$696,155.87 | \$696,155.87 |
| | 12102018PR and 12232018PR | \$378,173.50 | \$378,173.50 |
| L01 | | Total | \$1,074,329.37 |

In response to Mr. Johnson’s query, Operations Director Doug Stumbough said Ednetics provides some network service to the District. He further explained the payment issued was for replacement of an array of network hard drives to enable faster accessibility should there be a hardware failure. There was no further discussion.

The motion was approved.

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

POTENTIAL LEVY LID LIFT UPDATE. Mr. Roewe said the Leadership Team held a retreat this month to map out the coming months in preparation toward a potential levy lid lift election in 2019. He said a resolution will likely be presented to the Board of Trustees at its April meeting, following preliminary discussion in March. There was no further discussion.

New Business Library Meeting Room Use Policy (Item III.D.1.)

LIBRARY MEETING ROOM USE POLICY. Mr. Johnson moved and Ms. Thompson seconded approval of the Library Meeting Room Use policy, as revised. Discussion ensued among Trustees and staff about the policy. Mr. Roewe said the District's Code of Conduct policy addresses appropriate activities and behavior in libraries and was cross-referenced, yet purposely not repeated in the Library Meeting Room Use policy. In response to Mr. Johnson, Mr. Roewe confirmed meeting rooms can be used for political purposes. Mr. Stumbough reiterated there were three suggested changes to the policy, which included an increase in the minimum cleaning/maintenance fee from \$50 to \$100. In response to a Trustee's query regarding collection of the cleaning fee in advance, Mr. Stumbough said collection issues have been rare, only three over the past six years, and noted meeting room users agree in advance by signature to pay the cleaning fee, if necessary. Mr. Roewe said overall the public is respectful of library meeting rooms, yet a cleaning fee increase has become an operational reality to cover actual costs. Given the infrequency of having to assess the cleaning fee, it was determined unnecessary at this time to request payment in advance.

There was no further discussion.

The motion was approved.

Overview District Staff Profile (Item IV.E.)

OVERVIEW DISTRICT STAFF PROFILE. Ms. Costa addressed length of service, turnover, and anonymous exit survey results for 2018, among other aspects of the staff profile. She noted most former employees terminated for reasons unrelated to District operations, policy, or compensation, and cited statistics for those who left for other employment, promotion in their career fields, further education, relocation or retirement. Staff demographics has remained consistent over several years, equally divided among three generations until last year, when the first Generation Z employee became part of District staff. She noted boomers now comprise only 28% of staff. Ms. Costa further reported an online Learning Management System, TalentLMS, was implemented mid-2018. The new platform enables the District to replace manual tracking and paper forms with online automation. It is also used to share updated policies and procedures and implement training courses, with 100 percent staff participation. Ms. Costa thanked Trustees for their support of staff and the District. Trustees thanked Ms. Costa 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. Among other items, the agenda for February will include a potential levy lid lift update, review of the Exhibits and Displays policy, and an overview of Library Giving Day. A Reciprocal Use of Libraries report for 2018 is also

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**Discussion Items,
Possible Action
Future Board
Meeting Agenda
Items (Item IV.A.)**

tentatively scheduled. In regard to upcoming events, Ms. Thompson will join Mr. Roewe in Olympia, February 6, for WLA Library Legislative Day. In response to Mr. Teterud's query, Mr. Roewe said District Leadership Team members will coordinate the Friends of the Library and Volunteer Reception planned for April. There was no further discussion.

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

There were no reports.

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

The Executive Director's written report for December 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. Johnson commented how nice it was to read the recently implemented positive incident reports from Public Services. There was no further discussion.

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

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

**Communication &
Development
Report, Dec. 2018
(Item VI.D.)**

Communication & Development Director Jane Baker provided a written report prior to the meeting for December 2018 communication and development activities. Mr. Teterud congratulated Ms. Baker and the Communication Department on production of another successful edition of Engage magazine. Mr. Craig commented how well Mr. Roewe represented the library district in the January edition of The Current. There was no further discussion.

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

Revenue and Expenditure Statement through December 31, 2018.

| <u>Fund 001</u> | |
|----------------------|---------------|
| Revenues | \$ 12,314,623 |
| Expenditures | \$ 12,459,612 |
| Ending Fund Balance | \$ 5,034,633 |
| Fund Budget Expended | 100.23% |

Mr. Knorr said the final budget figures for 2018 will be presented next month, and discussion of the surplus will be added to the agenda as well. In response to Mr. Craig's query about the future roof project at Argonne Library, Mr. Knorr said he had no updates at this time, nor have there been problems. In reference to recent news, Mr. Teterud said the Idaho Commission of Libraries would see a decreased budget next year, and commented how fortunate the District is to be independent of state funding.

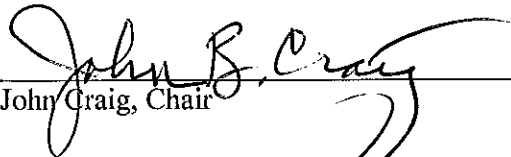
There was no further discussion.

**Public Comment
(Item VI.)**

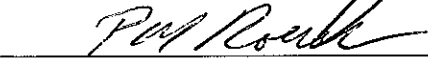
There was no public comment.

Adjournment
(Item VII.)

Chair Craig adjourned the meeting at 4:32 p.m. The next Board Meeting is scheduled for Tuesday, February 19, 2019, at 4:00 p.m., in the public meeting room at North Spokane Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees