

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 19, 2019**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at North Spokane Library, 44 E. Hawthorne Rd., Spokane, WA, at 4:00 p.m., Tuesday, February 19, 2019.

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

Excused: Kristin Thompson - Trustee

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Library Operations Manager; Toni Costa, Human Resources Director; Patrick Hakes, IT Manager; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Jill-Lynn Nunemaker, Development Manager; Jeanne Schrock, Public Services Associate; Andrea Sharps; Collection Development Director; Doug Stumbough, Operations Director; Brian Vander Veen, Managing Librarian; 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 Jan. 15, 2019, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the January 15, 2019, regular meeting minutes. The minutes stand approved as written.

Approval of Jan. 2019, Payment Vouchers (Item III.B.) Mr. Johnson moved and Mr. Teterud seconded approval of the January 2019 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Jan. - L01	55147-55266 and W00629-W00637	\$715,586.90	\$715,586.90
	01102019PR and 01252019PR	\$382,164.80	\$382,164.80
L01		Total	\$1,097,751.70

In response to Mr. Teterud's query regarding the \$3,300 annual bank account analysis fees paid to US Bank, Mr. Knorr said although annual fees are less than in the past, the District continues to pay monthly charges for each of its accounts. He noted on the plus side the District is able to keep all

**Approval of
Jan. 2019,
Payment Vouchers
(Item III.B.)**

of its funds in Spokane County Investment Pool. Mr. Knorr also said he spoke about the fees with his contact at the Spokane County Treasurer's Office who thinks the pricing structure offered by US Bank is a good deal. In regard to the nearly \$67,000 payment to Midwest Tape, Collection Development Director Andrea Sharps said the annual payment includes all audio books and hoopla streaming service for 2019.

There was no further discussion.

The motion was approved.

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

POTENTIAL LEVY LID LIFT UPDATE. Mr. Roewe said preparatory work continues for the potential levy lid lift. Informational visits with staff have begun, and a second round of staff visits is planned for June. Mr. Roewe has been in contact with the Elections Office staff for more information about the ballot proposition process. Communication Department staff are working on informational support material for the August election. Trustees will preview ballot language in March, followed by review and approval of the official ballot in April. There was no further discussion.

**Unfinished Business
2019 Budget
Resolution 19-01
(Item III.C.2)**

2019 BUDGET. AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND; ADOPTING AN AMENDMENT TO THE 2019 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO (RESOLUTION NO. 19-01). Mr. Teterud moved and Mr. Johnson seconded to approve the transfer of funds from the General Fund to the Capital Projects Fund, noting the amendment will increase the fund by \$200,000.

RESOLUTION No. 19-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND; ADOPTING AN AMENDMENT TO THE 2019 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Mr. Knorr said 2018 is now officially closed, and yielded a budget surplus as anticipated. This authorized transfer will increase the 2019 Capital Projects Fund from 1.6 to 1.8 million dollars.

There was no further discussion.

The motion was approved.

**New Business
Network Services
Contracts Awards
(Item III.D.1.)**

NETWORK SERVICES CONTRACTS AWARDS. Mr. Teterud moved and Mr. Johnson seconded approval of network services contracts awards to Fatbeam for wide area network (WAN) and optional internet, and Ednetics for core communication equipment, wireless access points, and cabling. The Fatbeam contracts will be for a duration of five years, starting July 1, 2019, and execution of the Ednetics contracts will be for purchases and installations from July 1, 2019, through June 30, 2020. Via PowerPoint, Mr. Stumbough presented the prescriptive process for the E-Rate funding program, which initiated the request for proposals last December to solicit

**New Business
Network Services
Contracts Award
(Item III.D.1.)**

replacement services for network-related contracts nearing completion in June. Mr. Stumbough reviewed contract summaries and how the bids were ranked. Although cost was the single largest factor, other qualitative factors were evaluated as well. In response to Mr. Craig's query regarding how current costs compare to previous years, Mr. Stumbough said bandwidth and speeds have gone up as the cost per megabit has gone down, with the exception of Fairfield Library, as none of the vendors included Fairfield in their bids because it would not be possible to guarantee consistent services. Regarding cost comparison, IT Manager Patrick Hakes further said the WAN throughput would have increased significantly from those offered in the current contract negotiated five years ago. In response to Mr. Teterud's query, Mr. Stumbough said the District defined its service expectations in the RFP, including response time. In response to Mr. Craig, Mr. Stumbough said Airway Heights, Argonne, and Medical Lake libraries were selected for network cabling because standards have changed and updates were needed.

There was no further discussion.

The motion was approved.

**New Business
Exhibits and
Displays Policy
(Item III.D.2.)**

EXHIBITS AND DISPLAYS POLICY. Mr. Johnson moved and Mr. Teterud seconded approval of the Exhibits and Displays policy, as revised. Mr. Stumbough reiterated the primary suggested change was addition of language to clarify only the Executive Director or designee can make exceptions to assume any legal or financial responsibility for items loaned for display or exhibit. Discussion ensued among Trustees and staff about policy language. Mr. Teterud cited a recent news story about the handling of public art, and raised concern for the District and the potential for unnecessary challenges in the future. Mr. Roewe said the policy changes are preventive, and to date, the District has not experienced any legal issues involving exhibits, displays, or other artwork. The District would, however, as practice and execution of the policy consult with legal counsel or its insurance provider whenever necessary. Mr. Stumbough pointed out this policy covers temporary displays of non-permanent art by local artists and the stakes are lower. He also referenced the separate Public Art in District Facilities policy approved by the Board in February 2018, and noted for each construction project an art selection committee would be formed to submit recommendations for approval by the Board of Trustees. In response to Mr. Teterud's query, Mr. Roewe said since the District is not in the process of selling art, prices are not posted on works of art displayed in libraries.

There was no further discussion.

The motion was approved.

**New Business
Reciprocal Use of
Libraries Report
2018 (Item III.D.2.)**

2018 RECIPROCAL USE OF LIBRARIES REPORT. Operations Director Doug Stumbough reported on reciprocal use of libraries statistics for 2018, as required by the interlocal agreements between the District and Spokane Public Library (SPL), and the District and Liberty Lake Municipal Library (LLML). Mr. Stumbough reported all Spokane Public Schools students

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**New Business
Reciprocal Use of
Libraries Report
2018 (Item III.D.2.)**

received SPL cards last year as part of a promotional partnership, which resulted in a moderate change in cardholder percentage compared to 2017. Among other usage statistics, Mr. Stumbough pointed out after a full year of service at The Bookend, it has become one of the most-used library facilities by reciprocal customers, with one-tenth of its cardholders from the city of Spokane. He also noted the impact of District reciprocal use with LLML is minimal. In response to Mr. Craig's query, Mr. Roewe said the District remains satisfied with these agreements, as they fit with our mission to provide access to libraries and materials. There was no further discussion.

**Overview Library
Giving Day
(Item IV.E.)**

OVERVIEW LIBRARY GIVING DAY. Via PowerPoint and a handout, Development Manager Jill-Lynn Nunemaker presented an overview of Library Giving Day, scheduled for April 10 during ALA Library Week. The purpose of the campaign is library fundraising, engagement, and awareness, with intent to build a culture of philanthropy. Promotion for what will be the District's pilot campaign begins March 20, with a goal to raise 10K. Donations received during this campaign will go toward support of the museum and cultural pass program. Ms. Nunemaker pointed out the pledge chart to Trustees and explained donations can be made via the Friends of the Library website. In response to Mr. Teterud's query, Ms. Nunemaker said Friends of the Spokane County Library District is a 501(c)(3) tax-exempt organization; thus, donations are tax deductible. For reference, Ms. Nunemaker also noted messaging for the levy lid lift begins after this month-long campaign. Mr. Roewe thanked Ms. Nunemaker, Ms. Baker, and the entire Communication and Development Department team. He said this is a new approach for us, yet as we move forward with new libraries and a potential capital campaign, Library Giving Day is a first step toward a methodology that enables Trustees to serve as emissaries and advocates for that work. Trustees thanked Ms. Nunemaker for the informative report. There was no further discussion.

Mr. Johnson excused himself from the meeting at 5:05 p.m.

**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 March will include a potential levy lid lift update, review of the Children's Safety in Libraries policy, and an overview of the District's customer profile. A spotlight to wrap up the 2016-2018 Community Engagement Plan will also be presented, as well as resolutions to recognize District Friends of the Library and all volunteers. There was no further discussion.

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

There were no reports.

**Executive Director's
Report, Jan. 2019
(Item VI.B.)**

The Executive Director's written report for January 2019 provided prior to the meeting, included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. He further reported that he and Kristin Thompson had an enjoyable and positive experience in Olympia while attending WLA Library Legislative Day. There was no further discussion.

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Operations Report,
Jan. 2019
(Item VI.C.)

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for January 2019, 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, Jan. 2019
(Item VI.D.)

Communication & Development Director Jane Baker provided a written report prior to the meeting for January 2019 communication and development activities. She further reported the first capital campaign Feasibility Study Committee meeting was rescheduled because of inclement weather. The meeting will now be held at Spokane Valley Library on March 6 at 4:00 p.m. There was no further discussion.

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

Revenue and Expenditure Year-end Final Statement through December 31, 2018.

<u>Fund 001</u>	
Revenues	\$ 12,328,567
Expenditures	\$ 12,473,566
Ending Fund Balance	\$ 5,034,633
Fund Budget Expended	100.34%


Mr. Knorr reported final budget results for 2018. He will provide results for January and February 2019 next month. There was no further discussion.

Public Comment
(Item VI.)

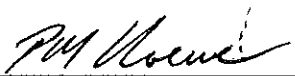
There was no public comment.

Adjournment
(Item VII.)

Chair Craig adjourned the meeting at 5:11 p.m. The next Board Meeting is scheduled for Tuesday, March 19, 2019, at 4:00 p.m., in the public meeting room at Airway Heights Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees