

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

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Airway Heights Library, 1213 S. Lundstrom St., Airway Heights, WA, at 4:00 p.m., Tuesday, March 19, 2019.

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; Toni Costa, Human Resources Director; Erin Haight, Public Services Specialist-Lab Tech; Alison Johnson, Librarian; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Crystal Miller, Library Supervisor; Sarah O’Hare, Public Services Specialist; Andrea Sharps; Collection Development Director; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; 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. Johnson moved and Ms. Thompson seconded approval of the agenda. The motion was unanimously approved.

Approval of Feb. 19, 2019, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the February 19, 2019, regular meeting minutes. The minutes stand approved as written.

Approval of Feb. 2019, Payment Vouchers (Item III.B.) Mr. Teterud moved and Ms. Carlson seconded approval of the February 2019 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Feb. - L01	55267-55386 and W00638-W00646	\$593,910.34	\$593,910.34
	02082019PR and 02282019PR	\$392,323.57	\$392,323.57
L01		Total	\$986,233.91

There was no discussion.

The motion was unanimously approved.

Minutes - Board of Trustees' Meeting

March 19, 2019

Page 2

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

POTENTIAL LEVY LID LIFT UPDATE. Mr. Roewe said in advance of the May 10 filing deadline, Roy Koegen, finance legal counsel to the District, reviewed the draft resolution for the potential levy lid lift. Mr. Roewe said although legal requirements necessitate ballot language, the Prosecutor's Office will conduct a final review. He asked Trustees for their preferences for stating the District's current levy rate on the ballot, or not, which would follow historic precedent. By consensus, Trustees opted to not state the current levy rate on the ballot. There was no further discussion.

**New Business
Children's Safety in
Libraries Policy
(Item III.D.1.)**

CHILDREN'S SAFETY IN LIBRARIES POLICY. Mr. Johnson moved and Ms. Thompson seconded approval of the Children's Safety in Libraries policy, as revised. Mr. Stumbough reiterated language was updated to explicitly state the District and its staff cannot act as replacements for parents, guardians or caregivers, and clarified under what circumstances staff would take action when children remain at the library at closing.

There was no further discussion.

The motion was unanimously approved.

**New Business
Friends of the
Library Recognition
(Item III.D.2.)**

FRIENDS OF THE LIBRARY RECOGNITION (RESOLUTION NO. 19-02). Mr. Johnson moved and Ms. Carlson seconded approval of Resolution No. 19-02, Recognizing District Friends of the Library Support.

RESOLUTION No. 19-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING DISTRICT FRIENDS OF THE LIBRARY SUPPORT.

For the record, Chair Craig read the resolution aloud in recognition of all the Friends of the Library groups and Friends of the Spokane County Library District.

There was no further discussion.

The motion was unanimously approved.

**New Business
SCLD Volunteers
Recognition
(Item III.D.3.)**

SCLD VOLUNTEERS RECOGNITION (RESOLUTION NO. 19-03). Ms. Thompson moved and Mr. Teterud seconded approval of Resolution No. 19-03, Recognizing SCLD Volunteers.

RESOLUTION No. 19-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING DISTRICT VOLUNTEERS.

For the record, Chair Craig read the resolution aloud in recognition of all Spokane County Library District volunteers.

Minutes - Board of Trustees' Meeting

March 19, 2019

Page 3

**New Business
SCLD Volunteers
Recognition
(Item III.D.3.)**

There was no further discussion.

The motion was unanimously approved.

**Overview District
Customer Profile:
Who we Serve
(Item IV.E.)**

OVERVIEW DISTRICT CUSTOMER PROFILE: WHO WE SERVE. Via PowerPoint, Erin Haight and Sarah O'Hare provided a customer profile overview that shared key demographic statistics about customers served by the District. Information presented included population totals and density by region, dwelling and household makeup, Spokane County ethnicity and global diversity, education levels and more. Compilation of this information enables the District to more ably serve its customers. Trustees expressed appreciation 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 April will include a potential levy lid lift update, review of the Confidentiality of Library Records and Code of Conduct policies, and an overview of resource use analysis as related to the District's customer profile. The 2019-2021 Community Engagement Plan will also be presented, as well as a special election resolution for Board approval. There was no further discussion.

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

Mr. Teterud expressed thanks to everyone for their written notes of support during his recent recuperation. Ms. Thompson reported on her enjoyment of Library Legislative Day in Olympia, and thanked the District for her involvement. She also encouraged others with interest to attend in the future. Mr. Craig said he and his family recently checked out a Spokane Symphony Pass and had a very enjoyable experience. There were no other reports.

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

The Executive Director's written report for February 2019 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 further reported that Roy Koegen would attend the April meeting to discuss the forthcoming potential levy lid lift resolution, if needed. Trustees agreed by consensus that Mr. Koegen's attendance would not be necessary, as the draft resolution language provided was clear and comprehensible. Mr. Roewe also clarified use of the term special election was designated by the District. Mr. Roewe congratulated Amber Williams on recently being named one of Library Journal's 2019 Movers and Shakers for community engagement. There was no further discussion.

**Operations Report,
Feb. 2019
(Item VI.C.)**

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

Communication & Development Director Jane Baker provided a written report prior to the meeting for February 2019 communication and development activities. Ms. Baker had nothing further to report. There was no further discussion.

**Fiscal Report,
Feb. 2019
(Item V.E.)**

Revenue and Expenditure Statement through February 28, 2019.

<u>Fund 001</u>	
Revenues	\$ 195,138
Expenditures	\$ 2,287,601
Ending Fund Balance	\$ 2,943,514
Fund Budget Expended	17.64%

Mr. Knorr reported the SAO auditors will be at District Administrative Offices through March 29, 2019, and noted the audit entrance document will be distributed when available. Auditors intend to issue reports in May for the two-year audit. Mr. Craig reported he was interviewed by an auditor about risk last Friday, March 15, and said he thought it went well. There was no further discussion.

**Spotlight
2016-2018
Community
Engagement
Wrap-up
(Item V.F.)**

2016-2018 COMMUNITY ENGAGEMENT PLAN WRAP-UP. Operations Director Doug Stumbough provided a concise summary of the District's achievements in pursuit of the service priorities and goals of the 2016-2018 Community Engagement Plan. He pointed out the plan was informed by three sources, one of which was the aspirations and key issues identified by members of the public during community conversations facilitated by the District. As a result, the District's vision, mission, and guiding principles demonstrated the community-first focus of the plan. Its core services and four service priorities, Digital Interaction and Sharing, Business and Career Development, Education and Enrichment, and Early Learning, were all interconnected and aligned by the services the library was best-positioned to provide. Mr. Stumbough further reported usage, statistics, and successes for each of service priorities, and noted staff also determined less successful programs, noting the Community Event Calendar as an example. The calendar was changed mid-point to post only library events because of previous low usage of community-wide events. Mr. Stumbough said the next Community Engagement Plan for years 2019-2021 will be presented to the Board next month. In response to Mr. Johnson's query, Mr. Stumbough said from his operations viewpoint, the biggest success of the previous plan was staff adaptability. Staff was flexible and made changes when needed in services provided.

**Public Comment
(Item VI.)**


There was no public comment.

Adjournment
(Item VII.)

Chair Craig adjourned the meeting at 5:00 p.m. The next Board Meeting is scheduled for Tuesday, April 16, 2019, at 4:00 p.m., in the public meeting room at Moran Prairie Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees