

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: APRIL 16, 2019**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Moran Prairie Library, 6004 S. Regal St., Spokane, WA, at 4:00 p.m., Tuesday, April 16, 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, Operations Manager; Erin Dodge, Communication Specialist; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; James McHugh, Library Page; Danielle Marcy, Library Supervisor; ; Jill-Lynn Nunemaker, Development Manager; Andrea Sharps, Collection Development Director; Doug Stumbough, Operations Director; Corinne Wilson, Librarian; and Patty Franz, Executive Assistant.

Guests: Reporter Rebecca White, The Spokesman-Review.

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. Teterud seconded approval of the agenda. The motion was approved.

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

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
March - L01	55387-55527 and W00647-W00654	\$582,653.48	\$582,653.48
	03082019PR and 03252019PR	\$369,236.91	\$369,236.91
L01		Total	\$951,890.39

There was no discussion.

The motion was approved.

Minutes - Board of Trustees' Meeting

April 16, 2019

Page 2

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

POTENTIAL LEVY LID LIFT UPDATE. Mr. Roewe said planning over the last 18-months will culminate at this meeting, with Board of Trustees' approval of Resolution No. 19-4. A second round of informational meetings with staff will begin in June. Mr. Roewe said Ms. Baker and the entire Communication Department are busy in preparation of campaign materials.

There was no further discussion.

**Unfinished Business
Property Tax Levy
Lid Lift Special
Election
(Item III.C.2)**

CALLING FOR AN AUGUST 6, 2019, SPECIAL ELECTION (RESOLUTION NO. 19-04). Mr. Johnson moved and Ms. Thompson seconded approval of Resolution No. 19-04, Calling for an August 6, 2019, Special Election.

RESOLUTION No. 19-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REQUESTING THAT A SPECIAL ELECTION BE CALLED IN ORDER TO SUBMIT TO THE QUALIFIED ELECTORS OF THE DISTRICT THE PROPOSITION OF WHETHER THE DISTRICT SHALL LEVY REGULAR PROPERTY TAXES IN EXCESS OF THE LEVY LIMITATION PROVIDED FOR IN RCW 84.55.010, TO PROVIDE FUNDING FOR REGULAR MAINTENANCE AND OPERATION OF THE DISTRICT; PROVIDING FOR THE SUBMISSION OF THE PROPOSITION AUTHORIZING SUCH LEVY TO THE QUALIFIED ELECTORS AT AN ELECTION TO BE HELD ON TUESDAY, AUGUST 6, 2019; PROVIDING FOR THE NOTICE OF SUCH ELECTION; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Mr. Roewe presented the resolution to place the levy lid lift on the Aug. 6 ballot. He noted the resolution was reviewed and revised by Kutak Rock, public finance legal counsel to the District, and the resolution will also be filed by Kutak Rock at the Spokane County Elections Office prior to the May 10 deadline.

There was no further discussion.

The motion was approved.

**New Business
Confidentiality of
Library Records
Policy
(Item III.D.1.)**

CONFIDENTIALITY OF LIBRARY RECORDS POLICY. Mr. Teterud moved and Mr. Johnson seconded approval of the Confidentiality of Library Records policy, as revised. Mr. Roewe reiterated language was updated to reflect current nomenclature. Mr. Craig asked if the District provides notification when a customer signs up for a third-party provider. Library Services Manager Carlie Hoffman said we can assume so since it is required by federal law, and confirmed such notifications are sent from the Event Calendar.

Minutes - Board of Trustees' Meeting

April 16, 2019

Page 3

**New Business
Confidentiality of
Library Records
Policy
(Item III.D.1.)**

There was no further discussion.

The motion was approved.

**New Business
Community
Engagement Plan
2019-2021
(Item III.D.2.)**

2019-2021 COMMUNITY ENGAGEMENT PLAN. Mr. Johnson motioned and Ms. Thompson seconded approval of the 2019-2021 Community Engagement Plan (CEP). Via PowerPoint, Operations Director Doug Stumbough presented the final draft of the new plan for the Board's consideration. The next iteration has a new vision, mission, nine guiding principles, three strategic directions, and four core services, all based on the District's strategy to be more outwardly facing and to invest in the success of its library communities via engagement, stability, and connectedness. Mr. Stumbough said the District will follow an action plan guided by the CEP, and will be able to measure outcome. It has also assessed what components of the plan would require levy funding for implementation. Mr. Stumbough expressed thanks to Managing Librarian – Strategic Initiatives Amber Williams who guided this process and collected the community data. He also thanked all the departments and individuals who were a part of the process. Mr. Roewe expressed thanks to Mr. Stumbough for the succinct, yet comprehensive report. Trustees expressed thanks to staff for their diligent work.

There was no further discussion.

The motion was approved.

**Discussion Items,
Summer 2019
Meeting Schedule
(Item IV.A.)**

SUMMER 2019 MEETING SCHEDULE. With consideration of upcoming travel schedules to ensure a quorum will be present at all summer meetings, Trustees agreed by consensus to hold their monthly meetings as scheduled. Mr. Teterud was pre-excused from the May meeting, and Ms. Thompson was pre-excused from the August meeting should it become necessary.

There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months. Among other items, the agenda for May will include a levy election update, review of the Personnel and Code of Conduct policies, and an overview of resource use analysis as related to the District's customer profile. Mr. Roewe said a spotlight of public informational materials relevant to the bond election may be added to next month's agenda. In response to Trustee queries, Mr. Roewe said staff welcomes suggestions for future spotlight topics, and early 2020 holds potential for a retreat. There was no further discussion.

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

Mr. Teterud suggested a potential idea to raise funds for a new library, and in consideration of recent news announcements about budget shortfalls at School District 81 and terminations of librarians, he asked if the District

Minutes - Board of Trustees' Meeting

April 16, 2019

Page 4

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

could in any way help serve school libraries. Mr. Roewe said at this time the District has not heard from the school district and did not know what assistance would be possible. Discussion ensued regarding the McCleary decision, and Mr. Johnson commented how important it is for the public to understand the limitations of public funds. There were no other reports.

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

The Executive Director's written report for March 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 today marks the end of the week-long philanthropy pilot, Library Giving Day. Development Manager Jill-Lynn Nunemaker reported donations tallied prior to this meeting were \$4,065.44. Total donations through close of business today will be reported in the near future. Ms. Nunemaker further remarked about the wonderful turnout from the community, and expressed thanks to the Trustees and District Leadership Team for their donations. Additional donations are welcome in the future to help keep the Museum and Cultural Passes program thriving. Mr. Roewe further reviewed Public Disclosure Commission guidelines relevant to the Board of Trustees and its public communication involving the levy election. There was no further discussion.

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

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

Communication & Development Director Jane Baker provided a written report prior to the meeting for March 2019 communication and development activities. In addition, Ms. Baker expressed thanks to everyone who donated to Library Giving Day. There was no further discussion.

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

Revenue and Expenditure Statement through March 31, 2019.

<u>Fund 001</u>	
Revenues	\$ 1,085,280
Expenditures	\$ 3,235,444
Ending Fund Balance	\$ 2,885,814
Fund Budget Expended	24.95%

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

Mr. Knorr distributed copies to the Board of the State Auditor's Office Entrance Conference letter and information about Tracker, a new online tool for following the status of audit findings and corrective actions. He also reported the SAO Exit Conference and report for the recently conducted two-year audit for Jan. 1, 2017, through Dec. 31, 2018, is planned for June 18, prior to the Board of Trustees' meeting, pending auditor availability. In response to Mr. Teterud's query regarding the financial trend

Minutes - Board of Trustees' Meeting
April 16, 2019
Page 5

Fiscal Report,
March 2019
(Item V.E.)

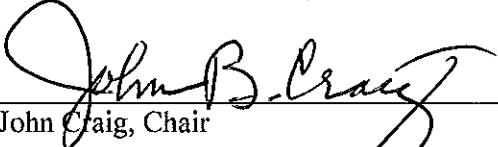
report compared to last year, Mr. Knorr said few property tax payments are received before April, which was the reason for the disparity. Mr. Knorr also pointed out the sizable timber tax payment received in March that was considerably over the amount budgeted for the year. There was no further discussion.

Public Comment
(Item VI.)


There was no public comment.

Adjournment
(Item VII.)

Chair Craig adjourned the meeting at 4:38 p.m. The next Board Meeting is scheduled for Tuesday, May 21, 2019, at 4:00 p.m., in the public meeting room at Deer Park Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees