

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MAY 21, 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, May 21, 2019.

Present: John Craig - Chair
Sonja Carlson - Trustee
Kristin Thompson - Trustee
Patrick Roewe - Executive Director and Secretary

Excused: Vice Chair Mark Johnson and Trustee Wes Teterud.

Also Present: Jane Baker, Communication & Development Director; Toni Costa, Human Resources Director; Amy Fair, Public Services Associate; Stacey Goddard, Public Services Manager; Carlie Hoffman, Public Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Gina Rice, Customer Services Manager; 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 4:15 p.m., and welcomed everyone in attendance.

Agenda (Item II.) Ms. Thompson moved and Ms. Carlson seconded approval of the agenda. The motion was approved.

Approval of April 16, 2019, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the April 16, 2019, regular meeting minutes. The minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
April - L01	55528-55654 and W00655-W00663	\$627,970.51	\$627,970.51
	04102019PR and 04252019PR	\$392,434.37	\$392,434.37
L01		Total	\$1,020,404.88

Operations Director Doug Stumbough responded to a query about payment to Faronics for Deep Freeze. Deep Freeze is software used on District internet stations that stores a protected, clean image of desired configuration and settings so that any added programs or changes made

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

during a user session are removed from the system after each use and subsequent users start with the clean image.

There was no further discussion.

The motion was approved.

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

LEVY ELECTION UPDATE. Mr. Roewe confirmed Resolution 19-04 was filed and posted at the Spokane County Elections Office on April 26. With the filing date for ballot resolutions now past, Mr. Roewe apprised Trustees of other questions on the August 6 ballot, excluding candidates for local government positions. Communication & Development Director Jane Baker distributed in-depth guidelines and talking points about the levy for staff, as well as an informational sheet that will be made available for distribution to customers in libraries. The latter can also be found in Engage magazine on page 38. Public open houses have been scheduled and are listed on the District website. Mr. Roewe encouraged Trustees to RSVP for those they plan to attend, should a special meeting announcement become necessary.

There was no further discussion.

**New Business
Personnel Policy
(Item III.D.1.)**

PERSONNEL POLICY. Ms. Thompson moved and Ms. Carlson seconded approval of Personnel Policy section changes, as revised. Suggested changes were made to HR02-Hiring and Employment, HR03-Compensation, HR04-Benefits, HR06-Employee Conduct, HR07-Grievance, HR09-Employee Whistleblower Protection, and HR13-Discipline, a new policy. All policies presented were also reviewed by legal counsel. Most recommended changes were intended to document, clarify or expand on current practice, and to further separate District policies from procedures. Human Resources Director Toni Costa further pointed out recommended changes from the District's insurer and/or legal counsel. For HR02, language was added to conduct motor vehicle record (MVR) searches for employees who drive District vehicles. Language was also added to clarify background-check offenses that would disqualify an individual from employment, per Chapter 43.43. Implementation of ongoing background checks was added as a matter of course, and will be conducted every three years from the date of an employee's initial background check. The content for HR13-Discipline was separated from HR06-Employee Conduct to become a new standalone policy. Level 1-verbal and Level 2-written disciplinary notices were distinguished for clarity. In response to a query about MVR searches from Ms. Carlson, Ms. Costa said the District currently uses a free service, yet anticipates costs to increase with implementation of the new schedule for background checks.

There was no further discussion.

The motion was approved.

**New Business
Travel Policy
(Item III.D.2.)**

TRAVEL POLICY. Ms. Thompson moved and Ms. Carlson seconded approval of the Travel policy, as revised. Ms. Costa said the recommended policy revisions update language to reflect items previously contained in travel-related procedures or forms. Changes of note included clarification about receipt requirements as related to reimbursement, and the addition of language about coordination of Board of Trustees' travel. Mr. Roewe thanked Ms. Costa for her diligent work on both the Personnel and Travel policies.

There was no further discussion.

The motion was approved.

**New Business
Overview District
Customer Profile
(Item III.E.)**

OVERVIEW DISTRICT CUSTOMER PROFILE- RESOURCE USE ANALYSIS. Operations Director Doug Stumbough and Customer Services Manager Gina Rice provided a snapshot of how customers use the library based on recently captured data over one month. Via PowerPoint, Mr. Stumbough presented statistics for data analyzed from six platforms: WorkFlows, Overdrive, hoopla, RBDigital, MyPC, and EZProxy. He noted that although customers use the library in different ways, most cardholders use only one platform and there is limited crossover usage among platforms. The results of this study will help inform future decisions about collection purchases and promotion. As for library trends and tidbits, Tuesday is the busiest day, and Monday, Tuesday, and Sunday have the highest transactions. Most transactions by a single user was 296 for the month, and Overdrive and hoopla were most active platforms. Mr. Stumbough noted the District may never have a complete picture, as libraries have been reluctant to track data beyond the means of doing business in an effort to maintain customer privacy. Ms. Rice commented that each platform has a door count, yet does not track details of what has been checked out or requested for holds.

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 June will include a levy election update, review of the Code of Conduct and Procurement policies, and an overview of literacy outreach programs. There was no further discussion.

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

There were no trustee reports.

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

The Executive Director's written report for April 2019 provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. In response to Mr. Roewe's request, Mr. Knorr provided a brief update on the status of the District's 2017-2018 biennial

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

audit conducted by the State Auditor's Office. An Exit Conference is scheduled for June 18 at 3 p.m., prior to the Board Meeting. Trustees are invited to attend. Mr. Roewe further said the bottom line was that District finances were found to be in good order and there were no auditor concerns.

There was no further discussion.

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

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

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

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

Revenue and Expenditure Statement through April 30, 2019.

<u>Fund 001</u>	
Revenues	\$ 6,024,026
Expenditures	\$ 4,327,344
Ending Fund Balance	\$ 6,730,160
Fund Budget Expended	33.37%

Mr. Knorr said the budget is on schedule for the year. He further reported that going forward, U.S. Bank has reduced annual account fees paid by the District by sixty percent. Mr. Roewe expressed kudos to Mr. Knorr for his follow up and pursuit of this cost reduction. There was no further discussion.

Public Comment (Item VI.)


There was no public comment.

Adjournment (Item VII.)

Chair Craig adjourned the meeting at 5:05 p.m. The next Board Meeting is scheduled for Tuesday, June 18, 2019, at 4:00 p.m., in the public meeting room at Otis Orchards Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees