

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JUNE 18, 2019**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards, WA, at 4:00 p.m., Tuesday, June 18, 2019.

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

Excused: Sonja Carlson - Trustee

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Operations Manager; Melanie Boerner, Literacy Program Coordinator; Stacey Goddard, Public Services Manager; Gwendolyn Haley, Public Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Jill-Lynn Nunemaker, Development Manager; Doug Stumbough, Operations Director; Caitlin Wheeler, Library Supervisor; and Patty Franz, Executive Assistant.

Guests: Daniel Porras, Otis Orchards resident.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:02 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 May 21, 2019, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the May 21, 2019, regular meeting minutes. The minutes stand approved as written.

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

| Fund | Voucher/Payroll Numbers | Subtotal | Total |
|-----------|-------------------------------|--------------|----------------|
| May - L01 | 55655-55803 and W00664-W00676 | \$830,383.93 | \$830,383.93 |
| | 05102019PR and 05242019PR | \$403,204.94 | \$403,204.94 |
| L01 | | Total | \$1,233,588.87 |

In response to a query from Mr. Teterud about payment to Ager Consulting for conducting a feasibility study, Mr. Roewe said the purpose of the study was to help determine the potential for a successful future capital campaign. Any future private donations would offset bond revenue. Development

Minutes - Board of Trustees' Meeting

June 18, 2019

Page 2

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

Manager Jill Nunemaker said the consultants were currently compiling results of the study, and will present their findings to the Board of Trustees in August.

There was no further discussion.

The motion was approved.

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

LEVY ELECTION UPDATE. Mr. Roewe confirmed the August special election ballot title previously approved by the Board of Trustees was recently confirmed by the Elections Office. Mr. Roewe also apprised Trustees of a proposition to renew the imposition of a sales and use tax equal to one-tenth of one percent throughout Spokane County for criminal justice and public safety purposes was added to the ballot since his last report. He noted its addition will reduce District election expenses. The second round of staff talking points trainings have begun, and a Public Information Open House will be held at Otis Orchards Library today. In response to Ms. Thompson's query, Mr. Roewe said although attendance at informational open houses has been historically sparse, hosting these events are an important part of the election process.

There was no further discussion.

**New Business
Code of Conduct
Policy
(Item III.D.1.)**

CODE OF CONDUCT POLICY. Mr. Johnson moved and Ms. Thompson seconded approval of the Code of Conduct policy, as revised and presented. Mr. Stumbough said frontline staff were included in the biannual review of this policy. It was also reviewed by legal counsel to ensure District compliance with state and local laws. Mr. Stumbough pointed out the addition of vaping and use of marijuana to the policy, and referenced the Spokane Regional Health District Board of Health Resolution 16-01 for handling. Terminology and RCW references were updated, and an appeal process for reinstatement of privileges was added. Mr. Stumbough further reported the 404 security incidents in 2018 were few in comparison to the over 1 million persons who entered library doors, yet this important policy helps to keep a safe environment for all. Mr. Craig commented favorably about the revised policy, and said it emphasizes how the District is responsible to library taxpayers.

There was no further discussion.

The motion was approved.

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

PROCUREMENT POLICY. Ms. Thompson moved and Mr. Teterud seconded approval of the Procurement policy, with changes as directed and amended. Mr. Knorr said the primary purpose of the policy was to establish three levels of competitive bidding, and to establish dollar-amount thresholds for each of the three levels. He pointed out the most notable recommended changes were further guidelines for Environmentally Preferred Purchasing (EPP) activities, and to increase the minimal competition threshold from \$5,000 to \$10,000. Following review of District expenditures over four years, Mr. Knorr said the suggested increase would simplify day-to-day transactions.

Minutes - Board of Trustees' Meeting

June 18, 2019

Page 3

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

He also noted library districts across the state adopt no formal limits for levels of purchasing, and in comparison to other governmental entities, counties and fire districts use \$10,000 for their minimal bidding limit, and school districts use \$40,000. Discussion ensued among the Board and staff. Ms. Thompson suggested District thresholds should be comparably lower because of its size, and said she would prefer a minimal threshold of \$8,000. Mr. Roewe stated that he and Mr. Knorr reviewed prior iterations of the policy and found a pattern of minimal-threshold increases due to inflation and increased costs. Following further discussion, the Board agreed by consensus to amend the minimal threshold from \$10,000 to \$8,000 in the revised policy. Mr. Roewe further noted that library materials were removed from the list of exceptions for competitive bidding, and the District will be bidding out for physical library materials in the spring of 2020 once the District's agreement with its current vendor expires.

There was no further discussion.

The motion was approved.

**New Business
Overview Literacy
Outreach Programs
(Item III.E.)**

OVERVIEW LITERACY OUTREACH PROGRAMS. Literacy Program Coordinator Melanie Boerner provided an overview of the Reading Buddy program since its fall 2016 inception. Ms. Boerner noted the program has enabled the District to partner with 10 local elementary schools and serve 90 students. The role of the 75 program volunteers is to mentor elementary school students to foster and encourage a love of reading. Sessions are 45-minutes, with a buddy/student ratio of 1:1 or 1:2. Future plans for this popular program include recruitment of more volunteers to serve more students, and to collaborate more closely with the YMCA Retired and Senior Volunteer Program of Spokane County.

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 July will include a levy election update, an overview of District interlocal agreements and a spotlight of Cheney Library. There was no further discussion.

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

There were no trustee reports.

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

The Executive Director's written report for May 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 had nothing further to report. There was no further discussion.

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

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

Communication & Development Director Jane Baker provided a written report prior to the meeting for May 2019 communication and development activities. Ms. Baker had nothing further to report. Mr. Teterud expressed complimentary remarks about the current Engage magazine to Ms. Baker and the entire Communication Department. There was no further discussion.

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

Revenue and Expenditure Statement through May 31, 2019.

| | |
|----------------------|---------------|
| <u>Fund 001</u> | |
| Revenues | \$ 7,110,729 |
| Expenditures | \$ 5,489,984 |
| Ending Fund Balance | \$ 6,654,1224 |
| Fund Budget Expended | 42.34% |

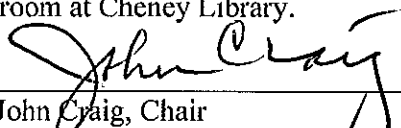
Mr. Knorr reported the State Auditor's Office held an exit conference prior to this meeting, with Board Chair John Craig and staff in attendance. Mr. Knorr will further report the results next month, and share results documentation with Trustees upon availability. Overall, the District's accountability and financial audits were clean with no findings. In response to a query from Mr. Craig, Mr. Knorr reported the annual payment to U.S. Bank in Spokane Valley for a safe deposit box is for retention of legal and historic documents. There was no further discussion.

Public Comment (Item VI.)


There was no public comment.

Adjournment (Item VII.)

Chair Craig adjourned the meeting at 4:44 p.m. The next Board Meeting is scheduled for Tuesday, July 16, 2019, at 4:00 p.m., in the public meeting room at Cheney Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees