

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: AUGUST 20, 2019**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Medical Lake Library, 321 E. Herb St., Medical Lake, WA, at 4:00 p.m., Tuesday, August 20, 2019.

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

Excused: Vice Chair Mark Johnson

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Operations Manager; Toni Costa, Human Resources Director; Rick Knorr, Finance Director; Cecelia McMullen, Library Supervisor; Crystal Miller, Library Supervisor; Dana Mannino, Librarian; Jill-Lynn Nunemaker, Development Manager; Christie Onzay, Librarian; Andrea Sharps, Collection Development Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

Guests: Jan Karel, Trish McFarland, and Lisa Regehr of Ager Consulting, LLC.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:06 p.m., and welcomed everyone in attendance.

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

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

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
July - L01	55931-56073 and W00685-W00694	\$580,620.77	\$580,620.77
	07102019PR and 07252019PR	\$385,346.24	\$385,346.24
L01		Total	\$965,967.01

There was no discussion.

The motion was approved.

Minutes - Board of Trustees' Meeting

August 20, 2019

Page 2

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

LEVY ELECTION UPDATE. Mr. Roewe reported pending certification by the Spokane County Canvassing Board, the levy lid lift passed, with 55% of voters in favor of Spokane County Library District Proposition 1. Operations Director Doug Stumbough reported precinct mapping of results, visually noting strong support from populated areas surrounding District libraries as well as annexed cities and towns. In response to Mr. Craig's query, Mr. Stumbough further reported all but three Valley precincts passed the measure. Mr. Roewe said overall, election results were good news for the District and long-term plans for facilities and library services. Although the levy rate goes into effect January 1, funds become available in April 2020. The focus of the Board of Trustees special meeting/retreat scheduled for Sept. 30 will be to strategize and prioritize future projects. There was no further discussion.

**New Business
Feasibility Study
Committee Results
(Item III.D.1.)**

FEASIBILITY STUDY COMMITTEE RESULTS. Jan Ager Karel of Ager Consulting introduced herself and team members Trish McFarland and Lisa Regehr. Ms. Karel reported findings of the recently conducted feasibility study regarding the potential for a future District capital fundraising campaign. There were 234 respondents of which 99 viewed and 65 completed the online survey to determine potential support for private funding. Ms. Karel said overall, participants were favorable toward support of new libraries in Spokane Valley. Although respondents felt libraries were positive attributes to community, Ms. Karel said they were also surprised by the large number of visitors and customers served per day. A future private capital fund drive was compelling to nearly 36 percent of respondents, with a campaign of \$2.5 million achievable, for which Ms. Ager noted the importance of contributions from District staff and Trustees for overall success. Ms. Ager further reported messaging about what libraries provide to communities as a key component to raising donor awareness for a future annual or capital campaign. She noted partnerships with area school districts would be beneficial, as well as library Friends having more of a presence toward fundraising. Mr. Roewe said over the course of next few months, staff will determine next steps toward this work. He further expressed appreciation to the Ager consultants for conducting the study. There was no further discussion.

**New Business
Appeals of Administrative Decisions
(Item III.E.)**

APPEALS OF ADMINISTRATIVE DECISIONS—PROCEDURE 100.015. Ms. Thompson moved and Mr. Teterud seconded approval of District Procedure 100.015, Appeals of Administrative Decisions, as revised. Executive Director Patrick Roewe said this procedure is one of several that involves the function of the Board of Trustees and historically has been reviewed and approved by the Board. Originating in 1993, it outlines the process for which a member of the public can appeal a decision made by staff. The procedure was revised to align with established District policy, and recently updated boilerplate was also added.

There was no discussion.

The motion was approved.

Minutes - Board of Trustees' Meeting

August 20, 2019

Page 3

**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 September will include a levy election final update, Emergency Closure of Facilities policy, and spotlight on Fairfield Library. An executive session will also be held to review the performance of a public employee. In response to a query from Mr. Teterud regarding the Board of Trustees special meeting scheduled for September 30, Mr. Roewe said the Leadership Team will provide a list of suggested future project priorities for discussion. There was no further discussion.

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

There were no trustee reports.

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

The Executive Director's written report for July 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 pointed out the printed copies of email messages distributed to Trustees at this meeting. The messages regarding drag queen story hour (DQSH) were sent to the Trustees' email address before the levy lift election and responded to by staff. Within the emails, brand confusion between library systems was apparent amid strong feelings conveyed toward DQSH. Mr. Craig noted DQSH generated interest and concern from voters who wanted assurance the District was not planning to host the program. He further said the District made the right choice to state the District was a public institution that welcomes all in The Spokesman-Review opinion piece published July 3, 2019. Regarding the subsequent successful passage of the levy lift, Mr. Roewe expressed appreciation to the Leadership Team, Board of Trustees, Communication Department, Public Services and all staff for their work, and to voters and citizens for their support of the levy. There was no further discussion.

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

Operations Director Doug Stumbough and Operations Manager Kristy Bateman provided a written report prior to the meeting for July 2019, with data for customer use measures, programming, and library activities. In response to Mr. Teterud's query regarding the negative trend shown in the Public Use Measures report, Mr. Stumbough said the trend is offset in part by the 16 percent increase in use of digital materials and attendance at programs, demonstrating there is a change in the way some customers are using library resources. There was no further discussion.

**Communication &
Development
Report, July 2019
(Item V.D.)**

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

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

Revenue and Expenditure Statement through July 31, 2019.

<u>Fund 001</u>	
Revenues	\$ 7,364,212
Expenditures	\$ 7,503,872

Minutes - Board of Trustees' Meeting

August 20, 2019

Page 4

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

Ending Fund Balance	\$	4,892,473
Fund Budget Expended		57.87%

Mr. Knorr reported full completion of the siding project at Otis Orchards Library is anticipated by mid-September. There is a lifetime warranty for the metal, and a 30-year warranty against fade of the color-coated metal. There was no further discussion.

**Spotlight Medical
Lake Library,
July 2019
(Item V.F.)**


MEDICAL LAKE LIBRARY SPOTLIGHT. Library Supervisor Cecelia McMullen and Librarian Christie Onzay presented recent highlights of Medical Lake Library. Ms. McMullen commented on the increased use of digital resources for which OverDrive, a service that lends digital content anytime, anywhere, has helped make possible. Residents often express gratitude for access to the abundant resources of a larger library District. Ms. McMullen noted World Book Online and CultureGrams as invaluable to students and their families during a recent school project. Medical Lake Library is highly connected to community for myriad local cultural events as well as events that have national significance, such as Election Day. In advance of the November 2018 election, the District provided training for volunteers to assist with National Voters Registration Day, and the library became a resource hub of activity to help with voter registration. A local Girl Scouts troop made signs to help direct residents to the ballot box. StoryTime is always popular, and the community particularly enjoys Touch-a-Fire Truck or STA bus events. Medical Lake Monday, held monthly at the library, was an opportunity for residents of the community to share interests and skills with each other. Recently, 63 people came out to support Anderson the Robot, a creation of the Medical Lake High School robotics team, which was heading to the World Championship. Ms. Onzay reported on the library's collaboration with the city of Medical Lake Parks and Recreation Department. The library is able to reserve space for free at Waterfront Park for well-attended outdoor natural history programs, geology walks, and Mermaid Storytime, crafts and swimming. Parks and Recreation also provides before-school care at the elementary school for late start days. Library staff participates once a month to provide activities for students. Last spring, Ms. Onzay was invited to participate in Literacy Night at Hallett Elementary School, where as community librarian, Ms. Onzay was able to connect with parents and provide information about library resources and upcoming events. Re*Imagine Medical Lake continues to grow. It hosts an annual Winter Festival and last year added a Halloween Fall Festival. The Vietnam Moving Wall exhibit was part this year's Founders Day. The library created a book list and materials for display and a concert was held to feature music from the era. There were many partners from different organizations who made this event come together, of which the District Communication Department Team was a part. The library will again participate in Small Business Saturday on Nov. 24. 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, September 17, 2019, at 4:00 p.m., in the public meeting room at Fairfield Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees