

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 17, 2019**

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The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Fairfield Library, 305 E. Main St., Fairfield, WA, at 4:00 p.m., Tuesday, September 17, 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; Toni Costa, Human Resources Director; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Charlie Salt, Public Services Associate; Cindy Ulrey, Librarian; Andrea Sharps, Collection Services 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 approved.

**Approval of August 20, 2019, Regular Meeting Minutes (Item III.A.)** Mr. Craig called for corrections to the August 20, 2019, regular meeting minutes. The minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
August - L01	56074-56270 and W00695-W00719	\$644,497.29	\$644,497.29
	08092019PR and 08232019PR	\$405,217.84	\$405,217.84
L01		Total	\$1,049,715.13

Mr. Knorr provided explanation regarding 13 payments to the Department of Licensing to acquire new business licenses. Mr. Knorr recently learned the Unified Business Identifier (UBI) numbers for the District were under the umbrella of the Spokane County Auditor's Office, so the Business Office filed for new UBI numbers that are now wholly owned by the District. This

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

was necessary in order to meet reporting requirements for the Washington state Paid Family and Medical Leave program.

There was no further discussion.

The motion was approved.

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

LEVY ELECTION FINAL UPDATE. Mr. Roewe reported the Spokane County Canvassing Board certified the successful results of the August 6 election on August 20. Soon after, the District received a request from the Assessor's Office to complete a provided form to certify those election results. Mr. Roewe noted that although this was the first time the District was asked to certify an election on its own behalf, it was an effective method to verify and confirm with the Assessor's Office that the restored levy rate of \$.50 per \$1,000 assessed valuation would be used for 2020 calculations.

There was no further discussion.

**New Business  
Emergency Closure  
of Facilities Policy  
(Item III.D.1.)**

EMERGENCY CLOSURE OF FACILITIES POLICY. Ms. Thompson moved and Mr. Teterud seconded approval of the Emergency Closure of Facilities policy, as revised. In response to Mr. Johnson's query, Mr. Roewe said library closures are communicated to the public via the District's website, social media, news media, and door signage.

There was no further discussion.

The motion was approved.

**New Business  
Use of 3D Printing  
and Cutting Equip-  
ment Policy  
(Item III.D.2.)**

USE OF 3D PRINTING AND CUTTING EQUIPMENT. Mr. Johnson moved and Ms. Thompson seconded approval of the Use of 3D Printing and Cutting Equipment policy, as revised. Operations Director Doug Stumbough reported the policy was updated and renamed because of the addition of a new Glowforge laser cutter/printer. Mr. Stumbough explained the difference of this technology, and said suggested policy changes were based on successful implementation of the District's current 3D printing policy, as well as examples from other public library policies that include 3D cutting technology. He noted the policy was written broadly for the benefit of public use. Mr. Stumbough said staff at North Spokane had tested the new printer in various formats, and passed around samples of printed items. Mr. Roewe further said the policy was reviewed by legal counsel because printing can be considered a form of speech; therefore, First Amendment considerations might be applicable.

There was no further discussion.

The motion was approved.

**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 October will include a preliminary 2020 budget presentation, courier services contract award, Personnel policy, overview of preschool and toddler book bags, and spotlight on Spokane Valley Library. Ms. Thompson was pre-excused from the October and November meetings. There was no further discussion.

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

Mr. Craig shared photos from his recent visit to Amsterdam Central Library. Among other highlights, he noted the spectacular panoramic view from top floors. There were no other trustee reports.

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

The Executive Director's written report for August 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 additional mapping of election results by Mr. Stumbough for the August report, and noted jurisdictional results for the cities and towns served. Mr. Roewe also reported the Washington Library Association selected Aileen Luppert for the Advances in Library Services award, one of eleven merit awards for outstanding service in 2019. Ms. Luppert is managing librarian for Spokane Valley Library. There was no further discussion.

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

Operations Director Doug Stumbough and Operations Manager Kristy Bateman provided a written report prior to the meeting for August 2019, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to add, and there was no discussion.

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

Communication & Development Director Jane Baker provided a written report prior to the meeting for August 2019 communication and development activities. Ms. Baker pointed out the Oct. 2019—Jan. 2020 issue of Engage magazine distributed to Trustees. There was no further discussion.

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

Revenue and Expenditure Statement through August 31, 2019.

<u>Fund 001</u>	
Revenues	\$ 7,638,976
Expenditures	\$ 8,309,513
Ending Fund Balance	\$ 4,161,597
Fund Budget Expended	65.63%

Mr. Knorr further reported on the table of assessed valuation provided in the August finance report, noting the increase of existing real property by 7.9 percent and its future impact on the levy lid lift and the District. Mr. Knorr also noted the budget for 2020 scheduled for presentation next month could be more preliminary than usual because of the early October board meeting date. There was no further discussion.

**Spotlight  
Fairfield Library  
(Item V.F.)**

FAIRFIELD LIBRARY SPOTLIGHT. Librarian Cindy Ulrey presented recent highlights of Fairfield Library. She introduced library staff via PowerPoint and called out a positive comment from a visiting grandparent, noting how it exemplified the level of service that staff aspires to provide to customers each day. Ms. Ulrey reported statistics for library operations, and said last winter's snowfall impacted the number of library visitors and attendance at preschool Storytimes. However, the library has increased the number of

**Spotlight**  
**Fairfield Library,**  
**(Item V.F.)**

early learning programs for kids and parents. And Ms. Ulrey commented the more activities the library offers to appeal to families, the better. Programs such as Movement & Music and Family Painting Party were especially popular. Decorating piggy banks for the Swanky Swine Showdown contest as part of a financial literacy program was another well-attended success. Community interest and engagement in programming also increases when library activities coincide with town-wide events, such as ornament-making during Fairfield's An Old Fashioned Christmas or Slightly Spooky celebrations during the Harvest Fall Festival. Staff often goes to where the community has gathered for the opportunity to sign families up for library cards and share information about library services. Ms. Ulrey further reported the Seed Library is in its third year and doing well. Adult attendance at master gardener programs exceeds adult attendance at other programs. As for what lies ahead, Ms. Ulrey said Banner Bank of Rockford approached the library to do a scam prevention series next spring. As part of Business and Career Development, the library plans to host a table at the North Palouse Chamber of Commerce Business Fair this fall. Friends of the Fairfield Library Book Sale and cookie decorating will be held December 7 in conjunction with An Old Fashioned Christmas and Christmas on the Palouse Celebration along Highway 27. There was no further discussion.

Mr. Craig called for a brief recess at 4:34 p.m. Trustee Teterud was excused from the meeting at this time to attend a previously scheduled engagement.

**Executive Session**  
**August 2019**  
**(Item VI.A.)**

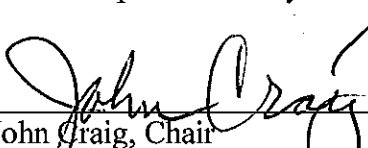
REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE. Mr. Craig moved and Mr. Johnson seconded for the Board to commence an executive session at 4:40 p.m. to discuss the Executive Director's second annual performance evaluation. The Board returned from executive session at 5:51 p.m. Chair Craig will complete a summary of Mr. Roewe's evaluation to submit for District personnel files.


**Public Comment**  
**(Item VI.)**

There was no public comment.

**Adjournment**  
**(Item VII.)**

Chair Craig adjourned the meeting at 5:51 p.m. The next Board Meeting is scheduled for Tuesday, October 15, 2019, at 4:00 p.m., in the public meeting room at Spokane Valley Library.

  
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John Craig, Chair

  
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Patrick Roewe, Secretary to the Board of Trustees