

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: OCTOBER 15, 2019**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Spokane Valley Library, 12004 E. Main Ave., Spokane Valley, WA, at 4:00 p.m., Tuesday, October 15, 2019.

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

Excused: Kristin Thompson - Trustee

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Library Operations Manager; Sheri Boggs, Youth Collection Development Librarian; Mary Ellen Braks, Public Services Manager; Diane Brown, Librarian; Carlie Hoffman, Public Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Dana Mannino, Librarian; Jill-Lynn Nunemaker, Development Manager; 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 4:02 p.m., and welcomed everyone in attendance.

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

Approval of Sept. 17, Regular, and Sept. 30, 2019, Special Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the September 17, regular, and September 30, 2019, special meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Sept. - L01	56271-56387 and W00720-W00728	\$651,862.30	\$651,862.30
	09102019PR and 09252019PR	\$380,279.40	\$380,279.40
L01		Total	\$1,032,141.70

Mr. Teterud asked if the payment to Ager Consulting, LLC, covered the total cost of the recently conducted capital campaign feasibility study. In response, Mr. Roewe said the payment was a scheduled installment and did

Minutes - Board of Trustees' Meeting

October 15, 2019

Page 2

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

not cover the full cost of the study. Development Director Jill Nunemaker further said the contract cap was \$42,000 and the project came in under budget. Mr. Teterud expressed concern about the potential for moving forward with a future capital campaign based on the limited amount of data gathered from 65 respondents to the survey.

There was no further discussion.

The motion was approved.

**Unfinished Business
None.
(Item III.C.)**

NONE.

**New Business
2020 Preliminary
Budget
(Item III.D.2a-d.)**

2020 PRELIMINARY BUDGET. Via PowerPoint, CFO Rick Knorr summarized development of the preliminary budget for 2020. He noted the preliminary budget for next year was formulated on the approved 2019 budget, as well as the anticipated final budget results for 2019 and previous years. Mr. Knorr distributed a handout of revenue and expenditure comparative summaries for 2019 and 2020. Revenue for 2020 is comprised of property taxes, contract city payments, fines and fees, E-rate, Interest earnings and Other, and grants and donations. He noted the budget was based on a levy rate of .50, which will be paid in 2020, noting in accordance with an interlocal agreement, the city of Airway Heights' contract fee will be assessed at the same rate. Discussion ensued, with detailed reporting involving various revenues and expenses cost increases or decreases, which will impact the 2020 budget.

PUBLIC HEARING ON AUTHORIZED 2019 PROPERTY TAX REVENUE AND OTHER REVENUES. Mr. Craig called the Public Hearing on Authorized 2020 Property Tax Revenue and Other Revenues to order at 4:06 p.m. and called for public testimony. There was no testimony. The hearing closed at 4:07 p.m.

ORGANIZATIONAL MEMBERSHIPS REVIEW. Mr. Johnson moved and Ms. Carlson seconded to approve inclusion of the presented organizational memberships and associated fees in the 2020 General Operating Fund. The list of organizational memberships included two new additions, the Association of County and City Information Systems (ACCIS) and Inland Northwest Planning Giving Council (INWPGC). In response to Mr. Teterud's query, Mr. Knorr will provide a breakdown of costs for all memberships at the November meeting.

There was no further discussion.

The motion was approved.

BOARD DIRECTION. Trustees agreed by consensus for staff to go forward with planning for the 2020 budget as discussed. By request, next month staff will provide a comparative cost breakdown of a cost-of-living (COLA)

**New Business
2020 Preliminary
Budget
(Item III.D.1a-d.)**

salary adjustment of 1.53 percent, as defined by CPI-W in August 2019, as well as for COLAs of 1.75 and 2 percent. Mr. Johnson noted he was in favor of awarding staff a higher COLA than defined by CPI-W, yet does not want to set a precedent. In regard to the now statewide Washington state Paid Family and Medical Leave program, the Board approved the District to continue payment for both employer and employee premiums for 2020, with payment of future employee premiums undecided. In response to Mr. Craig, Mr. Roewe said this coverage by the District is considered an additional employee benefit. In response to Mr. Teterud's query, Mr. Knorr will report the percentage of Public Employees' Retirement Services funding next month. In response to Mr. Johnson's query regarding future projects, Mr. Roewe said the District will utilize the bid process according to policy, and noted the new library van(s) project will require board involvement based upon projected costs.

**New Business
Courier Services
Contract Award
(Item III.D.2.)**

COURIER SERVICES CONTRACT AWARD. Mr. Teterud moved and Ms. Carlson seconded approval of the Courier Services contract award to DeVries Business Services for one year, effective January 1, 2020, through December 31, 2020, with potential for four (4) additional one-year extensions. In response to a Request for Proposal published August 30, 2019, Mr. Knorr reported the only bid received was submitted by the District's current vendor, DeVries Business Services. Mr. Knorr noted the District has been pleased with courier services provided by DeVries, and its costs will not increase for 2020.

There was no further discussion.

The motion was approved.

**New Business
Grounds
Maintenance and
Snow Removal
Services Contract
Award
(Item III.D.3.)**

GROUNDS MAINTENANCE AND SNOW REMOVAL SERVICES CONTRACT AWARD. Mr. Johnson moved and Ms. Carlson seconded approval of the Grounds Maintenance and Snow Removal Services contract award to Greenleaf Landscaping for one year, effective January 1, 2020, through December 31, 2020, with potential for four (4) additional one-year extensions. In response to a Request for Proposal published September 13, 2019, Mr. Knorr reported the only bid received was submitted by the District's current vendor, Greenleaf Landscaping, of which the District has been pleased with services. For discussion, Mr. Knorr distributed a comparative summary of services and costs for an overall increase of 24.3 percent for 2020, with a one-year price lock. Mr. Knorr said although state minimum and prevailing wages increases impacted costs for next year, staff recommended accepting the bid. Discussion ensued among the Board and staff regarding the bid and moving forward, and agreed that the one-year contract be approved, with an analysis of any price increases proposed for a second year to be a factor in determining if the District will go out to bid again in the fall of 2020.

There was no further discussion.

The motion was approved.

Minutes - Board of Trustees' Meeting

October 15, 2019

Page 4

Overview – Preschool and Toddler Book Bags (Item III.E.)

PRESCHOOL AND TODDLER BOOK BAGS. Mary Ellen Braks, public services manager for early learning, and Sheri Boggs, youth collection development librarian, presented book bags for youth. Book bags began in 2006, with the intention to create bags that were developmentally appropriate. Ms. Braks and Boggs led Trustees in an interactive demonstration of the various bags now curated for pre-school to toddler, as well as early learning STEM bags, which were added via a Thrive Washington grant. Content selections were to enable any caregiver to be able to check out bags and expect the contents to represent community, be read-aloud and appropriate. Book bags also enable busy parents to grab a bag to go after Storytime, Bags created for staff also enable a read aloud at Storytime. Ms. Boggs reported on the collaborative roles between Public Services and Collection Services to create the various bags. A new Baby Mix bag will debut in November. Each bag will feature a rhyme booklet and six baby-approved board books that foster elements of infant development. Ms. Braks noted particularly for STEM bags, activities reduce barriers and demonstrate math can be easy. 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, noting November and December meetings will be held at Argonne Library. Among other items for November, the agenda will include an update on the 2020 preliminary budget, review of Personnel and Customer Privileges and Responsibilities policies, an overview of the Spokane County Library District mobile app, and spotlight on Argonne Library. There was no further discussion.

Trustees' Reports (Item V.A.)

There were no reports.

Executive Director's Report, Sept. 2019 (Item V.B.)

The Executive Director's written report for September 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 on progress made toward plans to hire overnight security patrols at North Spokane (NS) and Spokane Valley (SV) libraries. Finance Director Rick Knorr and Operations Director Doug Stumbough met with a potential vendor and following review of its processes and cost, considered the vendor's methodology a fit for the District. Staff also consulted with the District insurance provider and legal counsel. Because this is a new direction for the District, Mr. Roewe asked Trustees for their feedback, questions or concerns. Chair Craig said his concerns had been addressed. There was no further discussion.

Operations Report, Sept. 2019 (Item V.C.)

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

Minutes - Board of Trustees' Meeting

October 15, 2019

Page 5

**Communication
Report, Sept. 2019
(Item V.D.)**

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

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

Revenue and Expenditure Statement through September 30, 2019.

<u>Fund 001</u>	
Revenues	\$ 8,012,099
Expenditures	\$ 9,641,384
Ending Fund Balance	\$ 3,402,848
Fund Budget Expended	74.36%

Mr. Knorr noted the current budget balance is meeting expectations. Mr. Roewe said next month could include an additional resolution to transfer funds into the Capital Projects Fund. There was no further discussion.

**Spotlight
Spokane Valley
Library
(Item V.F.)**

Managing Librarian Aileen Luppert and librarians Diane Brown and Dana Mannino provided a spotlight on recent events and highlights of Spokane Valley Library (SV). Ms. Brown reported on SV's participation in a grant partnership that resulted in a Hagen Foundation Grant and subsequent purchase of six FLEXCARTs that rotate through six area partners each month. These movable carts enhance student learning by offering affordable STEM education experiences to K-12 participants who can explore and perform science-related controlled experiments. Ms. Luppert reported on the second annual Valley Slam poetry event held at University High School last March. District Friends then sponsored the winners to go on to compete at the first ever Grand Slam held at Gonzaga University. Ms. Mannino reported on a new summer event at Spokane Valley Farmers Market, where the library had a booth and staff was able to meet and talk library services with approximately 200 people each month. These events were considered so successful, staff plans to go more often next summer. Ms. Mannino also reported on monthly live demonstrations by area artists and craftspeople held the first Saturday of the month at SV. October demonstrations were presented in conjunction with National Arts and Humanities month, and dovetailed with the District's Spokane Creators website launch. Ms. Luppert reported on the second Greater Spokane Valley Connect held in September at Opportunity Presbyterian Church. Ms. Luppert is chair of the organizing committee and the District is a sponsor of this event that provides a wide variety of resources—this year from 63 onsite services providers—to families in need, as well as forgiveness of library fines. Other highlights this year included Voter Registration Day, the start of Project Memory, which began in January and by April had 100 visits to transfer media memories to digital format, and in November, the National Network of Libraries of Medicine awarded grant funding will kick off with a health project for students at Dishman Hills High School. Students who complete the classes will receive a free bus pass for next summer and a year-long membership at the YWCA.

Spotlight
Spokane Valley
Library
(Item V.F.)

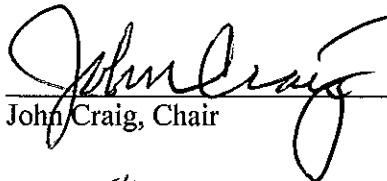
Finally, Ms. Brown reported SV will house a seed library next spring in the children's area to help inspire family activity and the next generation of Spokane Valley gardeners. There was no further discussion.

Public Comment
(Item VI.)

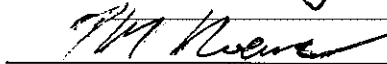
There was no public comment.

Adjournment
(Item VII.)

Chair Craig adjourned the meeting at 5:34 p.m. The next Board Meeting is scheduled for Tuesday, November 19, 2019, at 4:00 p.m., in the public meeting room at Argonne Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees