

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: NOVEMBER 19, 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, November 19, 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; Toni Costa, Human Resources Director; Pat Davis, Library Supervisor; Stacey Goddard, Public Services Manager; Patrick Hakes, IT Manager; Carlie Hoffman, Public Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Danielle Milton, Librarian; Teresa Nelson, ILS Administrator; Jill Nunemaker, Development Manager; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

Guests: None.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:01 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 Oct. 15, 2019, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the October 15, 2019, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Oct. - L01	56388-56573 and W00729-W00744	\$777,279.48	\$777,279.48
	10102019PR and 10252019PR	\$390,373.30	\$390,373.30
L01		Total	\$1,167,652.78

There was no discussion.

The motion was approved.

Unfinished Business
2020 Preliminary
Budget Update
(Items III.C.2.a-e)

2020 PRELIMINARY BUDGET UPDATE.

Via PowerPoint, Finance Director Rick Knorr summarized changes and provided expanded details involving development of the 2020 budget since the last meeting. There was no further discussion.

COST OF LIVING ADJUSTMENT (COLA) FOR 2020. Mr. Teterud moved and Mr. Johnson seconded to approve a Cost of Living Adjustment (COLA) of two percent for eligible District staff in 2020. The budget presented for approval included the recommendation by staff for a COLA of 1.53 percent, to align with the CPI-W computation. However, as stipulated in the District Personnel Policy, the Board of Trustees has sole approval authority for any such adjustment between zero and four percent, and may alter the percentage amount accordingly. Discussion ensued among Trustees and staff regarding the variance and additional cost among three percentage points: 1.53, 1.75, and 2.00. Following discussion among Trustees and staff, it was determined the contingency fund would be reduced by \$29,263 with a commensurate increase in the salary budget to accommodate a two percent COLA for eligible staff. Mr. Craig noted that although he personally would have liked to approve a higher COLA for staff, he chose to align his vote in support of the Leadership Team's recommendation.

There was no further discussion.

The motion passed with Vice Chair Johnson and Trustees Carlson and Teterud voting in favor, and Chair Craig voting against.

ADOPTING A 2020 PRELIMINARY BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION No. 19-05). Mr. Johnson moved and Ms. Carlson seconded that Resolution No. 19-05, Adopting a 2020 Preliminary Budget and Certifying it to the Board of County Commissioners, be adopted.

RESOLUTION No. 19-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2020 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2020 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no discussion.

The motion was approved.

AUTHORIZING 2019 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2020 (RESOLUTION No. 19-06). Ms. Carlson moved and Mr. Teterud seconded that Resolution No. 19-06, Authorizing a 2019 Property Tax

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**Unfinished Business
2020 Preliminary
Budget Update
(Items III.C.2.a-e)**

Levy Increase for Collection in 2020, be adopted. The resolution authorizes an increase in the regular property tax levy to be collected in 2020 in the amount of \$3,359,276, which is a percentage increase of 27.720% from the previous year.

RESOLUTION No. 19-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2019 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2020; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

There was no discussion.

The motion was approved.

LEVYING THE REGULAR PROPERTY TAXES FOR SCLD FOR COLLECTION IN 2020 (RESOLUTION No. 19-07). Mr. Johnson moved and Ms. Carlson seconded that Resolution No. 19-07, Levying the Regular Property Taxes for SCLD for Collection in 2020, be adopted.

RESOLUTION No. 19-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2020 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2020 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no discussion.

The motion was approved.

**Unfinished Business
2019 Preliminary
Budget Update
(Items III.C.2.a-e)**

BOARD DIRECTION TO STAFF. Trustees indicated they were satisfied with the balanced budget for 2020, and directed staff to prepare the final budget resolution for approval in December. Mr. Roewe expressed thanks to Mr. Knorr for his work in putting the budget together. There was no further discussion.

**New Business
2020 Board Meeting
Schedule and
Locations
Discussion
(Item III.D.1.)**

2020 BOARD MEETING SCHEDULE AND LOCATIONS DISCUSSION. Mr. Roewe said in the course of review with District legal counsel over the Board of Trustees bylaws, it was recommended the board establish the annual regular meeting schedule via resolution rather than motion. Trustees conducted a preliminary review of meeting dates and locations for 2020

and directed staff to prepare a resolution for final action at the December meeting. There was no further discussion.

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

PERSONNEL POLICY. Mr. Teterud moved and Mr. Johnson seconded approval of Personnel Policy changes, as revised. Suggested changes were made to HR02 - Hiring and Employment, HR05 - Leave, and HR07 - Grievance. Recommended changes were intended mostly to document, clarify or expand on current practice and to further separate District policies from procedures. Regarding HR02 - Hiring and Employment, Section 2.18 Performance Evaluation was added per recommendation of District legal counsel. Annual performance evaluations will be conducted for all staff, and the Board of Trustees will evaluate the executive director and concur in the setting of yearly goals in an executive session per RCW 42.30.110. Ms. Costa pointed out the most significant suggested revisions involved revised criteria for use of vacation, sick, shared, and bereavement leave. In the future, employees can use vacation hours for whatever purpose they choose, and sick, shared and bereavement leave will be expanded to include care for an employee's family or household member. Ms. Costa noted a requirement of the four days paid bereavement leave will no longer need to be consecutive.

There was no further discussion.

The motion was approved.

**New Business
Library Meeting
Room Use Policy
(Item III.D.3.)**

LIBRARY MEETING ROOM USE POLICY. Mr. Johnson moved and Ms. Carlson seconded approval of suggested changes to the Library Meeting Room Use policy. Mr. Roewe said the most significant suggested revisions were for members of the public to include a disclaimer that use of library facilities does not constitute endorsement by the District, and that use of District images in event promotion or advertisement were prohibited. Mr. Roewe said the recommended revisions were also reviewed by District legal counsel.

There was no further discussion.

The motion was approved.

**New Business
Catholic Charities of
Spokane Proposal
(Item III.D.4.)**

CATHOLIC CHARITIES SPOKANE PROPOSAL. Mr. Roewe opened discussion among the Board and staff by reiterating Catholic Charities of Spokane contacted District staff regarding potential temporary use of a portion of the Conklin Road property. The area would be used for a playground for the residents of Pope Francis Haven, a property of Catholic Charities that sits adjacent to the District's property. Mr. Roewe noted that given the likelihood of the District's property to remain empty for the next three to five years while funding options for new District libraries were finalized, District staff were supportive of the potential arrangement pending Board discussion and direction, as it represents a positive partnership opportunity in the community. Mr. Teterud expressed concern about language for playground and park used interchangeably throughout the Memorandum of Understanding (MOU) draft. He also had concerns regarding District liability involving use of the playground by non-residents, or the playground attracting potentially unlawful activity on District-owned property.

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New Business Catholic Charities of Spokane Proposal (Item III.D.4.)

Mr. Craig said he would prefer more specific language in the draft MOU, and that he has concerns about future removal of the playground equipment and the impact on residents. Mr. Roewe said he would invite Catholic Charities staff to a future board meeting if Trustees would like to discuss the idea further. By consensus, Trustees said they were interested in more information about the proposal if there was statutory authority for a public entity to enter into a land use agreement with a private entity that gives exclusive, non-public use of a portion of public property to that private entity. Mr. Roewe will follow up with District legal counsel and report back next month. There was no further discussion.

New Business Trustee Interviews Process Review (Item III.D.5.)

TRUSTEE INTERVIEW PROCESS REVIEW. Mr. Craig reported nine applications were received to fill the vacancy that will be left by retiring trustee Sonja Carlson. In response to direction from the Spokane County Board of Commissioners, three applicants will be notified they were ineligible for appointment because they did not reside in the District's service area. Interviews will be conducted of the remaining six candidates at a special meeting on Monday, December 2, from 4-7 p.m., at Argonne Library. Mr. Craig asked for feedback on the draft list of interview questions that he and Mr. Roewe developed. Mr. Craig also suggested a process for asking questions of candidates involving all trustees, with an allotment of 20 minutes per interview. Copies of the applications provided to District staff by the Board of County Commissioners Office will be provided to each trustee following adjournment of this meeting. There was no further discussion.

Overview – SCLD Mobile App (Item III.E.)

SPOKANE COUNTY LIBRARIES MOBILE APP. Public Services Manager Carlie Hoffman and ILS Administrator Teresa Nelson presented an overview of the recently launched SCLD Mobile App. Ms. Hoffman and Ms. Nelson visually demonstrated the app, which enables access to all library locations, hours, services, resources, and individual accounts via mobile device. Library fines can be paid, and individuals can link with family members' accounts for added convenience. Catalog searches can be conducted and holds placed. Ms. Nelson noted filters can be adjusted, and additional filters will be available in the future. The app can also be scanned at the library self-check machines. In response to queries, Ms. Hoffman said the app will work with student library cards and will remember an individual's login. In response to Mr. Roewe, Ms. Nelson provided recent statistics for searches conducted, 13,293, and number of unique devices, 3,214. Although the former app BookMyne will not be discontinued until December 20, activity has already significantly decreased. Ms. Hoffman said staff has interacted with customers for feedback about app use and suggested improvements. 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 December meeting at Argonne Library. Among other items, the agenda will include a 2020 final budget and resolution, 2019 Work Plan review, and preview of the 2020 Work Plan, Board of Trustees' election of officers, and resolution with approval of the 2020 meeting and locations schedule. Also for next year, Mr. Teterud requested a spotlight presentation from the District facilities

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staff, for which all Trustees expressed interest. Mr. Knorr will follow up. There was no further discussion.

Trustees' Reports (Item V.A.)

There were no reports.

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

The Executive Director's written report for October 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 comparative analysis of election costs of 2015 and 2019 provided by Mr. Knorr, noting the figures do not include the staff time that went into the election. Mr. Craig said the election costs appear large because the county has begun to charge constituents for ancillary costs of the election. Mr. Roewe said addition of the Spokane County sales tax proposition on the ballot likely lowered the District's election costs. There was no further discussion.

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

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

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

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

Revenue and Expenditure Statement through October 31, 2019.

<u>Fund 001</u>	
Revenues	\$ 12,396,476
Expenditures	\$ 10,815,034
Ending Fund Balance	\$ 6,613,575
Fund Budget Expended	83.41%

Mr. Knorr had nothing further to add, and there was no discussion.

Spotlight Argonne Library (Item V.F.)

Library Supervisor Pat Davis and Community Librarian Danielle Milton provided recent highlights of Argonne Library. Ms. Davis reported the Millwood Washington History Enthusiasts celebrated the city's history by displaying historic photos at the library during the entire month of March. Staff participated in West Valley Community Appreciation Night, a large community block party and spaghetti feed hosted by the school district at the end of each year. Staff brought giant blocks, Connect 4, and had much opportunity to talk library services, programs, and events. In June, Pasadena Park Elementary School students walk to the library for Storytime, new library cards, and a tour. Ms. Davis noted the students were particularly

Spotlight
Argonne Library
(Item V.F.)


fascinated by the book drop. Also in June, staff participated in the West Valley SCOPE Parade as it has for years, with the District Book Cart Drill Team participating this year as well. Ms. Milton reported on the recent cryptozoology program by Kelly Milner Halls, which thrilled both kids and adults, and the still popular LEGO program. Ms. Davis highlighted the knitting circle that meets regularly at the library and last year knitted over a hundred caps, scarves, and mittens as a donation for those in need. The group began meeting as a result of a knitting class held a couple years ago. Every summer staff participates in Millwood Daze, a community festival. The giant blocks were a hit this year with people of all ages. The Friends of Argonne Library had a booth and promoted their upcoming book sale by giving away free books. Fall library activities included a Slightly Spooky Celebration, an all-ages event with games, stories, blind taste test of Oreos, and more. Ms. Davis reported a delegation from Millwood Masonic Lodge presented a check to the library for \$500, to support development of more STEM bags. The group also provides space for the well-attended Gingerbread House Build held in conjunction with the holiday tree lighting at Inland Empire Paper Company. Ms. Milton reported the library will again participate in Small Business Saturday, along with three other District libraries, to help encourage participants to shop small at local businesses. This year the Communication Department designed a Bingo card for participants to redeem for prizes donated by Friends of the Library. There was no further discussion.

Public Comment
(Item VI.)


There was no public comment.

Adjournment
(Item VII.)

Chair Craig adjourned the meeting at 6:23 p.m. The next Board Meeting is scheduled for Tuesday, December 17, 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