

SPOKANE COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES MEETING MINUTES: JANUARY 18, 2011

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held January 18, 2011, in the public meeting room of the Argonne Library, 4322 N. Argonne Road, Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed those in attendance.

PRESENT:

Tim Hattenburg - Chair
Mary E. Lloyd - Vice Chair
Daniel Davis - Trustee
Jacob Laete - Trustee
Michael J. Wirt - Director and Secretary

EXCUSED:

Ann Apperson - Trustee

Also Present: Mary Ellen Braks, Youth Services Manager; Paul Eichenberg, Human Resources Manager; Gwendolyn Haley, Youth Services Manager; Patrick Roewe, Branch Services Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Branch Services Manager; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

Ms. Lloyd moved and Mr. Davis seconded to approve the agenda.

There were no questions or comments.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF DECEMBER 21, 2010, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the December 21, 2010, regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF DECEMBER 2010 BILL PAYMENT VOUCHERS

Mr. Davis moved and Ms. Lloyd seconded approval of the December 2010 bill payment vouchers as follows:

Fund

L01 Voucher numbers: 38661 through 38870 and
CC0008 totaling \$ 626,043.45

Payroll vouchers: 12102010PR and 12232010PR totaling	\$ 306,519.82
Total	\$ 932,563.27

There were no questions or comments.

The motion was unanimously approved.

NEW BUSINESS

INTERLOCAL COOPERATION AGREEMENT WITH STEVENS COUNTY RURAL LIBRARY DISTRICT: Mr. Hattenburg moved and Ms. Lloyd seconded that the Interlocal Cooperation Agreement between SCLD and Libraries of Stevens County (SCRLD) be approved as presented.

As outlined in written information provided prior to the meeting, this agreement would allow Stevens County residents living within the 99006 zip code to obtain an SCLD library card without direct payment of the non-resident fee. Payment would instead be made between the two library systems. Procedures for verification of eligibility, tracking of library cards and reconciliation of pre-payment amounts are in place. This agreement would become effective February 1, if approved by the SCRLD board at its next meeting, January 20.

There were no questions or comments.

The motion was unanimously approved.

PUBLIC BULLETIN BOARDS, DISPLAYS AND EXHIBIT AREAS POLICY. Ms. Lloyd moved and Mr. Davis seconded that the Public Bulletin Boards, Displays and Exhibit Areas Policy be revised as presented.

Jacob Laete arrived at 4:04 p.m.

Branch Services managers Patrick Roewe and Doug Stumbough reviewed the current policy and recommend a revision to distinguish between actual approved materials versus materials accepted by staff to pass on to supervisor review/approval.

There were no additional questions or comments.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

A list of potential agenda items scheduled for future meetings was distributed prior to the meeting, and a revised schedule distributed at the meeting. The revised schedule included library director recruitment and hiring added as a discussion topic for both the February 15 and March 15 regular meeting agendas.

Mr. Hattenburg distributed the agenda for the upcoming special meeting/workshop, scheduled for Saturday, January 22, to initiate and discuss the library director recruitment

and hiring process. Library Consultant June Garcia from Denver, CO, will facilitate the session.

REPORTS

TRUSTEES

In response to trustee inquiries about our policies and procedures related to security incidents that could potentially threaten the safety of staff and customers, Mr. Roewe and Mr. Stumbough provided information about SCLD procedures for security incident reporting, and searchable history made available District-wide, person-in-charge, and silent dispatch alarms located at every branch. Human Resources Manager Paul Eichenberg said training for de-escalating behaviors was made available to all frontline staff last year.

DIRECTOR

In addition to the Director's written report provided prior to this meeting, Mr. Wirt said he will attend the semi-annual Public Library Directors' meeting, January 27-28, in Federal Way, WA, at Dumas Bay Retreat Center, and Library Legislative Day, February 4, in Olympia, WA.

In response to a trustee inquiry, Mr. Wirt explained the concept of unique user as it relates to Web site statistics.

The Director's written report included information on the following topics: Library Services – December customer use measures and branch services reports; Collection Services – collections, technical services; Board of Trustees – Library director recruitment workshop; Administration – 2011 budget, August election costs, Library Facilities Master Plan distribution, Future summer reading programs, Washington State Birth to 3 Plan; Broadband project launch meeting; Interim communications manager position; Professional and Community Activities; Communications; Human Resources; Information Technology; and Facilities, Finance and Purchasing.

FISCAL

Revenue and Expenditure Statement through December 31, 2010.

<u>Fund 001</u>	
Revenues	\$ 10,443,823
Expenditures	\$ 9,945,016
Ending Fund Balance	\$ 3,315,308
Fund Budget Expended	94.90%

There were no questions or comments.

OVERVIEW: EARLY LEARNING PUBLIC LIBRARY PARTNERSHIP

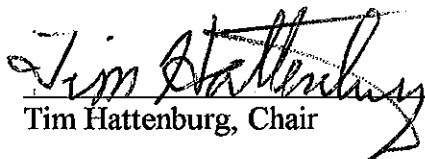
Gwendolyn Haley and Mary Ellen Braks, youth services managers at North Spokane and Spokane Valley respectively, presented an overview of the Early Learning Public Library Partnership and SCLD early learning activities. Mr. Wirt presented the program history. Ms. Haley distributed two flyers as part of her presentation; first a brochure with information about Storytime and other library services geared toward children and families; second, a sheet of fast facts about the Early Learning Public Library Partnership. Ms. Haley said it was a milestone accomplishment for public libraries to be included and noted as critical to early learning in the Washington State Early Learning Plan. SCLD was involved prior to statewide coordination of this program and is now recognized regionally as a key and valued partner in early learning.

PUBLIC COMMENT


There were no public comments.

ADJOURNMENT

The meeting adjourned at 4:48 p.m.



Tim Hattenburg, Chair



Michael J. Wirt, Secretary of the Board of Trustees