

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 15, 2011

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held February 15, 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
Ann Apperson - Trustee
Jake Laete - Trustee
Daniel Davis - Trustee
Michael J. Wirt - Director and Secretary

Also Present: Paul Eichenberg, Human Resources Manager; Priscilla Ice, IT 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.

Mr. Hattenburg expressed condolences to colleagues, friends and family of Communications Manager Beth Gillespie on her recent passing, and shared personal comments about their association through his volunteer work as SCLD trustee.

AGENDA APPROVAL

Mr. Laete moved and Ms. Apperson seconded to approve the agenda. There were no questions or comments.

The motion carried unanimously.

ACTION ITEMS

**APPROVAL OF JANUARY 18, 2011, REGULAR MEETING MINUTES AND
JANUARY 22, 2011, SPECIAL MEETING MINUTES**

Mr. Hattenburg called for corrections to the January 18, 2011, regular meeting minutes and January 22, 2011, special meeting minutes as a single item. An attendance correction was made to the minutes for January 18 prior to the meeting, thus there were no corrections. The minutes stand approved as written.

APPROVAL OF JANUARY 2011 BILL PAYMENT VOUCHERS

Mr. Davis moved and Mr. Laete seconded approval of the January 2011 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 38871 through 39039 and W00023, W00024, W00025 and CC0009 totaling	\$ 437,850.93
	Payroll numbers: 01102011PR and 01252011PR totaling	\$ 316,383.72
	Total	\$ 754,234.65

In response to Mr. Laete's question about costs of snow removal for the District, Business Manager Bill Sargent explained plow services provided in December were paid in January.

There were no further questions.

The motion was unanimously approved.

NEW BUSINESS

ACCESS TO LIBRARY SERVICES POLICY. Ms. Lloyd moved and Mr. Davis seconded that the Access to Library Services Policy be reaffirmed and approved as written.

There were no questions or public comments.

The motion was unanimously approved.

COMMENT ON SECURITIES AND EXCHANGE COMMISSION PROPOSED RULE 15BA1-1. Ms. Apperson moved and Mr. Laete seconded to confirm inclusion of SCLD as signatory with other Washington state library districts on the comment letter addressed to the Securities and Exchange Commission.

Earlier this month, Mr. Wirt provided background information regarding a federal SEC proposed rule related to municipal advisors and issuance of tax-exempt bonds that would require appointed board member registration with the SEC. He recommended SCLD join with other library districts in the state to submit a comment, prior to the February 22 comment deadline, requesting the SEC to expand its exclusion of local government officials from the municipal advisor registration requirements, to include appointed board members. In response to a trustee request, he provided further elaboration on the issue.

There were no other questions or public comments.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

LIBRARY DIRECTOR RECRUITMENT AND HIRING PROCESS

As follow up to the special meeting held January 22 to discuss director recruitment and hiring, and the hiring of an executive search consultant, materials outlining various levels of consultant support and the related range of fees, as well as a proposed task breakdown were distributed prior to the meeting. To help differentiate and clarify roles of Human Resources, Board of Trustees and Consultant, trustees posed questions of Human Resources Manager Paul Eichenberg, to which he responded. Based on the discussion outcome, the

Manager Paul Eichenberg, to which he responded. Based on the discussion outcome, the board decided to take the next step toward hiring a search consultant, based on Appendix B criteria. A consulting contract will be prepared for purposes of negotiation, and will become an agenda item for the regular meeting scheduled for March 15, 2011.

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list distributed prior to the meeting of future potential agenda items, and noted Mr. Wirt will provide the Open Public Records Act as the overview for April. The next board meeting will be held at Airway Heights in March, Argonne in April and Deer Park in May.

REPORTS

TRUSTEES

Mr. Laete expressed appreciation to Mr. Hattenburg for his comments on behalf of the entire board in the event of Beth Gillespie's passing. He added his trip to Olympia for Library Legislative Day was enjoyable, timely in the sense of recent news events and his first to the state Capitol.

Ms. Lloyd said she also enjoyed the trip to Olympia for Legislative Day, and thanked Mr. Wirt for his guidance throughout the day.

DIRECTOR

Mr. Wirt had nothing further to add to his written report. Ms. Lloyd commended branch services managers' handling of security incidents, and said Mr. Wirt's continued reporting of incidents raises awareness of mental illnesses in our communities and the ongoing challenges faced by staff.

The Director's written report provided prior to the meeting included information on the following topics: Library Services – January customer use measures and branch services reports; Collection Services – collections, other; Board of Trustees – library director recruitment workshop; Administration – 2011 legislative session; temporary communications manager position; Stevens County non-resident library cards; proposed Airway Heights' annexation; Public Library directors' meeting; more e-books available; Professional and Community Activities; Communications; Human Resources; Information Technology; and Finance, Facilities, & Purchasing.

FISCAL

Revenue and Expenditure Statement through January 31, 2011.

<u>Fund 001</u>	
Revenues	\$ 69,138
Expenditures	\$ 962,981
Ending Fund Balance	\$ 2,394,450

Fund Budget Expended

8.58%

There were no questions or comments.

PUBLIC COMMENT


There were no public comments.

ADJOURNMENT

The meeting adjourned at 4:42 p.m.



Tim Hattenburg, Chair



Michael J. Wirt, Secretary of the Board of Trustees