

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

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**CALL TO ORDER**

The regular meeting of the Spokane County Library District Board of Trustees was held March 15, 2011, in the public meeting room of the Airway Heights Library, 1213 South Lundstrom Street, Airway Heights, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed guests.

**PRESENT:**

Tim Hattenburg - Chair  
Mary E. Lloyd - Vice Chair  
Ann Apperson - Trustee  
Daniel Davis - Trustee  
Jacob Laete - Trustee  
Michael J. Wirt - Director and Secretary  
James C. Sloane - Legal Counsel  
Ryan Bishop - Realtor

Also Present: Pat Davis, Branch Supervisor; Paul Eichenberg, Human Resources Manager; Dave Johnson, Maintenance Supervisor; Bethany Luck-Hutson, Communications Manager; Dave Rennick, Maintenance Assistant; 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. Apperson moved and Mr. Davis seconded to approve the agenda. There were no questions or comments.

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF FEBRUARY 15, 2011, REGULAR MEETING MINUTES**

Mr. Hattenburg called for corrections to the February 15, 2011, regular meeting minutes. There were no corrections; the minutes stand approved as written.

**APPROVAL OF FEBRUARY 2011 BILL PAYMENT VOUCHERS**

Mr. Davis moved and Ms. Apperson seconded approval of the February 2011 bill payment vouchers.

Fund

L01	Voucher numbers: 39040 through 39223 and W00026-W00028 and CC0010 totaling	\$ 578,884.76
	Payroll numbers: 2102011 and 2252011 totaling	\$ 324,910.42
	Total	\$ 903,795.18

In response to a trustee's question, Business Manager Bill Sargent explained the payment to Qwest for \$6,961.82 provided WAN/IT.

The motion was unanimously approved.

**NEW BUSINESS**

CONTRACT WITH JUNE GARCIA, LLC, FOR EXECUTIVE SEARCH SERVICES. Ms. Lloyd moved and Mr. Hattenburg seconded that the director be authorized to execute an agreement with June Garcia, LLC, for executive recruitment services included in her March 1, 2011, proposal, at a cost not to exceed \$11,760, plus travel expenses.

Human Resources Manager Paul Eichenberg clarified where responsibility will lie for candidate background checks. SCLD will arrange comprehensive background checks for three-five finalists through an outside source; the results will be forwarded directly from the outside source to the consultant.

There were no other questions or comments.

The motion was unanimously approved.

CONTROL OF CAPITAL ASSETS POLICY. Ms. Apperson moved and Mr. Davis seconded that the Control of Capital Assets Policy be revised and approved as written.

The current policy continues to meet State Auditor's Office requirements; however, Business Manager Bill Sargent recommends the inclusion of additional electronic equipment as controllable inventory items.

There were no questions or comments.

The motion was unanimously approved.

ACQUISITION OF PROPERTY AT 9220 EAST UPRIVER DRIVE. Mr. Laete moved and Ms. Lloyd seconded that the District purchase property located at 9220 East Upriver Drive at a cost of \$129,900, plus associated expenses for an estimated total cost of \$131,377, and the Director be authorized to execute all related documents.

Mr. Wirt reviewed materials sent by mail and email prior to this meeting, and distributed additional supporting maps and documents received today. The property purchase is in accordance with the approved Library Facilities Master Plan with intent to expand the Argonne administrative facility for adequate space to accommodate IT, and the Capital Projects Fund can accommodate the purchase price. There was consensus among trustees to proceed with the purchase, as it is considered an ideal opportunity to

expand and buy adjacent property priced below its assessed valuation. Trustees expressed appreciation to the director for his quick actions. Next, staff will determine future options and interim care for the house and property, an environmental assessment will be conducted and design options for building expansion will be prepared to present to the Board in May or June. The Library Facilities Master Plan will be revised accordingly.

There were no other questions or comments.

The motion was unanimously approved.

REVISING THE 2011 BUDGET (RESOLUTION NO. 11-01). Mr. Davis moved and Mr. Hattenburg seconded that Resolution No. 11-01, revising the District's 2011 final budget, be approved.

With the approval of the 9220 East Upriver Drive property purchase, it is necessary to revise the Capital Projects Fund to provide expenditure authority for the purchase. At the suggestion of Business Manager Bill Sargent, the revision proposed in Resolution No. 11-01 adds two line items totaling \$200,000. \$150,000 is estimated to include purchase price, taxes, title insurance and other associated expenses. \$50,000 is estimated to include an environmental assessment, consultant fees for site study and potential demolition. This resolution applies only to the Capital Projects Fund. Property insurance, grounds maintenance, utilities and ongoing expenses will be paid from the General Operating Fund.

There were no questions or comments.

The motion was unanimously approved.

## **DISCUSSION ITEMS, POSSIBLE ACTION**

### **WEST PLAINS ANNEXATION: CITY OF SPOKANE ANNEXATION MITIGATION AGREEMENT**

The goal of this discussion was for the board to provide direction toward the West Plains annexation mitigation agreement with the City of Spokane.

Because this was the subject of a joint meeting among SCLD and Spokane Public Library Board of Trustees and state officials over a year ago, as a review Mr. Wirt sent background information to the board prior to this meeting and expanded and opened discussion on major points at this meeting. District Legal Counsel James Sloane provided history of annexation as it stands now and suggested it might be worthwhile to pursue statute changes at the legislative level for less future economic impact,

There was consensus by trustees to proceed with the mitigation agreement for West Plains on terms offered by the City of Spokane, which is a five-year ramp down; the same agreements we have for North Division, Greenfield Estates and Park Place.

Mr. Wirt will follow through on an agreement to present at the board meeting in April or May.

## FUTURE BOARD MEETING AGENDA ITEMS

A list of agenda items tentatively scheduled for future meetings was distributed prior to the meeting. Mr. Hattenburg highlighted items on the April agenda, which include an executive session to conduct the director's annual performance review.

## REPORTS

### TRUSTEES

No reports.

### DIRECTOR

Mr. Wirt had no additions to his written report for February provided prior to the meeting that included information on the following topics: Library Services – February customer use measures and branch services reports; Collection Services; Administration -- 2011 Legislature (Legislation, Library Legislative Day and 4<sup>th</sup> District Senator selection), 2011 staff studies, Reciprocal borrowing with Spokane Public Library (2010 circulation and Customers); 2010 Census figures; Potential City of Airway Heights' annexation; Proposed West Plains' annexation; 2010 budget recap; Beth Gillespie; Professional and Community Activities; Communications; Human Resources; Information Technology; and Facilities, Finance & Purchasing.

Mr. Eichenberg apprised trustees about an unanticipated budget-change item that will be added to the April agenda.

The Washington Counties Insurance Pool (WCIP) self-insured PPO medical plans were replaced with fully insured PPO medical plans offered by Washington Counties Insurance Fund (WCIF) through Premera. Claims against the self-insured PPO were far in excess of premiums received for those plans, particularly during the last six-months of 2010. Because of a covenant in the agreement forming the Pool, WCIP Board of Directors voted to levy an assessment from member groups to cover the claims. The assessment for SCLD is \$23,316.35, 80% of which will be initially billed and the remainder only if necessary.

## FISCAL

Revenue and Expenditure Statement through February 28, 2011.

<u>Fund 001</u>	
Revenues	\$ 322,855
Expenditures	\$ 1,806,486
Ending Fund Balance	\$ 1,807,516
Fund Budget Expended	16.10%

There were no questions or comments.

**OVERVIEW: FACILITY MAINTENANCE**

Business Manager Bill Sargent presented an overview of SCLD maintenance operations and introduced Maintenance Supervisor Dave Johnson and Maintenance Assistant Dave Rennick who have been employed by the District for 22 years and 3 years respectively. All buildings are kept operational, comfortable and in good repair by consistent following of a 15-year maintenance plan and standards of our inter-local agreements. SCLD fleet-services and cell-phone usage/handling are compliant with IRS regulations, aids vehicle security and on-call demands.

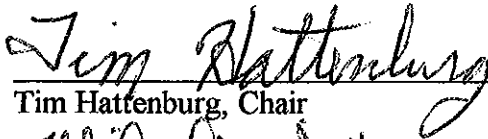
Trustees expressed their appreciation to Mr. Johnson and Mr. Rennick for their work excellence and dedication, reflected by the pleasant atmosphere at each of the branches.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting was adjourned at 5:04 p.m.

  
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Tim Hattenburg, Chair

  
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Michael J. Wirt, Secretary of the Board of Trustees

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