

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: APRIL 19, 2011

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held April 19, 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 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

Also Present: Paul Eichenberg, Human Resources Manager; Bethany Luck-Hutson, Communications 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. Apperson moved and Ms. Lloyd seconded to approve the agenda.

There were no questions or comments.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF MARCH 15, 2011, REGULAR MEETING MINUTES

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

APPROVAL OF MARCH 2011 BILL PAYMENT VOUCHERS

Ms. Lloyd moved and Mr. Hattenburg seconded approval of the March 2011 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 39224 through 39388 and W00029-31 and CC0011 totaling	\$ 453,382.07
	Payroll numbers: 3102011PR and 3242011PR totaling	\$ 308,919.79

	Total	\$ 762,301.86
L08 Capital Projects Fund:		
C009500 Land Purchase totaling		\$ 130,184.50
	Total	\$ 130,814.50

There were no questions.

The motion was unanimously approved.

NEW BUSINESS

REVISING THE 2011 BUDGET (RESOLUTION NO. 11-02). Mr. Davis moved and Ms. Apperson seconded that Resolution No. 11-02, Revising the District's 2011 Final Budget, be adopted.

RESOLUTION NO. 11-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REVISING THE DISTRICT'S 2011 FINAL BUDGET ADOPTED ON DECEMBER 21, 2010, WITH RESOLUTION NO. 10-13; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

General Operating Fund (001-661): \$ 11,276,200.

Business Manager Bill Sargent briefly explained the mid-year budget review procedure and reviewed changes to revenue and expenses for the approved 2011 final budget. With updated figures now available for property taxes, property valuation, L&I, and other operational changes causing a shift in fund balances, adjustments are necessary to reflect them, to create a more accurate budget.

The General Operating Fund estimated ending unassigned fund balance of \$2,274,133 (20.9% of GO Fund expenses excluding interfund transfers) more than meet the 15% Fund Balance Management Policy percentage goal.

In response to a trustee's question regarding custodial contracts, Mr. Sargent explained by mutual agreement of both parties, we can extend them annually to a maximum five-year term before rebidding.

There were no other questions or public comments.

The motion was unanimously approved.

PURCHASING POLICY (REVISION): APPROVAL RECOMMENDATION. Ms. Apperson moved and Ms. Lloyd seconded that the Purchasing Policy be revised as written.

Mr. Sargent reviewed the recommended policy changes provided prior to the meeting, which include changes to threshold amounts consistent with those of the state's Department of General Administration (GA). Modest changes in dollar amounts for three

purchasing methods—direct buy, request for quote and competitive sealed bidding—reflect the GA's 2011 thresholds.

In response to a question about credit limits for District credit cards, Mr. Sargent explained credit limits are established by agreement with the bank, and unlike the state, cards are not provided to individual staff. There were no other questions or comments.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

LIBRARY DIRECTOR RECRUITMENT AND HIRING

Ms. Apperson moved and Mr. Davis seconded that the Library Director Position Description Update and Recruitment and Hiring Timeline be revised and approved as written.

POSITION DESCRIPTION UPDATE

The first step in the library director recruitment process is to ensure the position description completely reflects duties, responsibilities and expectations prior to preparation of recruitment materials. The current position description, last revised in 2006, was reviewed by HR Manager Paul Eichenberg, Director Mike Wirt and Consultant June Garcia, and resulted in suggested revisions provided prior to the meeting, which include a title change from director to executive director.

RECRUITMENT AND HIRING TIMELINE

Consultant June Garcia and Mr. Eichenberg developed a timeline of tasks and events relevant to director search and hiring, for appointment completion anticipated by late December 2011. The timeline includes Board of Trustees' involvement and determines whether activities take place at regular or special meetings, or executive sessions, as defined by the Open Public Meetings Act, RCW 42.30.110.

In response to a question about the director position title change from director to executive director, Mr. Wirt said executive director is more commonly used across the state; Mr. Eichenberg said the title more accurately defines the position.

In response to a question about the timeline, Mr. Eichenberg said Veteran's Day, November 11, is the only holiday on the schedule to raise potential conflicts. There were no other questions or comments.

The motion was unanimously approved.

Mr. Laete arrived at 4:28 p.m.

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of potential agenda items scheduled for future meetings, and highlighted items for the May agenda.

REPORTS

TRUSTEES

Ms. Apperson shared the WLA Conference was once again a very good meeting and inspiring.

Mr. Laete echoed Ms. Apperson's comments. Though budget reductions meant a smaller conference, the topics were useful and timely—particularly that of security—and speakers were excellent.

Ms. Lloyd said the conference was fun and enlightening and remarked again how the speakers were exceptional.

Mr. Hattenburg said he often develops his reading list from conference speakers, and did so again this year.

DIRECTOR

The Director's written report provided prior to the meeting included information on the following topics: Library Services – March customer use measures and branch services reports; Collection Services; Administration – credit and debit cards acceptance suspended, SCLD property value breakdown, 2011 Legislature, Upriver Drive property acquisition, proposed West Plains' annexation, State of County address, early learning and literacy; Professional and Community Activities; Communications; Human Resources; Information Technology; and Finance, Facilities, & Purchasing.

At the meeting Mr. Wirt had no additions to his written report. In response to a trustee's question, Mr. Wirt said implementation of another credit card acceptance program is anticipated by July.

FISCAL

Revenue and Expenditure Statement through March 31, 2011.

<u>Fund 001</u>	
Revenues	\$ 834,355
Expenditures	\$ 2,618,451
Ending Fund Balance	\$ 1,503,153
Fund Budget Expended	23.33%

In addition to the revenue and expenditure statement, Mr. Sargent added the Business Office and IT will begin to test use of web-pay as a credit-card payment option, with anticipation of lower fees for SCLD, yet continued convenience and ease for patrons. Last Friday, 2010 financial statements were signed and necessary copies sent to the State

Auditor's Office to lay the groundwork for 2009 and 2010 audits. Mr. Sargent also distributed copies of the April financial statement with a revised format to reflect GASB 54 requirements to show all resources available, planned and unallocated.

OVERVIEW: Gift Materials

Collection Services Manager Andrea Sharps provided an overview of SCLD gift materials and explained guidelines are essential for staff, as materials are donated at all 10 library branches. Ms. Sharps provided examples of the type of materials kept as well as how memorial donations are handled.

In response to a trustee's suggestion, Communications Manager Bethany Luck-Hutson said the soon-to-be-launched SCLD e-newsletter may be an effective medium to share information about book donations.

Mr. Hattenburg expressed appreciation to Ms. Sharps for providing the gifts overview, for which the procedures and handling exemplify the countless behind-the-scenes activities throughout the branches.

EXECUTIVE SESSION

Mr. Hattenburg moved and Mr. Davis seconded for the Board to go into executive session at 5:12 p.m. to discuss the Director's annual performance evaluation.

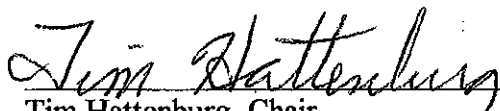
The Board returned from executive session at 5:36 p.m.

PUBLIC COMMENT

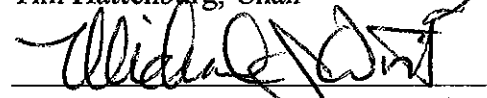
There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:36 p.m.



Tim Hattenburg, Chair



Michael J. Wirt, Secretary of the Board of Trustees