

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MAY 17, 2011

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held May 17, 2011, in the public meeting room of the Deer Park Library, 208 South Forest Avenue, Deer Park, 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
Daniel Davis - Trustee
Michael J. Wirt - Director and Secretary

EXCUSED:

Jacob Laete - Trustee

Also Present: Kris Barnes, Branch Supervisor; 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; Amber Williams, Librarian; 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 was unanimously approved.

ACTION ITEMS

APPROVAL OF APRIL 19, 2011, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the April 19, 2011, regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF APRIL 2011 BILL PAYMENT VOUCHERS

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

Fund

L01 General Operating Fund

Voucher numbers: 39389 through 39583 and W000032-W00034 and CC0012 totaling	\$ 545,924.95
Payroll numbers: 04082011PR and 04252011PR totaling	\$ 333,910.09
Total	\$ 879,835.04

L08 Capital Projects Fund

Voucher numbers: 9501 through 9502 totaling	\$ 1,332.50
Total Capital Projects Fund	Total \$ 1,332.50

There were no questions.

The motion was unanimously approved.

NEW BUSINESS

TRAVEL POLICY (REVISION): APPROVAL RECOMMENDATION. Ms. Lloyd moved and Mr. Hattenburg seconded that the Travel Policy be revised as presented.

Mr. Wirt commented on the recommended changes to remove procedural elements from the current travel policy. Upon approval, the travel policy format will become consistent with other District policies, and correlated procedures will be revised as appropriate.

There were no questions.

The motion was unanimously approved.

RULES OF CUSTOMER CONDUCT POLICY (REVISION): APPROVAL RECOMMENDATION. Mr. Davis moved and Ms. Apperson seconded that the Rules of Customer Conduct Policy be revised as presented.

Mr. Wirt explained the intent of the recommended policy changes formulated by input from Branch Services managers, the management team and District legal counsel is to make more specific the basis for handling situations where behavior is inconsistent with the current policy. After attending Safe Environment Training (SET) at the WLA Conference, it became apparent precise customer conduct rules are necessary for consistent interpretation and to effectively implement SET at SCLD. If approved, the accompanying procedures will be updated.

In response to a trustee's question, Branch Services Manager Patrick Roewe explained chain of command as it relates to staff members' handling of incidents, including calls to law enforcement and/or exclusion of patrons across branches.

There were no additional questions.

The motion was unanimously approved.

PERSONNEL POLICY. Ms. Apperson moved and Mr. Davis seconded that revision to Personnel Policy Sections 2.13, 3.20, 5.10, and 11.2 be approved as presented.

Human Resources Manager Paul Eichenberg commented on recommended revisions, stating the majority of revisions expand on current practice or reflect changes in federal or state law.

In response to a trustee's question regarding military leave, Mr. Eichenberg clarified leave is only for an employee in the National Guard or reserves who is called to active duty or active duty training, and policy changes ensure an employee will receive full pay for the days of military leave an employee would have worked for the District.

There were no additional questions.

The motion was unanimously approved.

UPRIVER DRIVE PROPERTY RENTAL: APPROVAL RECOMMENDATION. Mr. Hattenburg moved and Ms. Lloyd seconded that the Upriver Drive Property Rental be approved as presented.

Business Manager Bill Sargent reviewed the research conducted for use or care of the Upriver Drive property until expansion of the Argonne Library facility begins, and recommended as the most fiscally-responsible option, the District rent the property through Call Realty, a property management company.

In response to a trustee's question, Mr. Sargent explained areas of responsibility between Call Realty and District Facilities Management, and confirmed the property is available for rent by anyone interested, as it will be handled as a commercial agreement.

There were no additional questions.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

SUMMER BOARD OF TRUSTEES MEETING SCHEDULE

After brief discussion, there was consensus to cancel the August 16, 2011, regular meeting to be held at Argonne Library. Action items tentatively scheduled for the August regular meeting will be moved to September.

FUTURE BOARD MEETING AGENDA ITEMS

A list of potential agenda items scheduled for future meetings was distributed prior to the meeting. The June 21 regular meeting will be held at Argonne where customer privacy and West Plains' annexation are anticipated on the agenda. The regular meeting scheduled for July 19 will be held at Medical Lake Library.

REPORTS

TRUSTEES

Ann Apperson reported she encouraged the transition of a bibliophile acquaintance from library believer to library user.

Dan Davis said he has a new favorite library branch: Deer Park.

Mary Lloyd echoed the favorable comments about Deer Park Library and its pleasant environs, and looks forward to the future library at Conklin.

Tim Hattenburg commented he was reminded of the Moran Prairie Qwest-related network outage turned patron outrage when his own computer had network problems over the weekend.

DIRECTOR

The Director's written report provided prior to the meeting included information on the following topics: Library Services – Branch Services reports – April customer use analysis, Library Snapshot Day, Security Incident Reports, Adult, Youth and Circulation services; Collection Services and Interlibrary Loan; Administration – Upriver Drive property, West Plains annexation mitigation, WLA Conference, Safe Environment Training, Cascade Executive Program, Good news about e-books, Proposed SCLD annexation, Staff Training and Development Day, Legislative session; Professional and Community Activities; Communications; Human Resources; Information Technology; and Facilities, Finance and Purchasing.

Mr. Wirt had nothing further to add and there were no questions.

FISCAL

Revenue and Expenditure Statement through April 30, 2011.

<u>Fund 001</u>	
Revenues	\$ 4,812,462
Expenditures	\$ 3,416,347
Ending Fund Balance	\$ 4,683,364
Fund Budget Expended	30.30%

Mr. Sargent said the financial report reflects current figures at mid-year budget review.

There were no questions.

OVERVIEW: TEEN PROGRAMMING

Branch Services Manager Patrick Roewe introduced Librarian Amber Williams who enthusiastically provided an overview of Teen Programming for which she co-coordinates


with Spokane Valley Librarian Cindy Benson. Though offered for decades, programs for teens are now offered year round and the summer lineup holds significant highlights. Anime is the most popular program with strong participation at North Spokane and Spokane Valley. Programs of interest at each branch bring teens to the library to meet each other, mentor youth and leave the library with armloads of books.

PUBLIC COMMENT


There were no public comments.

ADJOURNMENT

The meeting adjourned at 4:41 p.m.



Tim Hattenburg, Chair



Michael J. Wirt, Secretary of the Board of Trustees