

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: JUNE 21, 2011**

---

**CALL TO ORDER**

The regular meeting of the Spokane County Library District Board of Trustees was held June 21, 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  
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; Andrea Sharps, Collection Services Manager; and Patty Franz, Administrative Assistant.

**AGENDA APPROVAL**

Ms. Apperson moved and Mr. Laete seconded to approve the agenda.

The motion was unanimously approved.

**ACTION ITEMS**

**APPROVAL OF MAY 17, 2011, REGULAR MEETING MINUTES**

Mr. Hattenburg called for corrections to the May 17, 2011, regular meeting minutes. There were no corrections; the minutes stand approved as written.

**APPROVAL OF MAY 2011 BILL PAYMENT VOUCHERS**

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

Fund

L01	Voucher numbers:	39584 through 39770 and	
		CC0013 and W00035-00037 totaling	\$ 566,727.52
	Payroll numbers:	R037428PR and R037502PR totaling	\$ 319,178.06
		Total	\$ 885,905.58

There were no questions or comments.

The motion was unanimously approved.

#### UNFINISHED BUSINESS

None.

#### NEW BUSINESS

CONFIDENTIALITY OF CUSTOMER INFORMATION AND CUSTOMER PRIVACY POLICY. Ms. Lloyd moved and Mr. Davis seconded that the Confidentiality of Customer Information and Customer Privacy Policy be reaffirmed as presented. The policy was reviewed by Mr. Wirt with no revision recommended, as the policy was revised in 2009 to incorporate application of the general privacy statute, stated in Chapter 42.56 of the Revised Code of Washington.

There were no questions or comments.

The motion was unanimously approved.

#### DISCUSSION ITEMS, POSSIBLE ACTION

##### EXECUTIVE DIRECTOR RECRUITMENT BROCHURE/ADS

Mr. Hattenburg expressed appreciation to staff for its outstanding work on the executive director recruitment brochure.

By consensus, CenterPlace at Spokane Valley was selected as the most appropriate venue for the candidates' community reception and staff forum, scheduled for Thursday, December 1, and Saturday, December 3, respectively.

Trustees then provided a thorough review of the executive director recruitment brochure, with an eye toward effective representation of the position, SCLD and the region.

The brochure will be revised to reflect recommended changes and made available by email to trustees prior to the next regular meeting, and will be an agenda item for review at the July board meeting.

In response to a trustee's question, Communications Manager Bethany Luck-Hutson confirmed Library Consultant June Garcia was involved at inception and provided input for brochure development.

#### FUTURE BOARD MEETING AGENDA ITEMS

A list of agenda items tentatively scheduled for future meetings was distributed to trustees prior to the meeting and reviewed by Mr. Hattenburg who reminded trustees the July meeting will be held at Medical Lake Library. The August regular meeting is canceled; Otis Orchards Library will be the venue for September.

## REPORTS

### TRUSTEES

Ms. Lloyd was contacted by a friend who became a trustee of the board for Oroville Community Library, located in Okanagan County and part of North Central Regional Library based in Wenatchee. The new trustee called in search of ideas to serve the library.

Mr. Hattenburg expressed appreciation to staff for providing the PowerPoint presentation for the Board of County Commissioners' briefing held June 14 at the Commissioner's Hearing Room in the Spokane County Public Works Building, and remarked it is the great work of District staff that makes SCLD well regarded by the community.

### DIRECTOR

The Director's written report provided prior to the meeting included information on the following topics: Library Services – May customer use measures, customer payments, security incident reports and Branch Services reports; Collection Services; Administration – Potential Spokane Valley Library sites, website, the economy, Reach Out and Read, back in the landlord business, West Plains annexation mitigation agreement; Professional and Community Activities; Communications; Human Resources; Information Technology; and Facilities, Finance & Purchasing.

Mr. Wirt reported the following additions to his monthly report.

The house that sits on the newly acquired property at 9220 Upriver Drive has been rented through Call Realty for \$850 per month, with occupancy expected by July 1.

Fulerum Environmental Consulting, Inc., provided Phase I Environmental Site Assessment, for which Mr. Wirt circulated to trustees the written report, dated June 7, 2011. The assessment revealed typically potential conditions for older structures; e.g., lead-based paint and asbestos in floor coverings.

Trustees each received a copy of the SCLD 2010 Annual Report. Mr. Wirt said the consistent colors palette is intentional as it represents the SCLD brand. Ms. Apperson responded favorably to the Stories from the Stacks section as a great addition to the report. Ms. Luck-Hutson said she intends to seek more stories to aid advocacy.

King County Library System, KCLS, is Library of the Year 2011, as an article in the June edition of Library Journal reported. Article copies were distributed to trustees.

Copies were routed of a thank-you letter written by the principal of Deer Park Arcadia Elementary School in praise and appreciation of Deer Park Branch Supervisor Kris Barnes, for her participation in Arcadia Field Day activities. Branch Services Manager Patrick Roewe commented favorably about Kris' enthusiasm and ability to build relationships and advocacy.

In response to a trustee's question about Spokane is Reading, Ms. Luck-Hutson said the pick for this year is Packing for Mars: The Curious Science of Life in the Void by Mary Roach.

In response to another question about safety training for staff, Mr. Eichenberg and Mr. Roewe confirmed mandatory Safe Environment Training (SET) sessions will be taught by Joe Fithian, security and safety manager, Seattle Public Library, at Moran Prairie Library in September.

#### FISCAL

Revenue and Expenditure Statement through May 31, 2011.

<u>Fund 001</u>	
Revenues	\$ 5,950,803
Expenditures	\$ 4,344,296
Ending Fund Balance	\$ 4,893,756
Fund Budget Expended	38.53%

There were no questions or comments.

#### OVERVIEW: OPEN PUBLIC RECORDS ACT

Executive Director Mike Wirt reviewed the Open Public Records Act (Chapter 42.56 RCW) and implementation of its requirements at SCLD. His presentation included the handling of email records, not envisioned in 1972, yet now enacted into state law.

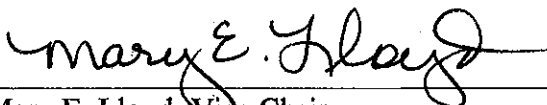
In response to a trustee's question about the privacy of applicants for the upcoming executive director position at SCLD, Human Resources Manager Paul Eichenberg said personal information is exempt and would be redacted from any requests for information about the qualifications of candidates.

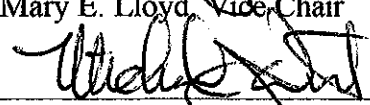
#### PUBLIC COMMENT

There were no public comments.

#### ADJOURNMENT

The meeting adjourned at 5:15 p.m.

  
\_\_\_\_\_  
Mary E. Lloyd, Vice Chair

  
\_\_\_\_\_  
Michael J. Wirt, Secretary of the Board of Trustees