

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

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held July 19, 2011, in the public meeting room at Medical Lake Library, 321 East Herb Street, Medical Lake, WA. Vice Chair Mary E. Lloyd called the meeting to order at 4:02 p.m. and welcomed those in attendance.

**PRESENT:**

Mary E. Lloyd - Vice Chair  
Ann Apperson - Trustee  
Dan Davis - Trustee  
Jacob Laete - Trustee  
Michael J. Wirt - Director and Secretary

**EXCUSED:**

Tim Hattenburg - Chair

Also Present: Laura Baird, Branch Supervisor Medical Lake; Paul Eichenberg, Human Resources Manager; Judy Luck, Circulation Supervisor Region I; Bethany Luck-Hutson, Communications Manager; Gina Rice, Circulation Supervisor Region II; Patrick Roewe, Branch Services 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.

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF JUNE 21, 2011, REGULAR MEETING MINUTES**

Ms. Lloyd called for corrections to the June 21 regular meeting minutes. There were no corrections; the minutes stand approved as written.

**APPROVAL OF JUNE 2011 BILL PAYMENT VOUCHERS**

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

Fund

L01	Voucher numbers:	39771 through 39938 totaling	\$ 452,879.12
	Payroll numbers:	06102011PR and 06242011PR totaling	\$ 344,482.30
		Total	\$ 797,361.42

There were no questions or comments.

The motion was unanimously approved.

## NEW BUSINESS

DISPOSAL OF SURPLUS PROPERTY POLICY. Ms. Lloyd moved and Ms. Apperson seconded that the Disposal of Surplus Property Policy be revised as presented.

This policy provides District staff with guidelines for disposal of surplus furniture, equipment, library materials and real estate, incorporating applicable state laws. Mr. Wirt explained the last revision in 2009 increased dollar threshold amounts and there have been no relevant statutory changes since. During this policy review, Business Manager Bill Sargent recommends only two minor editorial changes. There were no questions or public comments.

The motion was unanimously approved.

EMERGENCY CLOSURE OF FACILITIES POLICY. Ms. Apperson moved and Mr. Laete seconded that the Emergency Closure of Facilities Policy be revised as presented.

This policy provides guidelines for closing one or more facilities in an emergency situation. Mr. Wirt explained after reviewing the policy, none other than a terminology change is required. There were no questions or public comments.

The motion was unanimously approved.

## DISCUSSION ITEMS, POSSIBLE ACTION

### 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 Ms. Lloyd who reminded trustees the August regular meeting is canceled. Otis Orchards Library is the venue for September.

In response to a trustee's question about the executive director search, Human Resources Manager Paul Eichenberg said the brochure is finalized and on schedule to be posted on various industry-appropriate websites, including SCLD, starting August 22. The call for applicants closes October 7. In the meantime, Mr. Eichenberg will report on the number of applicants at the September regular meeting.

## REPORTS

### TRUSTEES

Mr. Laete provided an update on some positive changes within his family and noted the cancellation of next month's meeting happens to dovetail with related travel plans.

## DIRECTOR

The Director's written report provided prior to the meeting included information on the following topics: Library Services – June customer use measures and Branch Services reports; Collection Services – collections, other; Administration – 2011 ten top taxpayers, Credit and debit cards back; Board of County Commissioners' briefing; Upriver Drive property environmental assessment and lease, Future library sites, Executive Director recruitment; Professional and Community Activities; Communications; Human Resources; Information Technology; and Facilities, Finance and Purchasing.

Though Mr. Wirt had no additions to the written report, he answered relevant questions from trustees. Regarding panhandling on library properties, Branch Services managers Patrick Roewe and Doug Stumbough responded our policy disallows anyone to interfere with another's use of the library to include solicitation. Ms. Apperson said she is impressed by the summer program attendance, particularly for Get Medieval.

## FISCAL

Revenue and Expenditure Statement through June 30, 2011.

<u>Fund 001</u>	
Revenues	\$ 5,756,983
Expenditures	\$ 5,208,355
Ending Fund Balance	\$ 4,219,642
Fund Budget Expended	46.19%

## OVERVIEW: GETTING LIBRARY MATERIALS BACK

Region I and II Circulation supervisors Judy Luck and Gina Rice provided an overview for handling past due library materials, all of which begins with a library card application and signed agreement to return materials according to library regulations or could ultimately result in referral to the District collection agency.

In response to a trustee's question, Mr. Wirt explained the signed agreement to return library materials is considered a contract and though there have been various iterations, has been in use for more than 20 years.

In response to another question, Ms. Rice said collection recovery for SCLD is about average comparatively.


## PUBLIC COMMENT

There were no public comments.

**ADJOURNMENT**

The meeting adjourned at 4:55 p.m.

  
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Tim Hatterburg, Chair

  
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Michael J. Wir, Secretary of the Board of Trustees