

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MAY 20, 2008

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held May 20, 2008 in the public meeting room of the Cheney Library, 610 First Street, Cheney, WA. The meeting was called to order at 4:04 p.m. by Ann Apperson, Chair.

PRESENT:

Ann Apperson - Chair
Jacob Laete - Vice-Chair
Frank W. Payne - Trustee
Tim Hattenburg - Trustee
Mary E. Lloyd - Trustee

Michael J. Wirt - Director and Secretary

Also Present: Ellen Miller and Linda Dunham, Branch Services Managers; Stacey Goddard and Karen Byrne, Adult Services Supervisors; Andrea Sharps, Collection Services Manager; Kris Barnes, Branch Supervisor; Michael Sierra and Kandy Brandt, librarians; and Pam Davis, Administrative Assistant

AGENDA APPROVAL

Mr. Payne moved and Mr. Hattenburg seconded to approve the agenda.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF APRIL 15, 2008 REGULAR MEETING MINUTES

Ms. Apperson called for corrections to the April 15, 2008 regular meeting minutes. There being no corrections, the minutes stand approved as written.

APPROVAL OF APRIL 2008 BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Ms. Apperson seconded approval of April 2008 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 32676 through 32857 totaling	\$ 408,362.12
	Payroll numbers: 32720PR and 32856PR totaling	\$ 289,443.77
L08	Voucher numbers: 9270 and 9271 totaling	\$ 1,948.90
	Total	\$ 699,754.79

There were no questions.

The motion was unanimously approved.

NEW BUSINESS

ASSOCIATION OF WASHINGTON CITIES LOCAL GOVERNMENT PERSONNEL INSTITUTE AFFILIATE MEMBERSHIP. Ms. Lloyd moved and Mr. Payne seconded that an affiliate membership in the Association of Washington Cities Local Government Personnel Institute be approved.

Mr. Wirt communicated that HR manager Paul Eichenberg recommends, and he concurs, that the District become an affiliate member of Association of Washington Cities' LGPI which specializes in providing training, publications, and technical assistance in the personnel and labor relations arena. He responded to several questions about the benefits of LGPI membership. There was no public comment.

The motion was unanimously approved.

ANNEXATION OF CITIES & TOWNS TO THE LIBRARY DISTRICT POLICY. Mr. Laete moved and Mr. Hattenburg seconded that the Annexation of Cities and Towns to the Library District Policy be revised as presented.

The policy states the District's encouragement of annexations for library services and the conditions under which the Board will concur with city and town annexation requests. Mr. Wirt explained the recommended change, and in response to a question, noted that legal counsel James Sloane approved the revision. There was no public comment.

The motion was unanimously approved.

STATEMENT VALUES POLICY REPEAL. Mr. Payne moved and Ms. Apperson seconded that the Statement of Values Policy be repealed.

Mr. Wirt stated that he recommends repeal of the policy since the District's values are implicit in the vision, mission, and strategic themes of our Balanced Scorecard, which also includes core values, and embedded in its objectives and measures; and integrated into general and personnel policies and procedures. He pointed out that having a separate policy that paraphrases what's already the backbone of our organizational culture and philosophy of service is redundant and somewhat confusing. There were no questions or public comments.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

BOARD OF TRUSTEES SUMMER MEETING SCHEDULE

After a brief discussion, Mr. Payne moved and Ms. Apperson seconded that the Board of Trustees regular meeting scheduled for Tuesday, August 19, 2008, be canceled. Action items tentatively scheduled for that meeting will be moved to another meeting. There were no questions.

The motion was unanimously approved.

Before moving to the next item on the agenda, Ms. Apperson welcomed Arlene Fisher, City Administrator for the City of Cheney, to the meeting and thanked her for taking the time to attend.

BOARD OF TRUSTEES POSITION DESCRIPTION

Ms. Apperson explained the revisions recommended by her and Mr. Wirt which include removing the preferred qualifications section because they're not included in statute and moving them to the existing time commitment document to be renamed Board of Trustees Membership.

Mr. Wirt reminded that because a library district board of trustees doesn't have appointing authority, the position description is unofficial and has been adopted for informational purposes only.

Following a brief discussion, Ms. Apperson moved to adopt revisions set forth in the Board of Trustees position description and Ms. Lloyd seconded. There was consensus by trustees to include the preferred qualifications as an "Ideal Board Member background and experience" section in the time requirements document.

The motion was unanimously approved.

LIBRARY FACILITIES MASTER PLANNING

Mr. Wirt provided a short presentation elaborating on background information distributed prior to the meeting asking trustees for direction regarding long-term capital facility needs District-wide. He included that the time is right for a more comprehensive look at overall facility needs, the 10-year facility maintenance needs study for which we're currently accepting proposals fits into the master plan process, and a 20-year master plan will provide both staff and trustee successors with a blueprint for the future.

Following a lengthy discussion, there was consensus by trustees that 2010 would be the earliest that another Greater Spokane Valley Library Capital Facilities Area proposal should be on the ballot; that the District should undertake a more comprehensive facility master plan that includes the Spokane Valley area as one component; and to proceed with a presentation at the June Board of Trustees meeting on a proposed master planning process, including a timeline.

FUTURE BOARD MEETING AGENDA ITEMS

A list of potential agenda items tentatively scheduled for future meetings was distributed prior to the meeting. Ms. Apperson reviewed upcoming meeting dates and announced that a purchase agreement for the Hastings Road property and library facility master planning process will be items added to the June agenda.

REPORTS

TRUSTEES

Mr. Payne shared that he enjoyed his visit to WSU's new Riverpoint Campus library.

Mr. Hattenburg noted that the unincorporated area at Liberty Lake seems to echo the same sentiments as Liberty Lake city residents as noted in the recent Liberty Lake Splash survey.

Ms. Apperson commented on the upcoming AGORA Award event on May 28 that trustees and most managers will be attending since the District is a finalist in one of the award categories.

DIRECTOR

The Director's written report provided prior to the meeting included information on the following topics: Library Services – customer use measures, April branch services, branch highlights; Collection Services – collections, technical services; Administration – GSVCFA update, AGORA awards, North Division annexation mitigation agreement, WLA/OLA conference, Spokane Moms, Spangle welcome mailing; Professional and Community Activities; Communications; Human Resources; Information Technology; and Finance, Facilities, & Purchasing.

At the meeting, Mr. Wirt reported on customer use measures, his participation in National Library Legislative Day in Washington, D. C., and the Born Learning Trail. At Mr. Wirt's request, Ms. Miller explained the Born Learning Trail event at Moran Prairie and its connection to Early Learning.

FISCAL

Revenue and Expenditure Statement through April 30, 2008.

<u>Fund 001</u>	
Revenues	\$ 4,416,637
Expenditures	\$ 3,064,343
Ending Fund Balance	\$ 3,186,878
Fund Budget Expended	32.24%

There were no questions.

PUBLIC COMMENT

There were no public comments.

OVERVIEW: QUESTIONPOINT 24/7 REFERENCE SERVICES

Branch services manager Ellen Miller introduced librarians Kandy Brandt and Michael Sierra who presented information on the QuestionPoint 24/7 service the District has been


offering for almost a year. Ms. Brandt overviewed the service and Mr. Sierra demonstrated how the service works.

EXECUTIVE SESSION

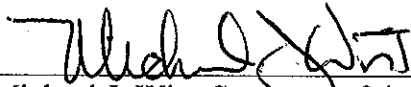
Ms. Apperson moved and Ms. Lloyd seconded for the Board to go into executive session at 5:46 p.m. for a period of 30 minutes to discuss the director's annual performance evaluation. The Board returned from executive session at 6:24 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:24 p.m.



Ann Apperson, Chair



Michael J. Wirt, Secretary of the Board of Trustees