

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JULY 15, 2008

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held July 15, 2008 in the public meeting room of the Moran Prairie Library, 6004 S. Regal Street, Spokane, WA. The meeting was called to order at 4:03 p.m. by Ann Apperson, Chair.

PRESENT:

Ann Apperson - Chair
Jacob Laete - Vice-Chair
Frank W. Payne - Trustee
Mary E. Lloyd - Trustee
Michael J. Wirt - Director and Secretary

EXCUSED:

Tim Hattenburg - Trustee

Also Present: Linda Dunham, Branch Services Manager; Paul Eichenberg, Human Resources Manager; Bill Sargent, Business Manager; Stacey Goddard, Adult Services Supervisor; Priscilla Ice, IT Manager; Andrea Sharps, Collection Services Manager; Patrick Roewe, Librarian; Beth Gillespie, Communications Specialist; and Pam Davis, Administrative Assistant

AGENDA APPROVAL

Mr. Payne moved and Ms. Lloyd seconded to approve the agenda.

The motion carried unanimously.

EXECUTIVE SESSION

Ms. Apperson moved and Ms. Lloyd seconded for the Board to go into executive session at 4:05 p.m. for a period of 45 minutes to discuss litigation or potential litigation with legal counsel and to consider acquisition of property.

The Board returned from executive session and the regular meeting reconvened at 4:50 p.m.

ACTION ITEMS

APPROVAL OF JUNE 17, 2008 REGULAR MEETING MINUTES

Ms. Apperson called for corrections to the June 17, 2008 regular meeting minutes. There being no corrections, the minutes stand approved as written.

APPROVAL OF JUNE 2008 BILL PAYMENT VOUCHERS

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

Fund

L01	Voucher numbers: 33082 through 33257 totaling	\$ 427,690.94
	Payroll numbers: 33117PR and 33213PR totaling	\$ 282,840.48
L08	Voucher numbers: 9275 and 9276 totaling	\$ 3,833.75
	Total	\$ 714,365.17

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

LIBRARY FACILITY MASTER PLANNING COMMUNITY INPUT. Ms. Lloyd moved and Ms. Apperson seconded that the District contract with Strategic Research Associates to conduct community and customer research for library facility master planning, as specified in its July 9, 2008 proposal, for an amount not to exceed \$51,580.

At Mr. Wirt's request, Dean Moorhouse of Strategic Research Associates overviewed the proposal and answered questions regarding the interview process along with Steven Dean, a research partner in the company who participated by speakerphone. Mr. Moorhouse explained that the three activities essential to obtain the most complete quantitative and qualitative information necessary for the planning process include a customer and a service area resident telephone survey, audience response focus groups, and one-on-one interviews with community leaders.

The motion was unanimously approved.

REAL ESTATE PURCHASE AND SALE AGREEMENT. Mr. Payne moved in view of the facts that: 1) The Spokane County Library District needs to acquire a site for a future branch location in the North Spokane area; and 2) The Hastings Road property is ideally situated as a site for the future library; and 3) The District has received a counter offer from the owner of the Hastings Road property to sell the site for the purpose of the use of library purposes, at \$3.50 per square foot for a total purchase price of \$654,060; 4) It is in the best interest of the District to accept this counter offer from the owner for this property. He therefore moved that the library director be authorized to execute all documents necessary to purchase the approximate 4.29 acres located at 1414 E. Hastings Road for the total price of \$654,060 plus closing costs, as set forth in the Real Estate Purchase Agreement approved in principle on June 17, 2008, as a site for a future library to serve the North Metro Urban Growth Area. Mr. Laete seconded the motion. There were no questions or public comments.

In Favor: Ann Apperson, Jacob Laete, Frank W. Payne

Opposed: Mary E. Lloyd

Abstentions: None

Motion passed.

NEW BUSINESS

COLLECTION DEVELOPMENT POLICY. Ms. Apperson moved and Ms. Lloyd seconded that the Collection Development Policy be revised as presented.

Collection services manager Andrea Sharps briefly commented on the minor revision she recommended after her review of the policy. There were no questions or public comments.

The motion was unanimously approved.

CUSTOMER USE OF INTERNET RESOURCES POLICY. Ms. Lloyd moved and Mr. Payne seconded that the Customer Use of Internet Resources Policy be reaffirmed as written.

IT manager Priscilla Ice, branch services managers Linda Dunham and Ellen Miller, and Mr. Wirt reviewed the policy and recommended no revisions. There were no questions or public comments.

The motion was unanimously approved.

PUBLIC RECORDS POLICY. Mr. Laete moved and Ms. Apperson seconded that the proposed new Public Records Policy be adopted.

Mr. Wirt briefly commented on his recommendation to adopt an official District policy statement on public records availability that states that the Public Records Act model rules, codified in Washington Administrative Code, will form the basis on District procedures. There were no questions or public comments.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

A list of potential agenda items tentatively scheduled for future meetings was distributed prior to the meeting. Ms. Apperson reminded that with no meeting occurring in August, the next scheduled meeting is September 16 at North Spokane Library. She noted that an action item regarding a Kaiser North property TIF may be added to the September agenda.

REPORTS

TRUSTEES

Mr. Laete updated trustees on his bicycle accident which kept him from attending the June meeting.

Mr. Payne asked about the popularity of the Born Learning Trail and suggested new signage directing customers to the trail.

Ms. Apperson commented on participation in the adult summer reading program.

DIRECTOR

The Director's written report provided prior to the meeting included information on the following topics: Library Services – customer use measures, June branch services, branch highlights; Collection Services – collections, technical services; Administration – Board of County Commissioners briefing, library facilities master planning community input, National Maintenance Contractors, summer legislative study, Gwendolyn Haley selected for

PNLA leads, GSVLCFA election costs; Professional and Community Activities; Communications; Human Resources; Information Technology; and Finance, Facilities, & Purchasing.

At the meeting, there were comments from several trustees regarding topics addressed in the written report.

FISCAL

Revenue and Expenditure Statement through June 30, 2008.

<u>Fund 001</u>	
Revenues	\$ 5,337,762
Expenditures	\$ 4,503,558
Ending Fund Balance	\$ 2,668,788
Fund Budget Expended	47.38%

Business manager Bill Sargent reported that a second HVAC system will be installed soon in the District's computer room to deal with the increasing temperatures which resulted from additional equipment that generated more heat.

PUBLIC COMMENT

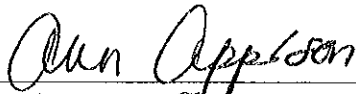
There were no public comments.

OVERVIEW: INTERNET ACCESS SERVICES

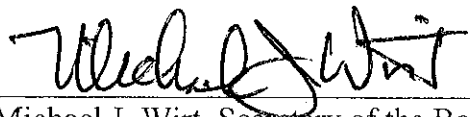
Information services librarian Patrick Roewe presented an overview of Internet access services the District provides to customers. He stated that customers use the Internet for a variety of reasons including: communication, social networking, entertainment, job seeking, house hunting, shopping, and general information seeking. At Mr. Wirt's request, Mr. Roewe also addressed booking computer workstations and how staff handle "game vs. important stuff" complaints.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:59 p.m.



Ann Apperson, Chair



Michael J. Wirt, Secretary of the Board of Trustees