

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: NOVEMBER 18, 2008**

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**CALL TO ORDER**

The regular meeting of the Spokane County Library District Board of Trustees was held November 18, 2008 in the public meeting room of the Argonne Library, 4322 N. Argonne Road, Spokane, WA. The meeting was called to order at 4:00 p.m. by Jacob Laete, Vice Chair.

**PRESENT:**

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

**EXCUSED:**

Ann Apperson - Chair

Also Present: Linda Dunham & Ellen Miller, Branch Services Managers; Paul Eichenberg, Human Resources Manager; Andrea Sharps, Collection Services Manager; Bill Sargent, Business Manager; Beth Gillespie, Communications Specialist; and Pam Davis, Administrative Assistant; James C. Sloane, Legal Counsel

**AGENDA APPROVAL**

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

The motion carried unanimously.

**EXECUTIVE SESSION**

Mr. Laete moved and Ms. Lloyd seconded for the Board to go into executive session at 4:02 p.m. for a period of 30 minutes to discuss litigation or potential litigation with the District's legal counsel, James C. Sloane.

The motion carried unanimously.

The Board returned from executive session and the regular meeting reconvened at 4:32 p.m.

**ACTION ITEMS**

**APPROVAL OF OCTOBER 21, 2008 REGULAR MEETING MINUTES**

Mr. Laete called for corrections to the October 21, 2008 regular meeting minutes. Mr. Wirt clarified an item related to compensation in response to a question. There being no corrections, the minutes stand approved as written.

## APPROVAL OF OCTOBER 2008 BILL PAYMENT VOUCHERS

Mr. Payne moved and Mr. Hattenburg seconded approval of the October 2008 bill payment vouchers as follows:

<u>Fund</u>		
L01	Voucher numbers: 33812 through 34011 totaling	\$ 543,645.91
	Payroll numbers: 33898PR and 33983PR totaling	\$ 288,001.50
L08	Voucher numbers: 9285 and 9286 totaling	\$ 487.18
	Total	\$ 832,134.59

There were no questions or comments.

The motion was unanimously approved.

## UNFINISHED BUSINESS

## 2009 BUDGET.

2009 REVENUE AND EXPENSES: DIRECTOR'S PRELIMINARY BUDGET MESSAGE. Mr. Wirt presented an overview of the 2009 budget which included the General Operating Fund, Bond Redemption Fund, Capital Reserve Fund, and Construction Fund.

He pointed out that 2009 General Operating Fund Budget goals are to maintain services and programs at no less than the increased levels made possible by the 2006 levy lid lift; continue to maintain salary level competitiveness; carry out 2009 facility maintenance plan, technology upgrade plan, and FF&E maintenance plan projects; continue to maintain sufficient cash flow without a Tax Anticipation Note sale; and retain sufficient unencumbered recurring revenue to maintain the above in 2010.

On the revenue side for 2009, a higher than anticipated increase in new construction revenue again softened potential ramifications of having a 1% levy lid. Even so, our levy rate will drop once again to just over 44¢ per \$1,000 of assessed valuation, \$1.28 million less than the maximum levy possible. The levy rate also negatively impacts city contract fees.

In expenses, the largest increase will be for personnel—substantial salary increases driven by the high Consumer Price Index increase, salary steps for eligible staff, benefit costs, and a little less than one FTE increase in staffing. The next largest increase is for library materials.

Mr. Wirt reported that the approximate \$342,000 balance of revenue over expenses should provide sufficient cash flow going into 2010, and when combined with new 2010 revenue and potentially supplemented from our \$2.49 million fund balance, will be sufficient to assure service level maintenance for at least a year beyond the levy lid lift financial plan project.

During his presentation, Mr. Wirt also answered questions regarding budget items and explained the budget related resolutions. The final budget adoption will occur in December.

ADOPTING A PRELIMINARY 2009 BUDGET (RESOLUTION No. 08-07)

PROVIDING AN ESTIMATE OF PROPERTY TAXES TO BE LEVIED IN 2008 FOR COLLECTION IN 2009 (RESOLUTION No. 08-08)

AUTHORIZING A 2008 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2009 (RESOLUTION No. 08-09)

Ms. Lloyd moved and Mr. Hattenburg seconded that Resolution No. 08-07, Adopting a Preliminary 2009 Budget; Resolution No. 08-08, Providing an Estimate of Property Taxes to be Levied in 2008 for Collection in 2009; and Resolution No. 08-09, Authorizing a 2008 Property Tax Levy Increase for Collection in 2009, be approved. There were no questions or public comments.

RESOLUTION No. 08-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A PRELIMINARY 2009 BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S PRELIMINARY 2009 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Revenues total \$10,294,557; expenditures total \$9,952,249. The estimated ending undesignated, unrestricted fund balance is \$2,490,012.

RESOLUTION No. 08-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, PROVIDING AN ESTIMATE OF PROPERTY TAXES TO BE LEVIED IN 2008 FOR COLLECTION IN 2009 TO DISCHARGE EXPECTED GENERAL OPERATING FUND EXPENSES AND OBLIGATIONS OF THE DISTRICT FOR THE 2009 CALENDAR YEAR; CERTIFYING SAID ESTIMATE TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

The resolution uses the estimate of \$9,459,000 for collection in 2009. The amount the Assessor's Office ultimately certifies will be a function of final property valuations.

RESOLUTION No. 08-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2008 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2009 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

The resolution authorizes a levy to be collected in 2009 in the amount of \$91,128, which is a percentage increase of 1.0% from the previous year.

The motion was unanimously approved.

BOARD DIRECTION TO STAFF. There was no further direction to staff regarding the 2009 budget process. Mr. Laete expressed appreciation to Mr. Wirt for his efforts to explain the budget details to trustees.

## NEW BUSINESS

COMMITTING OPPORTUNITY ONLINE HARDWARE GRANT MATCHING FUNDS (RESOLUTION No. 08-10). Mr. Hattenburg moved and Ms. Lloyd seconded that Resolution No. 08-10, Committing Opportunity Online Hardware Grant Matching Funds, be approved.

### RESOLUTION NO. 08-10

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, COMMITTING MATCHING FUNDS IN THE AMOUNT OF \$18,200 FOR A BILL & MELINDA GATES FOUNDATION OPPORTUNITY ONLINE HARDWARE GRANT AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

The resolution provides the required verification of the matching fund commitment, which must be supplied to the Bill & Melinda Gates Foundation in order to receive the grant available for replacement of and additions to computer workstations for public use. Grant funds are allocated for 20 workstations located at six of the District's branches. There were no questions or public comments.

The motion was unanimously approved.

DISTRIBUTION OF COMMUNITY-INTEREST INFORMATIONAL MATERIALS POLICY. Mr. Payne moved and Ms. Lloyd seconded that the Distribution of Community-Interest Informational Materials Policy be reaffirmed as written. Branch services managers Ellen Miller and Linda Dunham reviewed the policy with no revision recommended. There were no questions or public comments.

The motion was unanimously approved.

PERSONNEL POLICY. Ms. Lloyd moved and Mr. Hattenburg seconded that revisions to Personnel Policy Sections 4.07 *Vacation Leave – Accrual*; 4.13 *Sick Leave – Allowance*; 4.25 *Leave Without Pay*; 4.26 *Family Leave*; 6.01 *Equal Employment Opportunity Policy*; and 6.06 *Filing a Discrimination or Harassment Complaint*, be approved.

Mr. Eichenberg briefly summarized the recommended changes, noting that the majority of the changes document, clarify, or expand on current practice. 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. There were no comments or discussion at the meeting.

### 2009 BALANCED SCORECARD PROGRESS REPORT

Mr. Wirt reviewed the draft of the 2009 Balanced Scorecard which is in the process of being finalized by Management Team to be presented for approval at the December board meeting.

## REPORTS

### TRUSTEES

Ms. Lloyd expressed that she enjoyed attending the District's Annual Staff Development & Training Day, and noted that Mr. Payne attended as well.

### DIRECTOR

The Director's written report provided prior to the meeting included information on the following topics: Library Services – customer use measures summary, October branch services; Collection Services – collections, technical services; Administration – 2009 budget, *Spokane is Reading*, Staff Development & Training Day, facility master plan research and background information, voter registration at North Spokane, DVD/CD security, Mary Lloyd's reappointment; Professional and Community Activities; Communications; Human Resources; Information Technology; and Finance, Facilities, & Purchasing.

At the meeting, Mr. Wirt briefly commented on the Board of County Commissioners adoption of the MPLCFA budget; the county law library; and a situation regarding the Cheney branch. At Mr. Wirt's request, Ellen Miller described a situation at the Spokane Valley branch.

### FISCAL

Revenue and Expenditure Statement through October 31, 2008.

<u>Fund 001</u>	
Revenues	\$ 9,127,403
Expenditures	\$ 7,564,427
Ending Fund Balance	\$ 3,386,560
Fund Budget Expended	78.47%

Business manager Bill Sargent noted that the final October fiscal report was distributed at the meeting, and commented on accounting issues that were discussed at a recent workshop.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:58 p.m.



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Ann Apperson, Chair



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Michael J. Wirt, Secretary of the Board of Trustees