

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 17, 2009**

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held February 17, 2009 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, Chair.

**PRESENT:**

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

Also Present: Ellen Miller and Linda Dunham, Branch Services Managers; Andrea Sharps, Collection Services Manager; Bill Sargent, Business Manager; Paul Eichenberg, Human Resources Manager; Beth Gillespie, Communication Specialist; and Pam Davis, Administrative Assistant

**AGENDA APPROVAL**

Mr. Hattenburg moved and Mr. Payne seconded to approve the agenda. Mr. Laete pointed out a change in the agenda from the preliminary agenda. There were no questions or comments.

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF JANUARY 20, 2009 REGULAR MEETING MINUTES**

Mr. Laete called for corrections to the January 20, 2009 regular meeting minutes. There being no corrections, the minutes stand approved as written.

**APPROVAL OF JANUARY 2009 BILL PAYMENT VOUCHERS**

Ms. Apperson moved and Ms. Lloyd seconded approval of the January 2009 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 34331 through 34542 totaling	\$ 737,740.62
	Payroll numbers: 34410PR and 34502PR totaling	\$ 295,211.17
L08	Voucher number: 9288 totaling	\$ 181.15
	Total	\$1,033,132.94

There were no questions or comments.

The motion was unanimously approved.

## NEW BUSINESS

**CONTROL OF CAPITAL ASSETS POLICY.** Mr. Payne moved and Mr. Hattenburg seconded that the Control of Capital Assets Policy be revised as presented. Business manager Bill Sargent briefly reviewed the clarifying editorial changes he is recommending after review of the policy, noting that the policy continues to meet State Auditor's Office requirements. There were no questions or public comments.

The motion was unanimously approved.

**INTERLOCAL COOPERATION AGREEMENT BETWEEN SPOKANE COUNTY LIBRARY DISTRICT AND THE CITIES OF CHENEY AND MEDICAL LAKE.** Ms. Lloyd moved and Ms. Apperson seconded that the Interlocal Cooperation Agreements between Spokane County Library District and the Cities of Cheney and Medical Lake be approved.

Mr. Wirt reviewed that at the January meeting, the board approved an updated interlocal cooperation agreement with the Town of Fairfield. The City of Medical Lake agreement is identical to Fairfield's; the City of Cheney agreement is virtually identical except for slightly different wording in the liability insurance section requested by the city's attorney and approved by District legal counsel.

Mr. Wirt reported that he is continuing to follow up on the Airway Heights agreement, which he hopes will be on the March meeting agenda for approval and responded to a question regarding self-insurance. There were no 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. Mr. Laete pointed out upcoming meetings that will be held at other District library branches.

## REPORTS

### TRUSTEES

Mr. Hattenburg shared a compliment he received recently from Central Valley High School staff who expressed appreciation of the 24/7 service and Sunday hours.

### DIRECTOR

The Director's written report provided prior to the meeting included information on the following topics: Library Services – January customer use measures and branch services reports; Collection Services – collections, technical services; Administration – city

interlocal agreements, West Plains annexation proposal, state legislature; 2009 property tax levy, Spokane Valley Library staff parking, public library winter directors' meeting; Professional and Community Activities; Communications; Human Resources; Information Technology; and Finance, Facilities, & Purchasing.

At the meeting, Mr. Wirt presented updates on the West Plains annexation proposal by the cities of Airway Heights and Spokane; and facility master planning. At Mr. Wirt's request, branch services manager Ellen Miller overviewed resources the District is using to provide helpful information to library users during these tough economic times.

#### FISCAL

Revenue and Expenditure Statement through January 31, 2009.

Fund 001

Revenues	\$	157,430
Expenditures	\$	1,024,511
Ending Fund Balance	\$	1,438,027
Fund Budget Expended		10.29%

Mr. Sargent reported that 2008 financial statements will be completed by the end of May in preparation for the June audit of 2007/2008 financial records; he is working with insurance companies to update replacement values of District buildings; the bid for work on the Hastings Road property should be presented for board approval in April; and he commented on U.S. Bank interest issues. There were no questions.

#### OVERVIEW: PURCHASING

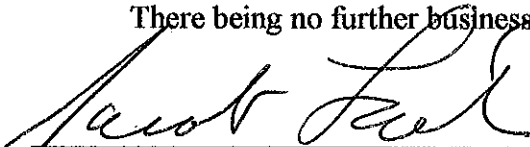
Business manager Bill Sargent reviewed the Purchasing Policy and explained how its requirements are carried out with all types of purchasing.


#### PUBLIC COMMENT

There were no public comments.

#### ADJOURNMENT

There being no further business, the meeting was adjourned at 5:20 p.m.

  
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Jacob Laete, Chair

  
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Michael J. Wirt, Secretary of the Board of Trustees