

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: APRIL 21, 2009

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held April 21, 2009 in the public meeting room of the Argonne Library, 4322 N. Argonne Road, Spokane, WA. Jacob Laete, Chair, called the meeting to order at 4:00 p.m. and welcomed guests in attendance.

PRESENT:

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

EXCUSED:

Also Present: Linda Dunham and Ellen Miller, Branch Services Managers; Andrea Sharps, Collection Services Manager; Bill Sargent, Business Manager; and Paul Eichenberg, Human Resources Manager; Beth Gillespie, Communications Specialist; Patrick Roewe, Librarian.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF MARCH 17, 2009 REGULAR MEETING MINUTES

Mr. Laete called for corrections to the March 17, 2009 regular meeting minutes. There being no corrections, the minutes stand approved as written.

APPROVAL OF MARCH 2009 BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Ms. Lloyd seconded approval of the March 2009 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 34714 through 34890 totaling	\$ 444,002.07
	Payroll numbers: 34762PR and 34855PR totaling	\$ 285,368.86
	Total	\$ 729,370.93

The motion was unanimously approved.

NEW BUSINESS

REVISING THE DISTRICT'S 2009 FINAL BUDGET. Mr. Hattenburg moved and Ms. Apperson seconded that Resolution No. 09-02, Revising the District's 2009 Final Budget, be approved.

RESOLUTION NO. 09-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REVISING THE DISTRICT'S 2009 FINAL BUDGET ADOPTED ON DECEMBER 16, 2008 WITH RESOLUTION NO. 08-11; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

General Operating Fund (001-661):	\$ 10,050,832
Bond Redemption Fund (003-661)	\$ 60,000
Capital Reserve Fund (005-661):	\$ 65,000
Construction Fund (008-661):	\$ 51,500

Information provided by Mr. Wirt prior to the meeting included a review of the budget process and details about the recommended revisions. At the meeting he presented a broad overview of the impact of the revisions on each of the four funds. There was no public comment.

The motion was unanimously approved.

CONFIDENTIALITY OF CUSTOMER INFORMATION POLICY. Ms. Apperson moved and Mr. Payne seconded that the Confidentiality of Customer Information Policy be revised as presented.

Mr. Wirt noted that the recommended policy changes were consistent with those described in his overview presentation at the March meeting. He responded to a question regarding confidentiality and self-pickup of holds. There was no public comment.

The motion was unanimously approved.

ACCEPTANCE OF RESTRICTED GIFT FUNDS. Ms. Lloyd moved and Mr. Hattenburg seconded that a gift of \$3,000 be accepted from Community-Minded Enterprises to purchase supplies for Play and Learn Storytimes to be presented by the District.

Mr. Wirt had nothing to add to the background information sent prior to the meeting. Branch services managers Ellen Miller and Linda Dunham responded to questions regarding the organization providing the funds, the types of supplies that will be purchased, and the workshop youth services supervisors had attended. There was no public comment.

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 was a brief discussion of the proposed joint meeting with Spokane Public Library's Board of Trustees and Spokane and Airway Heights city officials. Mr. Laete stated that he expected the August meeting would once again be cancelled.

REPORTS

TRUSTEES

Ms. Apperson, Ms. Lloyd, Mr. Laete and Mr. Hattenburg commented on how much they enjoyed the WLA Conference programs that they attended. After relating the content of one, Mr. Laete expressed gratefulness that SCLD has such good internal working relationships. Mr. Hattenburg reported that he attended the April 16 Deer Park Friends of the Library meeting to express the Board's appreciation for their activities and noted that they're a vibrant group. Ms. Lloyd attended the Spokane Valley Friends' meeting.

DIRECTOR

The Director's written report provided prior to the meeting included information on the following topics: Library Services – March customer use measures and branch services reports; Collection Services – collections, technical services; Administration – 2008 Balanced Scorecard report, Hastings Road and Conklin Road properties, 2009 legislative session, proposed West Plains annexation, state of the county report, road trip, Branch Services Manager position, service animals; Professional and Community Activities; Communications; Human Resources; Information Technology; and Finance, Facilities, & Purchasing.

At the meeting, Mr. Wirt introduced Patrick Roewe, who will replace branch services manager Linda Dunham after her June 30 retirement; reported on a meeting with Airway Heights City Administrator Albert Tripp; and distributed results of a Washington State Library survey on library budget issues and library-related articles from the "Wenatchee World" and "The Olympian."

FISCAL

Revenue and Expenditure Statement through March 31, 2009.

Fund 001

Revenues	\$	849,844
Expenditures	\$	2,490,020
Ending Fund Balance	\$	660,512
Fund Budget Expended		25.02%

Mr. Sargent had nothing to add to the written report.

OVERVIEW: PUBLIC INTERNET ACCESS

Information services librarian Patrick Roewe described and demonstrated the District's computer booking and time control system.

PUBLIC COMMENT

There were no public comments.

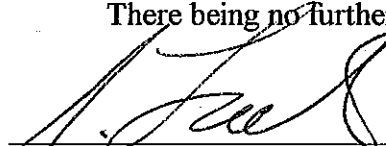
EXECUTIVE SESSION

Mr. Laete moved and Mr. Hattenburg seconded that the Board of Trustees go into executive session to consider a personnel matter and to confer with legal counsel on potential litigation. The estimated length of the executive session is 45 minutes; if it goes beyond 45 minutes, the extension will be announced. The motion was unanimously approved, with the executive session beginning at 4:58 p.m.

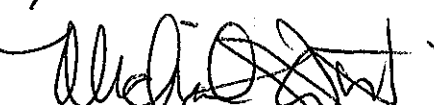
The Board returned from executive session at 5:45 p.m. Mr. Laete moved and Mr. Hattenburg seconded that the Board of Trustees concur with the recommendation of the director to resolve the matter by placing the individual on administrative leave, pending retirement. There was no discussion and the motion was unanimously approved.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:48 p.m.



Jacob Laete, Chair



Michael J. Wirt, Secretary of the Board of Trustees