

MINUTES OF THE BOARD OF TRUSTEES MEETING

January 22, 2013

The regular monthly meeting of the Spokane Public Library Board of Trustees was held Tuesday, January 22, 2013 at the Downtown Library.

Present were:

MEMBERS

Mr. Jack Fallis, Chair
Ms. Janice Marich, Vice Chair
Mr. Nathan Smith
Mr. Jim Kershner
Ms. Anne Walter

LIBRARY DIRECTOR

Ms. Pat Partovi

CALL TO ORDER

The meeting was called to order at 4:35 p.m.

VISITORS

There were no visitors.

CHANGES TO THE AGENDA

Agenda items 13a, 13b, and 13c were moved ahead of the Foundation Report and Director's Report to accommodate Board members' schedules.

APPROVAL OF DECEMBER 2012 MEETING MINUTES AND RETREAT MINUTES

Jim Kershner moved to approve the minutes of the December 18, 2012 Board meeting and the minutes of the January 8, 2013 special Board meeting. Anne Walter seconded the motions, which carried unanimously.

APPROVAL OF BILLS AND CONTRIBUTIONS FOR DECEMBER 2012

Jim Kershner moved to approve payment of the bills for December 2012 in the amount of \$634,206.09, voucher sequence #37979-38018, and contributions of \$8,281.54. Anne Walter seconded the motion, which carried unanimously.

FINANCIAL REPORT

Business Manager Steve Shagina explained that Period 13 for 2012 would end soon, and that the ending fund balance was approximately \$403,000.

PERFORMANCE REPORT

Library Director Pat Partovi noted that although year-end circulation was down 4.4% from 2011, it was still over two million. She explained that in response to customer reaction to three-week DVD checkouts, the Library changed the DVD circulation periods back to one week for all DVDs. The Director said the Library is considering reporting statistics on customer use of the Library's Wi-Fi network to the Board. A brief discussion followed during which Board members expressed support for having such

statistics provided to them. The Director noted that checkouts of eBooks and downloads from Freegal are both growing.

CHAIRMAN'S REPORT

Board Chair Jack Fallis briefly mentioned his interview with the Spokesman-Review regarding the February 2013 library levy ballot measure. A brief discussion followed about why the Library is closed on Sundays, during which Communications Manager Eva Silverstone related that research dating back many years revealed no evidence of Sunday hours for the Library.

COMMUNICATIONS

Communications Manager Eva Silverstone said she had sent, and would continue to send, communications information to Board members by email, including mentions of the Library in the media.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

13a. Policy on Library Cards

Library Director Pat Partovi described proposed changes to the Library's Policy on Library Cards, including the addition of information about the different kinds of cards offered. In response to a question from Jim Kershner, there was brief discussion of fees for non-resident library cards. Jack Fallis moved to approve the proposed changes to the Policy on Library Cards. Janice Marich seconded the motion, which carried unanimously.

13b. Policy on Fines and Fees

Library Director Pat Partovi described proposed changes to the Library's Policy Regarding Fees and Services to Non-Residents, including changing the name to "Policy on Fines and Fees," revising the content to cover all Library customers, and requiring Board approval of a fine and fee schedule each year. Jim Kershner moved to approve the proposed changes to the Policy Regarding Fees and Services to Non-Residents. Jack Fallis seconded the motion, which carried unanimously.

13c. Fine/Fee Schedule

Business Manager Steve Shagina provided Board members with copies of the proposed fine/fee schedule for 2013 (attached to file copy of minutes). He explained that the cost of recovering outstanding fines through collections was unlikely to yield a net gain for the Library, and said the Library's main recourse for outstanding fines was to block use of customers' Library cards. He explained that the Library would bring proposed changes in the Library's fine/fee schedule to the Board for approval. In response to questions from Board members, there was discussion of possible ways to collect outstanding fines and how the amount of the Library's outstanding fines compares with those of other libraries. Jim Kershner requested information on the portion of outstanding fines for overdue materials versus the portion for unreturned

books. Jack Fallis moved to approve the proposed fine/fee schedule for 2013. Jim Kershner seconded the motion, which carried unanimously.

FOUNDATION REPORT

Foundation Officer Sandra Kernerman said the Foundation had received \$16,000 in donations in response to a letter she sent to donors at the end of 2012.

LIBRARY DIRECTOR'S REPORT

The Library Director submitted the following written report on January 22, 2013.

Library Director's Report to the Board

January 22, 2013

Due to the short time frame to inform the public about the facts of the proposed levy we have been largely focused on that this month.

Community/Professional Contacts: Now that the Washington Legislature is in session the WLA Legislative Planning Committee will have weekly calls to track any new legislation that could affect libraries. I will be working closely with the WLA lobbyist and the committee to track the progress of the Municipal Library District legislation. City libraries have been alerted and have been asked to discuss the matter with their representatives.

Sally Chilson and I attended the Spokane STEM Network breakfast. The purpose of the breakfast was to bring people together to develop a strategic plan and there was ample representation from SPL and SCLD. We hope to see some goals and objectives in the plan that include libraries and their early learning focus.

Public Information: Members of the Admin Team and I have been making public presentations to provide information on the upcoming library levy ballot measure. We have scheduled sixteen so far and we are handing out the levy fact sheet. It has been a good opportunity to make Neighborhood Councils and other groups aware of library services and challenges.

I was interviewed for a profile piece in the Spokesman that will run on a Sunday near the end of the month. They wanted to do it in connection with the levy vote.

The City will produce an annual report and the Library will have a section to describe our accomplishments in 2012. The report will be ready for the Mayor's State of the City address at a GSI breakfast on February 8.

Programs: The Spokane is Reading committee has developed a short list of titles for the 2013 program. We try to do something a little different each year but the biggest factor in determining what the book will be is our ability to bring an interesting and engaging author to Spokane. Some authors are not interested in making public presentations, some have conflicts with the October date and many are just too expensive.

Facilities: As directed by the Board at the November retreat, we are moving forward with some capital purchases. An RFP for a car was advertised in the Spokesman and proposals must be received by January 25. We are also waiting for a design on a new book drop for Hillyard and for a proposal for new carpet for the Downtown Library and for a new vandal-proof interior for the public elevators.

Foundation: The Discover Tech exhibit was so popular that we would like to be able to offer an early learning interactive center focused on STEM concepts. The Foundation is applying for a grant from the Inland NW Community Foundation to fund it.

Sandra Kernerman is arranging to have some of the Curtis prints scanned so that she can create posters suitable for framing that could be sold to benefit the Foundation. Every care will be taken so that there is no possibility of damaging the prints and it will be done with the oversight of our archivist, Riva Dean.

City of Spokane: As a member of the Mayor's cabinet I attended the Inslee transition team's "Let us be heard" session that was soliciting feedback for the new Governor. It was interesting to hear what the major initiatives are for this legislative session and for the next four years. I also went with the cabinet to the Caterpillar grand opening event.

Respectfully submitted by
Pat Partovi
1/15/13

Additional Information

Library Director Pat Partovi explained that, based on advice she had received from Representative Timm Ormsby and the Library's lobbyist in Olympia, proposing legislation to allow the creation of municipal library districts should be postponed until after the current legislative session. The Director explained that the unfinished work of the joint committee on junior taxing districts would make such legislation unlikely to attract significant support at present. Substantial discussion followed about the proposed legislation and related topics. Board members agreed that introducing municipal library district legislation in the current legislative term would not be beneficial.

ADDITIONAL ITEMS/CHANGES TO THE AGENDA

There were no additional agenda items.

PUBLIC COMMENT

There was no public comment.

NEXT REGULAR MEETING

The next regular Board meeting will be held Tuesday, February 19, 2013 at the Downtown Library.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

The meeting adjourned at 5:19 p.m.

Secretary _____

Chairman, Board of Trustees _____ Date _____

Current Fines and Fees breakdown for Spokane Public Library

Overdue items (Not high-demand DVDs) -	\$0.20 per day up to \$2.50 for generic and \$10.00 for cataloged
High demand DVDs	\$1.00 per day maximum of \$10.00
Non-resident card	\$3.50 per month maximum of 12 months (\$42.00)
Collection Agency Fee	\$10.00
Lost Library Card	\$2.00
Mailing item	\$2.00
Photocopy	\$0.10 per page
Damaged item	Price of book on catalog plus \$5.00 or \$2.50 processing fee (cataloged and generic)
Lost disc (if replaceable)	\$8.00 per disc
Lost Item	Price of book plus \$5.00 or \$2.50 processing fee (same as damaged) Price of book is refundable if found within 1 month with receipt present. Processing fee is not refundable.
ILL fee for damage or lost	Price lending library wished to charge plus processing fee. \$50.00 fee and \$5.00 processing fee added to account until invoice is received from lending library.
Bounced Check fee	\$25.00 for each bounced check, plus original charge.