

## **MINUTES OF THE BOARD OF TRUSTEES MEETING**

**February 19, 2013**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held Tuesday, February 19, 2013 at the Downtown Library.

Present were:

|                      |   |
|----------------------|---|
| MEMBERS              | Mr. Jack Fallis, Chair<br>Ms. Janice Marich, Vice Chair<br>Mr. Nathan Smith<br>Mr. Jim Kershner |
| LIBRARY DIRECTOR     | Ms. Pat Partovi   |
| CITY COUNCIL LIAISON | Mr. Ben Stuckart  |

### **CALL TO ORDER**

The meeting was called to order at 4:36 p.m.

### **VISITORS**

There were no visitors.

### **CHANGES TO THE AGENDA**

A report on the search for a new Library Director was added to Unfinished Business.

### **APPROVAL OF JANUARY 2013 MEETING MINUTES**

Janice Marich moved to approve the minutes of the January 22, 2013 Board meeting. Nathan Smith seconded the motion, which carried unanimously.

### **APPROVAL OF BILLS AND CONTRIBUTIONS FOR PERIOD 13, 2012**

Janice Marich moved to approve payment of the bills for Period 13, 2012 in the amount of \$216,937.92, voucher sequence #38254-38398. Jim Kershner seconded the motion, which carried unanimously.

### **FINANCIAL REPORT**

There was no financial report.

### **PERFORMANCE REPORT**

Library Director Pat Partovi pointed out the format change to the monthly performance report and explained that the report now includes data on use of the Library's wireless network. The Director noted that performance statistics had declined overall, even though circulation had increased at some branches. There was brief discussion of the gate counts and different branches.

### **CHAIRMAN'S REPORT**

There was no report from the Chair.

## **LIBRARY DIRECTOR'S REPORT**

The Library Director submitted the following written report on February 19, 2013.

### **Library Director's Report to the Board**

February 19, 2013

The preliminary levy results are in and I am delighted to announce that it looks like a decisive victory. An affirmative vote of 66% shows that citizens value their libraries and are willing to support them.

**Community/Professional Contacts:** I recently attended the WA Public Library Directors retreat and it was very fruitful. Because the ALA Midwinter conference was held in Seattle just a day after the retreat we were able to get some good speakers in. We heard from the CEO of OverDrive, our e-book supplier, about their efforts to work with publishers to make e-books more available to library customers. He also shared some trends and upcoming changes that will make OverDrive more user friendly.

A representative from Microsoft spoke to us about their IT Academy which is self directed online courses that can lead to MS certification. They are lobbying the legislature to get state funding for the courses which would be offered through all public libraries in the state. It's an interesting concept that goes along with new research showing that adult library customers are more interested in classes than they are in programs. It will be very interesting to see if it gets funded at a time of very tight budgets and also because it would be the first time that the state has provided any ongoing funding for public libraries. It's very common for other states to assist public libraries with various levels of funding.

We also heard presentations from two library systems about changes they have made in staffing patterns. Many of their suggestions have already been implemented in our neighborhood branch staffing model but there were other ideas that we will consider as we determine staffing for these branches if we are able to open more hours.

Finally, I would like to mention a presentation from Mark Futterman of Civic Technologies that demonstrated their Community Connect data system that would be very useful in planning for services. It combines very specific market segmentation data with the library's automation system data to give a true picture of library users and also those who are not using the library. King County Library District and Pierce County Library District have used them to successfully analyze their markets and craft services accordingly. I have discussed it with Mayor Condon and the City might be willing to partner with us to acquire the data.

I will attend Library Legislative Day in Olympia on February 14 and 15 to discuss the status of the Municipal Library District legislation and the other WLA priorities, such as funding for the State Library and for the MS IT Academy.

**Public Information:** The public presentations on the levy have continued and I think we have presented in person to over 20 neighborhood councils and service clubs. We have had excellent media coverage including all network TV stations, print media and radio programs. Levy endorsements have come from the Journal of Business, the Spokesman Review, The Inlander, GSI and the United Way.

**Programs:** Beginning the week of March 5 preschool storytimes at Shadle and South Hill will be extended to one hour and will be Play and Learn programs. The storytime program will be the same as always, focusing on pre-literacy skills and STEM concepts, but it will be followed by an interactive play time for the second half hour. Educational toys such as building blocks and

straws and connectors will be made available to children and their care givers so that they can learn while playing. It also gives both children and their grown ups a chance to interact socially in this informal setting. This type of program has been very popular in other libraries and our customers have asked for them.

**Facilities:** We expect to implement the new Internet policy on February 18. This will mean that all Internet computers will be filtered at a basic level for adults and an enhanced level for children under 13. A description of the kinds of sites that will be filtered will be posted to the library web site so that customers will understand the new policy.

**Staffing:** Monica Fox and I attended the ALA Midwinter conference to recruit for the next director. Time will tell if we had any success but the vast majority of those who came to the placement center were recent graduates. We did distribute brochures and information to others at the conference and talked up the great opportunity.

**City of Spokane:** Mayor Condon delivered the State of the City address at GSI and I think it was quite well received. Four of us from SPL were able to attend and it was a good opportunity to informally provide information about the levy. The City's annual report was provided to each attendee and it contained a section about the Library's progress in 2012.

I am continuing to work with the City to determine what the best performance measures are for the library. For 2012 we stayed with the usual measures but I think we will try to refine them for 2013 to include more information about the unique users, not just the numbers of items that are used.

**Foundation:** Tickets for You Can't Do That in the Library are available now. The rule breaking is scheduled for Saturday, April 20 at 7:00 pm. Wylie and the Wild West will be back with their unique brand of country music so a great time is guaranteed.

Respectfully submitted by  
Pat Partovi  
2/13/13

#### Additional Information

Library Director Pat Partovi mentioned the recent passage of the Library levy lid lift ballot measure. Janice Marich expressed gratitude to the Library staff for their work and to the City Council President for proposing the measure.

#### **FOUNDATION REPORT**

Foundation Officer Sandra Kernerman discussed the upcoming "You Can't Do That in the Library!" fundraising event, including the return of Wylie and the Wild West as the featured musical entertainment and upcoming publicity for the event. She briefly discussed recent donations the Foundation received and the Foundation's ability to receive donations through United Way. The Foundation Officer explained that the Library had recently digitized and produced copies of several of the Curtis prints from its collection and showed the images to Board members. Discussion of the prints and their potential uses followed.

## **COMMUNICATIONS**

Communications Manager Eva Silverstone briefly discussed several items, including a mention of Outreach Manager Al Kiefer in the Spokesman-Review, the upcoming Spokane Is Reading selection, the recent email newsletter, and a possible City Cable piece on the Library. There was brief discussion of the Spokane Is Reading selection. Janice Marich expressed gratitude to Library staff for sharing information relating to the Library levy with the public.

## **UNFINISHED BUSINESS**

### **12a. Report on Library Director Search**

Human Resources Manager Monica Fox said the Library has received 13 applications for the Director position, would pre-screen six candidates, and hoped to pick finalists the following week. A brief discussion of the interview process followed.

## **NEW BUSINESS**

### **13a. Staff Development Day Closure**

Library Director Pat Partovi explained that the Library had scheduled the morning of April 18 for its annual Staff Training Day and would need to delay the opening of the Downtown, Shadle, and South Hill branches until 1 p.m. that day to allow employees to attend. Jim Kershner moved to approve delaying the opening of the Downtown, Shadle, and South Hill branches until 1 p.m. on April 18, 2013. Nathan Smith seconded the motion, which carried unanimously.

### **13b. Development Officer Position Funding**

Library Director Pat Partovi explained that, according to a memorandum of understanding between the Library and the Library Foundation, each year the Library pays the salary of the Foundation Officer and, subject to the Board's review, seeks reimbursement from the Foundation for a portion of that salary. The Director expressed support for seeking reimbursement of 50% for 2012, citing benefits the Library receives from the Foundation Officer's work. In response to a question from Nathan Smith, the Director confirmed that the Board approves reimbursement percentage, but not the amount of the Foundation Officer's salary. Jim Kershner moved to seek reimbursement from the Library Foundation for 50% of the Foundation Officer's salary for 2012. Nathan Smith seconded the motion, which carried unanimously.

### **13c. Policy on Payment of Bills**

Library Director Pat Partovi informed the Board that, pursuant to the Library's policy review schedule, it had reviewed its Policy on Payment of Bills and recommended no changes to the policy.

## **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, March 19, 2013 at the Downtown Library.

**EXECUTIVE SESSION**

There was no executive session.

**ADJOURNMENT**

The meeting adjourned at 5:15 p.m.

Secretary \_\_\_\_\_

Chairman, Board of Trustees \_\_\_\_\_ Date \_\_\_\_\_