

MINUTES OF THE BOARD OF TRUSTEES MEETING

March 19, 2013

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

Present were:

MEMBERS	Mr. Jack Fallis, Chair Ms. Janice Marich, Vice Chair Mr. Jim Kershner Ms. Anne Walter
LIBRARY DIRECTOR	Ms. Pat Partovi
CITY COUNCIL LIAISON	Mr. Ben Stuckart

CALL TO ORDER

The meeting was called to order at 4:41 p.m.

VISITORS

Mr. Charles Hansen of the Eastern Washington Genealogical Society.

CHANGES TO THE AGENDA

There were no changes to the agenda.

APPROVAL OF FEBRUARY 2013 MEETING MINUTES

Jim Kershner moved to approve the minutes of the February 19, 2013 Board meeting. Anne Walter seconded the motion, which carried unanimously.

APPROVAL OF BILLS AND CONTRIBUTIONS FOR PERIOD 13, 2012 AND JANUARY 2013

Jim Kershner moved to approve payment of the bills for Period 13, 2012 in the amount of \$160,488.02, voucher sequence #38254-38398, payment of the bills for January 2013 in the amount of \$621,042.66, voucher sequence 38371-38564, and contributions for January 2013 in the amount of \$2,278.33. Anne Walter seconded the motion, which carried unanimously.

FINANCIAL REPORT

Library Director Pat Partovi said the library's ending fund balance at the end of 2012 was approximately \$468,000.

PERFORMANCE REPORT

Library Director Pat Partovi noted that performance statistics had been declining. The Director explained that beginning in April 2013, the library will offer Zinio, an online magazine service, to customers, and that the library will initially subscribe to 150 magazines through the service. There was brief discussion of the online magazine

service. In response to questions from Board members, there was brief discussion of the number of visitors to the library, the tax preparation assistance site at the Downtown Library, and the popularity of eBooks.

CHAIRMAN'S REPORT

There was no report from the Chair.

LIBRARY DIRECTOR'S REPORT

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

Library Director's Report to the Board

March 19, 2013

I have been attending branch staff meetings this month and have really enjoyed getting around to all the branches. They are beautiful buildings that have been well maintained and it's such a pleasure to know that they will be open and more accessible to the public in about nine months. The new open hours will mean significant changes for the employees of the Hillyard, East Side and Indian Trail branches, though, and we are sensitive to that and will provide information as soon as possible.

Community/Professional Contacts: I attended a training offered by the City on handling a crisis involving the death or serious injury of an employee. The information was very useful and I learned a great deal about our Employee Assistance Program. I was able to share the information with employees so that they are more aware of the wide array of benefits available to them through the EAP.

I met with a GU journalism student who wanted to interview me about Prop 3 for an article she is writing for a class assignment. It was an enjoyable conversation with a delightful young woman.

I'm proud to announce that Brenda Kochis, President of the Friends of the Library, has won an award from the Washington Library Association for "distinguished service by a library friend or trustee." Rob, Eva and I nominated her for her outstanding work with the Friends and on the levy campaign. She has improved the organization and professionalism of the Friends while continuing the nurturing, collegial atmosphere of the Friends Board. She was also the "energizer bunny" of the levy campaign and the one who researched the issue and convinced the Friends that they could legally give financial support for the campaign.

Public Information: City Cable Channel 5 did a story on the passage of the library levy. Eva represented the Library and customers were interviewed as well.

Budget: The program budget that the Mayor will present to the Council in early August will contain performance measures for each division for the first two quarters of 2013. There is an opportunity to change the measures we have already selected so I am reviewing with staff what the very best measures are for the Library. We are only allowed to have a few of them. If Board members have ideas about what would be most relevant to the public please share them with me. We are currently using our standard measures of circulation, gate count, reference, and Internet usage.

Programs: The new Play and Learn Storytimes at Shadle and South Hill began the first week in March and appeared to be quite a hit. Children and care givers are invited to stay and play

after the storytime when an assortment of educational toys is made available. Twenty to Thirty people stayed for the play sessions.

On March 7 in honor of Dr. Seuss' birthday Mayor David Condon, Fire Chief Bobby Williams and Leslie Lowe and Kelsey Watts of KHQ were celebrity readers at the Downtown storytime.

Facilities: Even now that the Library is on the City's fiber network we are experiencing periods of slow download speeds, but the City is not able to allocate us any more bandwidth. This has caused us to investigate private Internet service for the Library. The implementation of a new Internet Policy has made it possible for us to become CIPA compliant (Childrens' Internet Protection Act) and therefore eligible for e-rate reimbursement for our Internet connection. We already have e-rate reimbursement for our telephone service but have never applied for our Internet connection because the City did not charge us directly for the service. The e-rate has reimbursed us for 80% of our telephone charges and we anticipate that we will get the same rate for our Internet service. Therefore, we have signed a contract with TW Telecom so we will go from 20 mbps to 100 mbps which will speed up our Internet connection considerably.

The switch to filtering all computers has gone pretty smoothly. Some of the blocked sites are appropriately blocked, some are caused by misspelled urls, and some are deemed malicious sites. We have decided to unblock sites flagged as malicious since it is causing too many inappropriate blocks and our network is adequately protected. We think some of the blocked sites are a result of an adult using their child's card so they are filtered at the enhanced level.

Collections: Customers have been asking for Zinio, which is an online magazine service, so we looked into it and were quite impressed. Spokane County Library District started offering it in February and it is so popular that our customers want it too. The service allows card holders to select from a list of 150 magazine titles and have the issue appear on their computer or mobile device. There is no limit to the number of people that can subscribe to a magazine and no limit to the number of magazines they can take. The customer receives an email letting them know when the next issue is available to download and it stays on the computer until the customer deletes it. The library is able to track the number of checkouts. SPL will start the service on April 8 by repurposing funds already in the materials budget..

Staffing: We are working on finalizing a detailed staffing plan for the increased open hours beginning in January 2014. The final proposed plan will be ready for review by the new director who, of course, may have different ideas but this will be a good starting point. Staff are, obviously, quite interested in learning what the staffing configuration will be.

Strategic Plan Update: I will make a presentation at the meeting about the City's six year capital plan and our progress on making some capital purchases.

Respectfully submitted by
Pat Partovi
3/11/13

Additional Information

Library Director Pat Partovi announced that Brenda Kochis, President of the Friends of the Spokane Public Library, had won an award from the Washington Library Association

for her work with the Friends. The Director detailed Ms. Kochis' contributions to the organization and her dedication to helping the library.

FOUNDATION REPORT

Foundation Officer Sandra Kernerman detailed a planned autumn fundraising event that will feature dinner and an appearance by a local author. She also briefly discussed the upcoming "You Can't Do That in the Library!" event.

COMMUNICATIONS

Communications Manager Eva Silverstone briefly discussed the library's April newsletter and articles that were likely to appear in the Spokesman-Review about the Library Director search.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

13a. Update on Capital Purchases

Library Director Pat Partovi explained that the library has obtained a preliminary appraisal on the North Nevada property, which the library intends to sell and use the proceeds for capital purchases. The Director noted that the Board had already approved of the library proceeding with the most urgent capital purchases, and that the capital improvement fund could be reimbursed for those purchases. The Director detailed capital purchases with which the library has proceeded, including replacing one of the library's cars and replacing the outdoor book return at the Hillyard branch. The Director explained that the latter should alleviate traffic congestion around the Hillyard branch. The Director discussed other anticipated capital purchases, including replacing the carpet at the Downtown Library and refurbishing the interior of the Downtown Library's public elevators. In response to a question from Jim Kershner, the Director briefly discussed the appraisal of the North Nevada property.

13b. Library Director Search Update

Human Resources Manager Monica Fox updated Board members on the progress of the search for a Library Director. She discussed information the library had received from each candidate, surveys the library staff would complete about the candidates, and the upcoming events planned for the candidates' visits, including the reception and candidate forum. She briefly discussed the format of the candidate forum. Janice Marich expressed appreciation for the Human Resources Manager's work on the Director search.

13c.

Human Resources Manager Monica Fox explained that, pursuant to its ongoing policy review, the library recommended revoking Human Resources policies 2.5 and 2.6 and instead treating those subjects in administrative documents. Jack Fallis moved to revoke HR Policy #2.5, Disciplinary Policy and Procedures, and HR Policy #2.6, Grievance Policy and Procedures. Anne Walter seconded the motion, which carried unanimously.

13d.

Public Services Manager Dennis Fredrickson detailed proposed changes to the library's Policy on Uncollectible Customer Accounts. In response to a question from Jim Kershner, he explained that the proposed provision on purging customer accounts was a practice the library already followed and would become policy with approval of the proposed revisions. Jim Kershner moved to approve the proposed changes to Document 50.3, the Policy on Uncollectible Customer Accounts. Jack Fallis seconded the motion, which carried unanimously.

ADDITIONAL ITEMS/CHANGES TO THE AGENDA

There were no additional agenda items.

PUBLIC COMMENT

Charles Hansen expressed appreciation for the changes made to the outdoor book return at the Hillyard branch.

NEXT REGULAR MEETING

The next regular Board meeting will be held Tuesday, April 16, 2013 at the Downtown Library.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

The meeting adjourned at 5:36 p.m.

Secretary _____

Chairman, Board of Trustees _____ Date _____