

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

**April 16, 2013**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held Tuesday, April 16, 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
CITY COUNCIL LIAISON	Mr. Ben Stuckart

### **CALL TO ORDER**

The meeting was called to order at 4:32 p.m.

### **VISITORS**

There were no visitors.

### **CHANGES TO THE AGENDA**

Agenda items 13a, 13b, and 13c were moved to follow approval of the bills and to precede the monthly financial report.

### **APPROVAL OF MARCH 2013 MEETING MINUTES**

Nathan Smith moved to approve the minutes of the March 19, 2013 Board meeting and the March 22, 2013, March 23, 2013, March 27, 2013, and April 2, 2013 special Board meetings. Janice Marich seconded the motion, which carried unanimously.

### **APPROVAL OF BILLS AND CONTRIBUTIONS FOR FEBRUARY 2013 AND MARCH 2013**

Janice Marich moved to approve payment of the bills for February 2013 in the amount of \$624,588.08, voucher sequence #38656-38820, and payment of the bills for March 2013 in the amount of \$637,520.26, voucher sequence #38821-39084. Nathan Smith seconded the motion, which carried unanimously.

### **NEW BUSINESS**

#### **13a. Election of Officers for 2013-2014**

Jack Fallis moved to elect Janice Marich Chair and Nathan Smith Vice Chair of the Board of Trustees. Anne Walter seconded the motion, which carried unanimously.

#### **13b. Library Director Appointment**

Human Resources Manager Monica Fox presented the Board with a proposed Employment Agreement and compensation package for incoming Library Director Andrew Chanse. Janice Marich moved to approve the proposed Employment Agreement (copy attached to file copy of minutes) and to authorize Board Chair Jack Fallis to sign the agreement. Nathan Smith seconded the motion. A brief discussion followed in which it was noted that the City Attorney's office had reviewed the proposed Employment Agreement and that the agreement consisted of standard terms for a Library Director. A vote was held and the motion carried unanimously.

### 13c. Sale of North Nevada Property

Library Director Pat Partovi explained that the first step in selling the North Nevada property would be declaring it surplus. Assistant City Attorney Mike Piccolo briefly discussed how a sale would proceed and explained that a public hearing would eventually be required. Nathan Smith moved to approve a resolution (copy attached to file copy of minutes) declaring the North Nevada property surplus and authorizing the City of Spokane's Asset Management Department to determine the property's fair market value and seek a buyer for the property. The resolution specified that any sale agreement would be presented to the Board of Trustees for final approval. Janice Marich seconded the motion, which carried unanimously.

### FINANCIAL REPORT

There was no financial report.

### PERFORMANCE REPORT

Library Director Pat Partovi discussed possible reasons for the general decline in performance statistics, including an improving economy and increased use of eBooks and other digital products. The Director noted that statistics for 2013 may still be higher than those from 2008. The Director provided Board members with a sampling of survey data comparing Spokane Public Library's performance statistics with those of several other library systems.

### CHAIRMAN'S REPORT

There was no report from the Chair.

### LIBRARY DIRECTOR'S REPORT

The Library Director submitted the following written report on April 16, 2013.

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

April 16, 2013

Last month was full of anticipation and preparation for the director candidate visits and interviews. It was an exciting process that I think worked well and produced a great outcome. Monica Fox is to be commended for taking care of every detail from the planning and recruitment all the way through to the negotiations with the successful candidate. I thought it all went very smoothly and professionally.

**Community/Professional Contacts:** I attended the City Council meeting on Monday, April 8 to accept a check from the Autism Society for the purchase of materials. They have recommended specific titles to add to our collection and have donated money to purchase them, referring their members to the library to research the disease.

**Friends:** The Friends of the Library held a book sale in late March and made over \$5,000. The amount of work these volunteers put in is impressive. Their organization is admirable and any time I was there, the crowds were orderly and having a great time selecting armloads and bags full of materials.

**Foundation:** I hope to see you at the You Can't Do That in the Library party on Saturday, April 20. Wylie and the Wild West will perform and in addition to the usual array of interesting books, there will be a few special auction items. Tickets are available at the Board meeting or you can purchase online from the Foundation web site <http://www.spokanelibraryfdtn.org/events.html>.

**Public Information:** I was pleased that the Spokesman put two articles in the paper about the public forums for the director candidates as well as an article announcing the Board's selection.

**Budget:** The City is starting to work on the 2014 budget but there is nothing concrete to report yet.

**Programs:** As part of Zag Mania we showed their first NCAA basketball game in meeting room 1A on the big screen and opened it up for the public. It was fun to see all the people who wandered in for that nail-biter and staff were allowed to wear Gonzaga shirts.

E-reader classes were offered at South Hill and they were just as successful as they were last month at Shadle. There were 3 classes, one on Kindle, one on e-reader apps and one on Adobe, with a total attendance of 60. About half of that attendance was at the Kindle class.

**Facilities:** I have spent some significant time working on the ongoing capital projects that were identified as our top priorities. You will see an agenda item to declare the N. Nevada property surplus so that we can initiate the process to market and sell it. I am also working with an architect on the Hillyard book drop and with a consultant on the Downtown carpeting.

**Collections:** As of Monday, April 8 library customers are able to check out current electronic issues of magazines. The service is called Zinio and it carries 150 magazines on a wide variety of topics. The magazines are a digital version of the print magazine, including the ads. The service has been very popular with everyone who has tried it and is especially useful for those who have tablet computers. I have already received a thank-you email from a happy customer.

**Staffing:** The annual staff development day will again be limited to a half day on April 18 from 9:00 to 11:30. The Board approved closing the Downtown, Shadle and South Hill libraries until 1:00 pm on those days. If any Board members are available and interested in attending, you would be very welcome. The meeting will be in room 1A at the Downtown Library with a continental breakfast served from 8:15 to 9:00 am. The agenda includes the usual State of the Library address, the new Zinio service, a presentation on performance measures and why they matter, and the new revised disaster plan. There also might be a brief appearance by the Dewey Decibels with a brand new song.

Respectfully submitted by

Pat Partovi  
4/10/13

### Additional Information

Library Director Pat Partovi noted that this would be her last Board meeting, and that she planned to meet with the incoming Library Director when he arrives in Spokane.

### **FOUNDATION REPORT**

Foundation Officer Sandra Kernerman reminded Board members that the annual "You Can't Do That in the Library!" event would be held on Saturday, April 20, and provided an update on ticket sales for the event.

### **COMMUNICATIONS**

Communications Manager Eva Silverstone told Board members that a retirement party for Library Director Pat Partovi would be held on May 2, 2013. She also noted that Communications Assistant Eric Roth would be leaving his employment with the library on April 30, 2013.

### **UNFINISHED BUSINESS**

There was no unfinished business.

### **NEW BUSINESS**

#### 13d. 2011-2013 Strategic Plan Update

Communications Manager Eva Silverstone presented a slide show relating to the library's progress implementing its 2011-2013 Strategic Plan. Library Director Pat Partovi briefly discussed several plan objectives the library had not yet achieved, including efforts to change state law to allow the creation of municipal library districts; specific capital improvements; and providing more computer classes in partnership with TINCAN. The Director noted that the library had begun making some capital improvements and did provide some classes in partnership with TINCAN.

### **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, May 21, 2013 at the Downtown Library.

### **EXECUTIVE SESSION**

There was no executive session.

### **ADJOURNMENT**

The meeting adjourned at 5:10 p.m.

Secretary \_\_\_\_\_

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