

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

**June 18, 2013**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held Tuesday, June 18, 2013 at the Downtown Library.

Present were:

MEMBERS	Ms. Janice Marich, Chair Mr. Jim Kershner Mr. Nathan Smith Ms. Anne Walter
LIBRARY DIRECTOR	Mr. Andrew Chanse
CITY COUNCIL LIAISON	Mr. Ben Stuckart

### **CALL TO ORDER**

The meeting was called to order at 4:30 p.m.

### **VISITORS**

Charles Hanson (EWGS), Cindy Wigen and Nick Dehais (Spokesman-Review)

### **CHANGES TO THE AGENDA**

Due to unforeseen circumstances, the approval of bills and contributions (item 5), the monthly financial report (item 6), the foundation report (item 10) and the 2014 budget run (item 13e) were moved to the July 16, 2013 board meeting.

### **APPROVAL OF May 2013 MEETING MINUTES**

Anne Walter moved to approve the minutes of the May 21, 2013 Board meeting. Jim Kershner seconded the motion, which carried unanimously.

### **PERFORMANCE REPORT**

Director Andrew Chanse reported increased usage in the online branch of ebooks, audiobooks and a slight increase for Freegal. May was the first month the library tracked Zinio statistics. Overall checkout statistics are still down from last year but up from 2011. The board asked if the return to the shorter DVD check-out time is helping. We responded that it's helping some but also responding to the customer complaint of wanting more items to choose from; the shorter check-out period helps with selection. Councilman Stuckart asked a question he had from a constituent about ebooks and whether or not the authors get paid, we responded that they do and publishers are very concerned with the ebook model and the prices to libraries have reflected that.

### **CHAIRMAN'S REPORT**

None.

### **LIBRARY DIRECTOR'S REPORT**

**Library Director's Report to the Board - June 18, 2013**

### **Community/Professional Contacts**

I have been out and about for the past month meeting various members and groups of the community to introduce myself to them and get their thoughts on the library, the community and the services we provide. It has been a very beneficial experience so far for me—still plenty of people to meet.

We participated in the Closing House event at Holmes Elementary which was a resource fair for parents and caregivers to learn about services available in the summer. Eva Silverstone attended for the library and spoke to approximately 50 attendees to promote Summer Reading and Freegal. This was the first year for this event and it was very well received by the school and community since it was paired with the free lunch program they hold there. They've asked us to attend again next year and we've agreed.

We finalized plans to work with Spokane Schools to give every student in grades 7-12 a student library card that will let them access our online databases.

I will be attending the WA State Public Library Directors Summer Meeting from July 11-12 and am looking forward to interacting and making connection with other directors.

### **Public Information**

The Spokesman had two stories that related to the library this past month, one a getting-to-know-you interview with me and the other about eBooks in general. Our eNews continues to be an effective form of communicating with our customers. The June issue went out to over 75,000 subscribers.

### **Budget**

Because of the Levy Lift, our budget situation is looking much brighter for 2014. The estimated \$1,000,000 increase in our operating budget will allow us to expand hours for Indian Trail, East Side, and Hillyard to 40 hours per week. We do not project a budget deficit for 2014. At our July meeting, I will provide an overview of the budget presentation I will be giving to City Council in August.

### **Programs**

Summer Reading Program signups began on June 1 and we've had over 2,000 sign ups so far. Special programs will begin the last week of June and continue for six weeks.

76 people attended a program at Shadle in April by local author Jack Nisbet on *David Douglas: A Naturalist at Work*.

### **Collections**

On April 8<sup>th</sup>, we released Zinio Magazines to the public. Usage was consistent from April to May with over 1600 downloads. The platform was recently redesigned to be more customer-friendly.

Our holds ratio was also recently (the number of holds on at item required for us to purchase an additional copy) lowered from 4 to 3. We are doing this to be more responsive to customer demand.

### **Friends**

The Friends' Fall book sale dates are confirmed. It will be held September 18-21.

## **Foundation**

The Foundation recently applied for and received the Gilder-Lehrman Created Equal Grant. The grant will supply us with 4 NEH-funded films on Civil Rights history, accompanied by programming resources to guide public conversations about the changing meanings of freedom and equality in U.S. history. The films featured in the set are *The Abolitionists*, *Slavery by Another Name*, *The Loving Story*, and *Freedom Riders*. The grant also provides monies for programming to help facilitate conversation of the films. The grant is part of a special initiative of the National Endowment for the Humanities to help mark the 150<sup>th</sup> anniversary of the Emancipation Proclamation. We will also work with Gonzaga Unity Multicultural education center (UMEC) and the Human Rights Education Center who also received the grant to provide regional programming.

## **Staffing**

We've worked out a staffing plan for our anticipated new hours for 2014. The plan follows the shared management concept we've been operating under for Indian Trail, East Side and Hillyard. The total FTE is anticipated to increase by 3.18 positions. The model is centered around increased service and increased outreach for the neighborhoods served.

## **Facilities**

The Nevada property is now on the market. The listing price is \$680,000. The Hillyard bookdrop project is also moving along. I met with a consultant to get up to speed on the Downtown re-carpeting project and we have a good start planning this out.

## **City of Spokane**

We updated the Library's six year capital request to the City to include a new Automation system. This adds to the plan submitted last year for new carpet in every branch, new roofs at South Hill, Hillyard and Downtown, new book drops at South Hill and Hillyard, parking lot improvements at South Hill and new HVAC equipment for Hillyard. The estimated total cost to complete all of the projects would be \$1,131,000. The Library has many more capital needs, but these met the City's criteria.

Respectfully submitted,  
Andrew Chanse, Director

In addition to the above submitted report Director Andrew Chanse reported he is continuing to meet with people in the community and getting to know the library system and the Spokane community. Mr. Chanse reported the library was represented at an event at Holmes Elementary, the board asked for details, Eva, who represented the library at that event shared more information. The board also inquired about Andrew's budget presentation to City Hall which was short but went well. Mr. Chanse also shared that there is nothing new to report about the Nevada property, which is now listed for sale.

## **COMMUNICATIONS**

Eva mentioned that she did not share a piece that the Inlander did about genealogy that mentioned the genealogy section of the library and the volunteers. She said she'd send it out.

## **NEW BUSINESS**

### **13A - Policy Exception: Library Director's Use of Accrued Vacation**

Human Resources director Monica Fox presented that the normal policy includes a six month waiting time before an employee can draw on accrued vacation. It was requested that there be a one-time exception for the director to use his vacation as it accrues instead of waiting until the six month period is complete. This would be just for the current director, it would not be a change to the actual policy. Jim Kershner made motion to accept the exception, Nathan Smith seconded and the motion passed unanimously.

### **13B – Review of Staffing Model for East Side, Hillyard, Indian Trail**

Mr. Chanse explained that in January, 2014 the East Side, Hillyard and Indian Trail branch's hours will expand from 22.5 to 40 per week as a result of the levy lid lift. The goal is to enhance the level of service but maintain the shared service model. Dennis Bergstrom will continue as the branch manager for all three branches, and a managing librarian will be added at Hillyard since it is the busiest of the three. Two full-time librarians will be shared between the 3 branches for outreach and programming. Circulation staff and pages will see the greatest changes. The library will maintain a conservative approach until we can ascertain what usage will be under the new hours. New hours will start January 2 at East Side, Hillyard and Indian Trail.

### **13C - Proposed 2014 hours of operation for East Side, Hillyard and Indian Trail Branches**

The current hours seem to be limited and confusing for customers. The proposed new hours are Tuesday, 12-8 pm, and Wednesday through Saturday 10-6 pm. Mr. Chanse explained the rationale behind choosing these hours. The extended hours will allow greater opportunity to provide storytime and outreach and provide more consistency system-wide which would be easier for customers to remember. The Board noted that we will need to focus communications to ensure the information about new hours is understood and easily accessible. The branch managers are establishing benchmarks to ascertain differences in traffic and usage as we transition to the new hours. Nathan Smith made a motion to accept the proposed hours of operation for 2014. Jim Kershner seconded the motion and it passed unanimously.

### **13 D. Zinio demonstration**

Zinio is the library's newest database which allows customers to download magazines for free. Cindy Wigen from Support Services gave a demo and reviewed the positive features of the service. Over 1600 magazines were downloaded in May. We have put up signage in branches and advertisements in newsletter, as well as information on our website. Zinio provides a service readers want with more options and faster access.

### **13F - Summer Reading**

Sally Chilson, Youth Services Coordinator reviewed the details of this year's Summer Reading Program. The theme this year is Dig Into Reading. Over 3,200 children have already signed up. Special in-library programs start up next week.

Sally also presented new stickers for kids who get their first library cards which is funded by the Friends of the Library. This project will be detailed in the July newsletter for the library.

**ADDITIONAL ITEMS**

There were no additional agenda items.

**PUBLIC COMMENT**

Charles likes Zinio. He has been using it for two months now. Council President Stuckart asked about the cell phone policy since he had a constituent at a Council meeting complain about cell phone usage in the library. Dennis Fredrickson let him know that was part of the Rules of Conduct which were reviewed at the last board meeting and accepted by the board. Council President Stuckart said he'd respond to the customer.

**NEXT REGULAR MEETING**

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

**ADJOURNMENT**

The meeting adjourned at 5:16 p.m.

Secretary \_\_\_\_\_

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