

MINUTES OF THE BOARD OF TRUSTEES MEETING July 16, 2013

The regular monthly meeting of the Spokane Public Library Board of Trustees was held Tuesday, July 16, 2013 at the Downtown Library.

Present were:

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

CALL TO ORDER

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

VISITORS

Charles Hanson (EWGS)

CHANGES TO THE AGENDA

None.

APPROVAL OF JUNE 2013 MEETING MINUTES

Mr. Kershner moved to approve the minutes of the June 18, 2013 Board meeting. Ms. Marich seconded the motion, which carried unanimously.

APPROVAL OF BILLS AND CONTRIBUTIONS FOR MAY 2013 AND JUNE 2013

Mr. Kershner moved to approve payment of the bills for May 2013 in the amount of \$987,283.24, voucher sequence #39337-39631, and payment of the bills for June 2013 in the amount of \$635,807.27, voucher sequence #39632-39851. Mr. Fallis seconded the motion, which carried unanimously.

MONTHLY FINANCIAL REPORT

Steve Shagina presented financials for May and June. Mr. Shagina said both months were standard. He reported that the May numbers look high which is due to three payrolls that month.

PERFORMANCE REPORT

Mr. Chanse highlighted a significant increase in technical assistance help. We do continue to see an overall decrease in circulation, but it is stabilizing. No annual comparison number for wireless sessions, because we didn't collect wireless data until April last year. Mr. Chanse said that although statistics are helpful, the library shouldn't focus solely on them because they don't tell the whole story of what the library does. Ms. Marich noted that it will be interesting to see what happens when we ramp up hours. She wants library staff to consider what statistics we will use to offer meaningful

comparisons to ensure the increased hours are serving the community in the right way. Mr. Kershner noted that homepage connects are way up.

CHAIRMAN'S REPORT

None.

LIBRARY DIRECTOR'S REPORT

The Library Director submitted the following written report:

Library Director's Report to the Board

July 16, 2013

Community/Professional Contacts

I am continuing to be out and about meeting various members and groups of the community to introduce myself to them and get their thoughts on the library, the community, the services we provide, and what their goals are in the community. This has gone a bit slower than I had anticipated, but summertime is a slow time and many people have been on vacation. This past month, I was able to meet with executives of Greater Spokane Incorporated, Spokane County United Way, and Tin Can.

I attended the WA State Public Library Directors' Summer Meeting on July 11-12 and was able to get a better sense of the state of libraries in WA and make some valuable contacts with other library directors in the state.

We were able to send 2 staff members to ALA's Annual Conference.

Public Information

Our Facebook page is being updated approximately twice daily and sees a lot of activity. The page has 2,354 "likes" and the last three posts had a combined reach of 3,578 individuals.

The July issue of the library's eNews went out to over 75,000 subscribers. We included a new feature to help promote Freegal, our digital music download service.

Budget

We've received run 2 of the budget and are making adjustments accordingly.

Programs

Summer Reading Program signups are doing well; we have over 5,395 signups so far. Special programs began in June and will continue through July.

We are currently working with 3 community volunteers to form a seed library at the Hillyard Library. The seed library is a way for a community to come together and share seeds. Seeds are checked out from the library in the spring and then participants save some seeds from their harvest and return them for use the next season. We will be working with the Master Gardeners to present seed saving programs this fall to get the collection started. The seed library will be housed at the Hillyard Branch.

Collections

In an effort to be more customer-friendly and consistent with our collection, we've increased the number of items a customer can have checked out for certain formats. For physical formats,

customers can now check out up to 40 audiobooks, music cds, and books. For DVDs, customers can now check out up to 10 at a time. High demand DVDs remain at 2 at a time, but will only be considered a high demand DVD for 3 months instead of 6. The total number of checkouts allowed remain at 60 items. We've also adjusted our request allowances for customers accordingly. For ebooks, we've increased the number of books a customer can check out from 2 to 10. We will monitor these closely to see what effect they have on customer behavior, demand, budget and circulation statistics.

Friends

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

Foundation

Sandra Kernerman, the Development Director for the Spokane Public Library Foundation has submitted her resignation. We will be going out to hire a new Development Director. The deadline to apply for the position is July 26th.

Staffing

We've begun the process for interviewing and hiring for the new positions at Hillyard, East Side, and Indian Trails for the expanded 2014 hours.

Facilities

Our capital projects are moving along. We hope to have the vandal-proofing of the Downtown elevator and the Hillyard bookdrop relocation completed by the end of August. Hillyard bookdrop work started Monday. We are waiting for scheduling from the contractor for the elevator work.

Outside lettering will also be added to our Indian Trail Branch. It is difficult to identify the building as a library when driving down Indian Trail Road. In anticipation of the new 2014 hours, we are adding LIBRARY lettering (like we have at all of our other branches) in order to decrease the likelihood of customers having an issue locating the building.

City of Spokane

We are also working with the city in doing some close analysis of our data. I hope to have some insightful user behavior data from this process that will enable us to better serve and market to our communities.

Respectfully submitted,

Andrew Chanse
Director

Additional Information

Mr. Chanse reported that the library is putting features in the monthly newsletter to promote Freegal. Summer Reading Program is going extremely well. More than 6,000 kids have signed up. That number doesn't even include the children from the library's Youth Outreach programs, and is almost equal to the number of children from last year.

Late Sunday or early Monday morning the Hillyard branch was vandalized, and several windows were damaged. Mr. Stuckart asked if city insurance pays for that. Mr. Shagina answered that, no the library is not under City insurance, and the library's own

insurance will cover it. The deductible is close to the cost of repairs. The window company won't be able to fix it for several days, so everything is boarded up. It was double-pane glass, and the vandals broke through only the first pane, so there is no threat of weather problems or security issues.

Mr. Kershner asked about the interview process in regard to the increase in staffing and hours from the passing of the levy. Mr. Chanse said the position of managing director was initially advertised internally, and three people applied. Human Resource Director Monica Fox explained that in order to create a larger pool of applicants, the search was then extended to external candidates. The posting will close on July 26. This is a shorter recruitment period than normal, but because the position doesn't open until January, we can extend the recruitment period if necessary.

FOUNDATION REPORT

Sandra Kernerman had a planned vacation, so her write up of the foundation status (attached) was presented by Mr. Chanse. The Foundation will have an event, the Ultimate Book Club in October. Mr. Stuckart asked about a line item "administrative expenses," which Mr. Smith, who is a member on the foundation board, explained are expenses from events.

COMMUNICATIONS

On Thursday the Spokesman-Review will have a piece in the Voice section by Cindy Hval about the Library's play and learn storytimes.

Ms. Silverstone addressed some marketing strategies for the new hours, which included a nametag attachment. Ms. Marich clarified that we would have signage as well.

NEW BUSINESS

13A Development Director change

Mr. Chanse said when Ms. Kernerman submitted her resignation, the library took the opportunity to review the position and change it to best support library operations while maintaining the vision of the foundation. After reviewing, the library decided to add a grant writing component to the job description, which will increase the hours. Because the cost would change, the library would go from paying 50% of the director's salary to 60%. Mr. Kershner clarified that the library is in charge of hiring, and the foundation board members are on the hiring committee. Mr. Smith motioned to approve, Mr. Kershner seconded and it passed unanimously.

ADDITIONAL ITEMS

None.

PUBLIC COMMENT

Mr. Hansen mentioned the signage on the Nevada property for sale is very large and visible.

NEXT REGULAR MEETING

The next regular Board meeting will be held Tuesday, August 20, 2013 at the Downtown Library.

ADJOURNMENT

The meeting adjourned at 4:56 p.m.

Secretary _____

Chairman, Board of Trustees _____ Date _____