

MINUTES OF THE BOARD OF TRUSTEES MEETING

October 15, 2013

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

Present were:

MEMBERS

Ms. Janice Marich
Mr. Jim Kershner
Mr. Nathan Smith
Ms. Anne Walter

COUNCIL LIASON

Mr. Ben Stuckart

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

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

VISITORS

Charles Hansen, EWGS

CHANGES TO THE AGENDA

There were no changes to the agenda.

APPROVAL OF SEPTEMBER, 2013 MEETING MINUTES

Mr. Kershner moved to approve the minutes of the September 17, 2013 Board meeting. Mr. Smith seconded the motion, which carried unanimously.

APPROVAL OF BILLS AND CONTRIBUTIONS FOR SEPTEMBER 2013

Mr. Kershner moved to approve payment of the bills for September 2013 in the amount of \$716,586.51, voucher sequence #40299-40496. Mr. Smith seconded the motion, which carried unanimously.

FINANCIAL REPORT

Mr. Chanse reported everything is on target. Expenditures include some capital improvements such as the elevator and Hillyard book drop.

PERFORMANCE REPORT

Mr. Chanse distributed an updated report that reflected a change in number of programs. As predicted, the numbers are higher than they were last year.

CHAIRMAN'S REPORT

None.

LIBRARY DIRECTOR'S REPORT

October 15, 2013

Community/Professional Contacts

Highlights include: one-on-one meetings with 4 council members, a meeting with Community-minded TV to see about expanding the usage of our video kits, an outreach event at the Lower South Hill Block Party (we made library cards on-site for the first time in years), representatives from the State Library, and attending a focus group in Richland on library space innovation.

We will be sending Eva Silverstone and Sally Chilson to the Harwood Institute's Public Innovation Lab at the end of the month. The hope is this opportunity will help us to leverage our resources to more successfully engage with the community and create more opportunities for community impact.

Public Information

Both the Inlander and the Spokesman-Review published articles about Spokane is Reading and this year's author Maria Semple.

Budget

I attended the Mayor's budget presentation to City Council on October 7th. This is a more detailed, line-item budget than the programmatic budget presented in August. Our changes in staffing levels to support our new hours have been reflected in this version. We still have some work to do in planning for expenditures for technology and other capital replacements, as well as setting aside funds for employee payouts upon retirements.

Programs

Last month, I mentioned our partnership with Microsoft and WA State Library, in which SPL will offer free access to the Microsoft IT Academy to the public. The access will provide our customers a wide range of Microsoft online courses and learning resources. In addition, we will also receive enough licenses to the current version of MS Office for all of our public computers. There will be a big media event to launch the program on November 13. I encourage all board members to attend.

Community Court--We are engaging in a pilot project with WSU, SPD and the courts to take steps to make the downtown area a better place. Our Downtown first floor meeting rooms will be used on Mondays to hold community court for "quality of life" offenses, assess social needs of offenders, and connect them to resources that could help them better their lives. The courts feel that these offenders would not be served well by going to jail. Instead, the courts want to put them in a situation where they can get the help they need. The offenses are NOT violent crimes which is one of the reasons I felt comfortable entering into this pilot project. I also felt that the library was a good venue since we can partner by referring these individuals to library services and find ways to integrate library services into the program where appropriate. A firm start date for this project has not yet been established, but I expect one to be set soon. More information once I have it.

The author events for Spokane is Reading were held on October 10th.

Collections

We continue to see an overall increase in circulation. In Q3, we have erased the negative slide we were experiencing in our statistics and are now seeing a positive climb in usage.

Freegal app users will now receive a notification in their app that they have downloads remaining for the week.

Back issues are now available via Zinio. If a customer would like to download an issue that has been available since we began our subscription, they are now able to do this. This feature has been anticipated for awhile and we are happy to see it finally implemented.

Friends of the Library

The Friends worked very hard on the recent book sale and they made nearly \$5,000. This group of dedicated volunteers makes a huge difference to SPL can provide to the public and donates over \$40,000 a year for library programs and services.

Foundation

Sarah Bain was chosen for the Development Director position and began work on September 30.

Facilities

The parking lot at Shadle has a small drainage issue in front of the aquatics facility just east of the library. Work will done to put in a trench drain that will allow for water to pass more freely.

Respectfully submitted,

Andrew Chanse
Director

Additional Information

Thanks to the Spokane is Reading committee for a fantastic event. The WorkSource service was discontinued briefly, but will be reestablished now because we have filled the position.

There have been some questions about Community Court. Essentially, the prosecutor approached Mr. Chanse and asked if library could host this program. This is an opportunity for the library to be involved in community and not just as space that people use. Community Court would be at the library on Mondays as a three month pilot project. The library already has WorkSource, Microsoft IT Academy and free tax prep. This is another example of that kind of community outreach and service opportunity for the library. People can receive sentencing in the first meeting room, and then go to the next meeting room and connect to social services and mental health services. A board member asked what does "connect with" mean? Mr. Chanse answered that is up to the prosecutors. The library is approaching this opportunity with the ideas of community connection and the question, would jail improve the lives of these non-violent offenders or would a different opportunity improve their lives? The library is a good spot for this program because it is neutral and less threatening than the courthouse. These are not violent offenders. Mr. Chanse has a meeting next week to finalize details, and will bring up that we want to be proactive in promoting library resources.

Microsoft IT Academy: Secretary of State Kim Wyman and State Librarian will be here to introduce the program. Trustees will speak. This is a positive program for several

reasons, specifically digital literacy aspects and educational opportunities. Ms. Silverstone will provide talking points for Ms. Marich and Ms. Walter.

FOUNDATION REPORT

Welcome to Sarah Bain who started Sept. 30. Ms. Bain was introduced and offered information about her background and experience. The library is looking forward to the energy and excitement she brings to the Foundation. She did not present a Foundation report today since she's so new; she just wanted to say hello.

COMMUNICATIONS

Ms. Silverstone reported that this month she was focused on the publicity for and production of the Spokane is Reading event and is now working on the October eNews.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

13a. Shared Leave and Workplace Violence Prevention Policy revisions

Shared Leave: Monica Fox shared that this policy extends to all staff. One change was made for the purpose of clarifying salaries issue. As with other policies that have been revised the administration portions were removed to a separate document.

Work Place Violence Prevention: Basically, employees can't bring weapons to the library. Customers can bring weapons. This document also outlines what to do when someone is causing a problem. Certain portions of the policy are intentionally vague because Washington is an open carry state. Police said that it would be better if police came if someone is concerned rather than staff or customer speaking to the customer with a weapon.

Mr. Smith moved to approve changes to both policies, and Mr. Kershner seconded. The motion carried.

13b. Policy on Assistive Equipment revisions

Ms. Fox explained that the previous policy was narrow in scope. The proposed revisions change it to be broader and serve customers with disabilities. This policy was reviewed by City Legal. Mr. Kershner moved to approve policy revisions and Mr. Smith seconded. The motion carried.

13c. Surplus Assets Policy revisions

Mr. Chanse presented the revisions as a change that will give the library discretion to make common sense judgment if equipment is useless. Mr. Smith questioned a change from public hearing to public auction. Mr. Kershner moved to approve the revisions and Ms. Walter seconded. The motion passed.

13d. Director's Performance Review Committee

Formal review process dictates the review should be done at other times when M&P staff are done. Ms. Fox explained that a committee is appointed; they collect feedback and gather input. The committee writes a formal document that goes in the file. A board member asked if staff feedback is included. Ms. Fox said it is just board input, and said if the board wants to create a different process that's fine. The review can be in executive session, but if the board wants any salary adjustment then that is done during open session, the board would reconvene and take action.

Mr. Kershner and Ms. Walter will make up the subcommittee. Mr. Stuckart can work on this because he's not a voting member.

ADDITIONAL ITEMS/CHANGES TO THE AGENDA

There were no additional items or changes to the agenda.

PUBLIC COMMENT

Charles Hansen reported that digital archives in Cheney are having an open house. First digital archive in the world is here. There will be an October 26 open house. Charles volunteers to digitize.

NEXT REGULAR MEETING

Mr. Chanse requested the November meeting be cancelled as he will be out of town at a conference. There is no requirement to have a meeting each month.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

Meeting adjourned at 5:11.

Secretary _____

Chairman, Board of Trustees _____ Date _____