

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

**February 18, 2014**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held Tuesday, February 18, 2014 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**

Brenda Kochis, FOL  
Valetta Sporanzi, Community Member  
Charles Hansen, EWGS

### **CHANGES TO THE AGENDA**

None.

### **APPROVAL OF JANUARY, 2014 MEETING MINUTES**

Mr. Kershner moved the January 2014 minutes be approved; Ms. Walter seconded and the motion passed.

### **APPROVAL OF BILLS AND CONTRIBUTIONS FOR JANUARY, 2014**

Mr. Kershner moved to approve payment of the bills for January 2014 in the amount of \$606,243.07, voucher sequence #41263-41264, 41279-41289, 41294-41399. Mr. Smith seconded the motion, which carried unanimously. Mr. Kershner moved to approve the payment of bills for period 13 in the amount of \$260,174.01, voucher sequence 41171-41262, 41265-41278, 41290-41293. Ms. Walter seconded the motion which carried unanimously.

### **FINANCIAL REPORT**

Mr. Chanse reported that the balance sheet for period 13 page 11 shows a negative balance. This is an error caused by the city system which has an issue with tracking fund balance. The library is actually in the positive when the fund balance is added. The library is right at the projections.

### **PERFORMANCE REPORT**

Mr. Chanse reported impressive usage numbers for Hillyard, East Side and Indian Trail. They all showed both circulation and gate count increases. Ms. Marich noted that other branch numbers decreased. She wondered if that was because people went back to their neighborhood branches. Mr. Chanse said he thinks it's too early to tell if that is the reason.

Mr. Stuckart asked about the "collection in home" column of data. He wondered if there is a national standard the library is hoping to accomplish. Mr. Chanse said the standard we are targeting is around 25%. Mr. Chanse said this data will help the library to actively weed out materials to get a more relevant collection.

Finally, Mr. Chanse noted that this was the first month the library put a new limit on computers and it didn't have a negative effect on usage.

### **CHAIRMAN'S REPORT**

None.

### **FOUNDATION REPORT**

None.

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

**Library Director's Report to the Board  
February 18, 2014**

#### **Community/Professional Contacts**

I attended a reception at Sterling Bank for local leaders and executives. I attended Library Legislative Day on January 24th in Olympia with Sarah Bain and I met with legislators and/or their aides to discuss funding and eBook issues. I will be meeting with many of them when session ends in Spokane to better highlight some of the exciting things we have to offer at the library. We received very positive feedback about our partnership in Community Court.

I attended the WA Public Library Directors' Meeting January 30-31 in Federal Way. This trip once again proved to be worthwhile in gaining a better understanding of WA public libraries past, present, and future.

I met with representatives from the business community, law enforcement, and community court to get and share feedback of how this is serving the downtown community.

Our Indian Trail, Hillyard, and East Side staff are making their initial pushes out into the community talking about the new hours, services, and programs.

#### **Programs**

We officially launched the Seed Library at Hillyard on February 14. Library customers will be able to check out 6 packets of edible plant seeds and 6 packets of decorative plant seeds with the idea that they will bring seeds from the next growing season back to the library to be added to the collection for the next growing season. It's a little different than a traditional library because you don't return the exact same thing you borrow.

In March, we are participating in our very first Teen Tech Week. The theme this year is D.I.Y. Since many times a little D.I.Y. involves taking things apart, we are celebrating with Take it Apart and Make it Art! Tweens and teens will have the opportunity to take apart different things (we don't know yet exactly what they will be, but screwdrivers will be involved!) and rearrange the pieces to make art.

### **Collection**

We are also now offering IBISWorld reports a powerful business tool that provide strategic insight and analysis on more than 1,000 US industries. Extensive, objective and easy to digest, IBISWorld research offers the very latest content on every US industry to help you make better decisions, faster. The return on our investment to the business community for this resource should be pretty exceptional and quantifiable.

Freegal now allows for 5 downloads per week instead of 3.

### **Friends of the Library**

The Friends of the Library will give their annual report at our February meeting. We are currently reviewing the contract we have in place with them.

### **Staffing**

Our Facilities Manager retires on February 21. We are currently interviewing candidates for his replacement. Our Finance and Business Manager also retired. We are looking at how to best proceed to fill this workflow need for the library.

### **City of Spokane**

The City is embarking on their next phase of their capital improvement plan. I attended two meetings to get me up to speed with the process. We will be working with their asset management department over the coming months to get a better sense of anticipated building needs for the next 6 years.

### **Strategic Planning**

We presented our findings from our strategic planning process and the 5 year strategic directions at all of our branches (except Hillyard which I will present on February 21). We will start presenting individual branch findings and action plans over the next few months for comments and adoption from the board.

Respectfully submitted,

Andrew Chanse  
Director

### **Additional Information**

Mr. Stuckart asked if the library district idea was still going. Mr. Chanse said the board from Seattle Public Library wants to meet with our board. This is an indication that people are still discussing the idea and are receptive to it. Mr. Chanse said that when he went to Olympia for Library Legislation Day, the legislators he spoke with are supportive

of it. Mr. Stuckart reminded the board that the library needs a back up plan when levy expires. Mr. Chanse said he will put an agenda item to form a financing subcommittee at the next meeting.

### **COMMUNICATIONS**

Ms. Silverstone distributed the program schedule for next two months. The library has 23 different programs set up in the next two months. Ms. Silverstone will send out press releases for some of the programs, and will continue to promote the new hours.

### **UNFINISHED BUSINESS**

None.

### **NEW BUSINESS**

#### **12a. Friends of the Library Presentation**

Friends of the Library President Brenda Kochis presented the FOL fiscal year report. She said although membership was down a bit, donations and book sales increased.

Ms. Kochis reported that last year the Friends made several expenditures. They donated to the library's levy campaign and paid for stickers for when kids first get library card. The Friends typically like to do a major project every few years. This year they purchased the early learning computers (even though they had recently purchased overdrive for the library) because they felt like it was a project which would have a positive impact on early learning and literacy.

Ms. Kochis made a point of publicly thanking Mr. Chanse, Ms. Silverstone, Ms. Chilson and the library's former director Ms. Pat Partovi. She also acknowledged the help of volunteers who work at the bookstore.

Lastly, Ms. Kochis reported that the Friends are looking at best practices when dealing with donations of particular value. They are also working on a brochure or literature to boost membership.

Ms. Marich expressed gratitude on behalf of the Board of Trustees as well as the library for the work of the Friends. Mr. Chanse and Ms. Silverstone also noted how important the Friends are to the library and its mission of promoting literacy in Spokane.

#### **12b. Learn 4Life**

Dana Dalrymple presented a basic overview of the new Learn 4Life program that the library is offering customers. Learn 4Life is an instructional tool that offers six week courses that are instructor facilitated. Ms. Dalrymple reported that 80 people had enrolled for February courses.

Mr. Chanse told the board this is yet another way the library can get information out to people and provide a meaningful service to our customers. He noted that these are highly touted courses being offered.

Mr. Smith asked how much we paid for the subscription. Mr. Roose reported that they charged \$12,000 for a year, but that number may change next year. Mr. Stuckart asked when this launched, and Ms. Dalrymple said we began offering it in January of this year.

Ms. Walter noted that one of the courses offered is SAT prep. This would be a valuable tool for area high school students. Ms. Marich said this could be a great resume builder, and overall the board was pleased with this new service.

#### 12c. Board Vacancy

Mr. Chanse reported that the term of Trustee Jack Fallis will expire in March. Mr. Chanse proposed a subcommittee be formed to nominate and review potential candidates. After some discussion, Mr. Kershner and Mr. Smith said they would serve on the subcommittee.

#### 12d. Facility update discussion

Mr. Chanse started the discussion with an update regarding the Nevada property which has been on the market for several months. He said the agents representing the library advised that we hold at the current asking price even though no one has expressed an interest in the property.

The Board had two areas of discussion in response to an article about the possibility of selling the Downtown Library and moving to another location. First they discussed the importance of having a statement which the library could use to present its position if the discussion is broached again. Mr. Chanse said he doesn't want to put the library in the position of closing the door to any discussion, but he thinks the Downtown Library is a public asset. Ms. Marich said she is uncomfortable taking action because no one has approached the Board specifically. Mr. Smith said he sees this as opportunity for further discussion as we go into strategic planning. Mr. Stuckart said the discussion is happening, even if people aren't directly asking the Board. He advised that the Board should say as of now, the library is staying put; the Downtown Library and its view should be open to everyone not just people who can afford to go shopping. Ms. Silverstone reminded board members that the minutes taken at board meetings are public record, so any statement made at the board meetings could be used as a statement.

Ms. Walter said the library is not our building; this is the public's building. She would not agree to sell the building and move unless the Board had approval of the public. Mr. Kershner said no one has made an offer; no one has asked us; and we are not moving.

#### 12e. Continuing Ed Policy

Ms. Fox told the board that after reviewing policy number 1.7, Continuing Education, she recommends that this policy be revoked by the Board and reworked as an administrative document since the Board approves a budget for Training & Continuing Education each year, reviews and approves expenditures each month, and the content

is administrative in nature. Mr. Smith motioned, Mr. Kershner seconded and the motion passed.

**ADDITIONAL ITEMS/CHANGES TO THE AGENDA**

None.

**PUBLIC COMMENT**

Ms. Sporanzi said she is new to the area and she just wanted to come to a meeting to see what was discussed and learn more about the library. The board and various staff members thanked her for attending.

**NEXT REGULAR MEETING**

Tuesday, March 18, 2014

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

Meeting adjourned at 5:31.

Secretary\_\_\_\_\_

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