

MINUTES OF THE BOARD OF TRUSTEES MEETING

September 16, 2014

The regular monthly meeting of the Spokane Public Library Board of Trustees was held Tuesday, September 16, 2014 at the Downtown Library.

Present were:

MEMBERS

Janice Marich
Jim Kershner
Nathan Smith
Anne Walter
Mary Starkey

COUNCIL LIASON

Ben Stuckart

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:32.

VISITORS

Charles Hansen

CHANGES TO THE AGENDA

Item 12d Retirement Incentive Program was changed from an Action item to an Information item.

APPROVAL OF August, 2014 MEETING MINUTES

Mr. Smith moved to approve the minutes of the August 19, 2014 Board meeting. Mr. Kershner seconded and they were approved unanimously.

APPROVAL OF BILLS AND CONTRIBUTIONS FOR August 2014

Mr. Kershner moved to approve the payment of the bills for August 2014 in the amount of \$659,508.06, voucher sequence 42,793 to 42,997. Ms. Starkey seconded the motion, which carried unanimously.

FINANCIAL REPORT

Library Business Manager Penny Brown went over some changes in the way she presents financial information to make it more understandable. A new revenue line item was added in September, Inter-government Revenues from Washington State Libraries Association. Last month was business as usual except in Programming for contracted services; this is a subscription to Trumba which is our new calendar software for displaying library events on our website. In Facilities, HVAC bills continue to trickle in and the library had a little higher utility costs. The rate did go up and we saw usage go

up because of increased hours. We also saw a bump in R&M costs because of parking lot striping and a tree removal at the Shadle Branch.

CHAIRMAN'S REPORT

There was no Chairman's Report.

LIBRARY DIRECTOR'S REPORT

**Library Director's Report to the Board
September 16, 2014**

Community/Professional Contacts

We continued our outreach in the community by attending and participating in the Garland Street Fair, Hillyard Hippie Happening, and the PorchFest in West Central.

I attended GSI's K-12 Roundtable—this is the first time we've been involved in this group and it will be great to gain a broader perspective of education issues in the community. Two days in September were spent at the Leadership Spokane retreat at Camp Lutherhaven.

Other highlights include: meeting with Thom Caraway (current Spokane Poet Laureate) to discuss ways the library could intersect more with the literary community, volunteering at House of Charity with the rest of the Mayor's Cabinet, meeting with the Director of Seattle Public Library to discuss libraries and municipal districts, and attending GSI's Annual meeting with Eva Silverstone, Sally Chilson, Sarah Bain, and Mark Pond.

Budget

We will have a summary of the 2015 budget at the September Board meeting.

Classes and Events

Summer reading 2014 was another big success! We tried some new things for our customers this year and they were very well received. For the first time we invited adults to participate and they loved it, we had a robust calendar of events for children and adults, and we added informal drop in programs for tweens and teens. 10,024 customers signed up for this year and 4,440 finished. We offered 63 more formal programs than in 2013 and added 152 informal drop in craft programs for children, tweens and teens.

Friends

The Friends Book Sale will run October 22-25 at the Downtown Library. The first day is for members only.

Collection

We continue to have a smooth transition in implementing the floating collection concept on a collection by collection basis.

We recently implemented a patron-driven acquisition model for titles we felt unsure if they would be wanted by the community. There are over 700 titles in the catalog that are not actually in the collection (but if a customer requests it we will purchase it). We've purchased around 15-20 of these titles per month, so we are definitely saving some money while still letting the customer know items are available to them through us.

Staffing

Monica Fox and I met with each staff member that might be affected by the possible RIF. We wanted to meet as early as possible with everyone in order to give people ample time to prepare. We are working with the city to help mitigate both the short and long term implications on staff through a mayoral directive that instructs department heads to fill vacancies with library employees and a Memorandum of Understanding between Library and Local 270 which will give affected employees preference on the Civil Service list if they test and qualify for a position. A Retirement Incentive Program will be brought to the Board at the September meeting. In addition, a skills training program has been developed for employees that might be affected by the RIF.

City of Spokane and Facilities

An updated list of capital needs will be distributed at the September meeting. We hope to replace the South Hill roof in Q4.

We engaged in an initial longer term space planning session of the Downtown Library in August.

Respectfully submitted,

Andrew Chanse
Director

ADDITIONAL INFORMATION

Mr. Chanse said we saw an amazing participation level in summer reading. This year we jumped 2,000 higher than last year. Hats off to all staff involved in the promotion and production of Summer Reading.

Mr. Chanse also highlighted the mitigation item in the staffing portion of the Director's Report. We are working to mitigate the impact RFID might have on staffing. We have an agenda item which will change the terms of the loan. By going to a ten year term we can have more financial flexibility. We are working with the City to help mitigate by filling open jobs with library employees. We are also working on an MOU with Local 270, and hoping to finalize it next week. We are developing a retirement incentive. We have 8.5 FTEs that are at retirement age. We are also offering a skills training program for employees to build skills to find employment elsewhere. Pages can't just transfer to clerks (with the City) so this is important to give them an increased skillset so they can transfer.

Ms. Walter asked to clarify the statement about the retirement age employees; is that system-wide? Mr. Chanse said that number refers to employees in the circulation department.

Mr. Chanse said the library will continue the soft hiring freeze that has been in place since earlier in the year. Lastly we are all offering up Page 1 positions. We are going to great lengths to meet the needs of our employees.

FOUNDATION REPORT

Foundation Director Sarah Bain said the Foundation has a new website. Other than that, all things are focused on trivia. We have 22 teams. We were going to cap it at 21

but now we will cap it at 24. Ms. Bain publicly thanked Jim Kershner for all of his work on the Trivia Championship event. There will be three judges: Mr. Kershner, Judge Mary Logan, and local author Ken Nesbitt. Mark Robbins and Kevin Benson will be the emcees. The scorekeeper may be Mr. Stuckart, but they are working out details. After Trivia, the Foundation is talking about adopting a lecture series downtown. They will invite universities and community colleges and get back feedback. The Foundation will look for corporate sponsors and will provide beverages. Each lecture will be 30-40 minutes followed by discussion. Ms. Bain said she is hoping to generate more of a lunch crowd with the lecture series.

COMMUNICATIONS

Communications Manager Eva Silverstone reported she is focused on Spokane is Reading. This year they have secured author Karen Russell to discuss Swamplandia! Ms. Silverstone has enjoyed corresponding with Ms. Russell to make arrangements and encouraged everyone to attend. We get a lot of publicity for this program and the fact that it is a partnership (with Spokane County Library District and Auntie's Bookstore) that puts on the event is good public relations.

The Friends of the Library Fall Book sale is coming up. FOL give around \$40,000 to the library every year and most of the money they raise comes from book sale and book store. We are hoping to get some media attention for that.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

12a. Open Public Meeting Act Training

City Legal Attorney Mike Piccolo explained that this training is required once every four years for Board members who attend open meetings.

The Board members watched the video as training. The Library will keep the certificates of training completion at library.

12b. Board Duties and Responsibilities

Ms. Marich and Mr. Smith were appointed to a subcommittee to review bylaws. Mr. Smith asked Mr. Piccolo about the board duties and responsibilities: for example, how far does the board power go in regards to the Director's job? Mr. Piccolo said the board needs to set policy so the Director knows how to delegate. The Director will have some executive powers so pay attention to your policies and procedures. Mr. Smith confirmed that hiring and firing is under the Director's responsibilities. Mr. Piccolo agreed.

12c. SIP Loan

Mr. Chanse said this is follow up from August board meeting. We are looking to move the terms for the repayment schedule to help with flexibility. Ms. Starkey asked for the difference in interest rate. Ms. Brown said there is no difference in rate, but over the life of the loan there is increased interest of about \$28,000. A rate reset will occur at end of

year five. Mr. Chanse said there is no penalty for early payment. Mr. Stuckart said that the original plan discussed at the August meeting, under the five year term, would have probably been rejected by the City Council. He said \$28,000 over a ten year period is a small price to pay for the jobs it will secure. Ms. Starkey said when the Board talks about repayment it will really depend on rates in the future. Mr. Kershner said the increased interest is the only real downside, and he thinks it's worth it.

Ms. Starkey moved to approve the revised funding mechanism allowing the library to request capital financing from the Spokane Investment Pool in accordance with the outlined terms and in an amount not to exceed \$500,000. Mr. Smith seconded and the motion passed.

Ms. Walter added that she voted no on this originally, but she is much more comfortable with it now because of the work that's been done to ensure people will have jobs and opportunities.

12d. Retirement Incentive Program

Mr. Chanse said the information presented is just for review pending further negotiations with Local 270.

Ms. Marich asked once Mr. Chanse and Library Human Resources Manager Monica Fox meet with Union representatives, then it will come back as an action item for implementation and for what time period? Ms. Fox said it would be brought to the Board in October and would be through August 2015.

Mr. Kershner asked for some more basic information about vacation benefits. Do you already have vacation benefit? Ms. Fox said if an employee leaves employment for any reason they get the vacation time that they have accrued paid out. The incentive program would simply add more hours.

After a bit more discussion, the agenda item was tabled until next month after meetings with the Union.

12e. 2015 M&P Benefit Costs

Ms. Fox said each year we need to determine the cost splits between employee and employer. Ms. Fox presented a handout with the projected cost splits (attached).

Mr. Smith said even with the City-projected increases, it looks like it will be a bump of \$8k for the year which is significantly within budget.

Mr. Kershner moved to approve the 2015 benefit premium cost splits for the Management, Professional and Confidential employee group. Ms. Starkey seconded the motion and it passed.

12f. Capital Needs

Mr. Chanse reviewed the expected capital needs for the next six years. He said this was to offer context when looking at the budget which will be coming up next month.

The major items include: replacing roof of South Hill Library, new carpeting and replacing roof of Downtown Library, resurfacing parking lots at all locations.

The buildings are 20 years old so we should be replacing these things. Mr. Chanse also said in the future, he wants to look at things like furniture and shelving replacement so we can revitalize what we offer the community.

12g. 2015 budget

Ms. Brown presented an overview of the budget. One of the goals for this year's budget was to make decisions based on trend data.

Ms. Brown explained that Board members would notice as we move through the documents we have moved away from using the single budget line item "contracted services" in favor of budget codes that are more explanatory. She is working with department managers to try and peel back the layers and present more accurate and explanatory information.

Mr. Chanse said this is a first step to track things more accurately and to make better financial decisions in the future.

Ms. Marich complimented Ms. Brown on what she has done and told her the new budget provides the Board a great picture of what is going on.

ADDITIONAL ITEMS/CHANGES TO THE AGENDA

There were no additional changes to the agenda.

PUBLIC COMMENT

There was no public comment.

NEXT REGULAR MEETING

The next regular meeting will be October 21 at 4:30 at the East Side Library.

EXECUTIVE SESSION

None.

ADJOURNMENT

The meeting adjourned at 5:54.

Secretary_____

Chairman, Board of Trustees_____ Date_____