

MINUTES OF THE BOARD OF TRUSTEES MEETING

December 16, 2014

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

Present were:

MEMBERS

Ms. Janice Marich
Mr. Nathan Smith
Mr. Jim Kershner
Ms. Mary Starkey
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.

VISITORS

Charles Hansen

CHANGES TO THE AGENDA

Agenda item 11e. Director's Compensation was delayed until after executive session.

APPROVAL OF NOVEMBER, 2014 MEETING MINUTES

Mr. Smith moved to approve the minutes of the November 18, 2014 Board meeting. Ms. Walter seconded, and the minutes were approved unanimously.

APPROVAL OF BILLS AND CONTRIBUTIONS FOR NOVEMBER, 2014

Mr. Kershner moved to approve the payment of bills for November, 2014 in the amount of \$670,140.35, Expenditure ID #11-001 to #11-118. Ms. Starkey seconded, and the motion passed.

FINANCIAL REPORT

Business Manager Penny Brown reported the expenditure columns are lean because of time of year. There was one atypical expenditure related to retirement payout. She reviewed with the Board that once it adopts the budget, her job is to stay in compliance. This becomes very important at end of year, so Ms. Brown has been focused on compliance.

The Friends of the Library concluded its book sale, and revenue applied to November

budget.

The library foundation also contributed money which is designated for the West Central Community Center summer program.

Ms. Brown is still working with our HVAC vendor which had some large charges in the past couple of months; she is working with city to determine sole contractor status. They did provide a price history, and there has been no increase in six years. Ms. Brown is working with City Legal Mike Piccolo to go through all of the Library contracts.

CHAIRMAN'S REPORT

There was no chairman's report.

LIBRARY DIRECTOR'S REPORT

Library Director's Report to the Board December 16, 2014

Community/Professional Contacts

Highlights include: Attending the WLA Board of Directors meeting, SPLF Board meeting, Friends of the Library Board meeting, and GSI's K-12 Roundtable. Talks with Mobius are ongoing regarding a partnership for 2015.

The library received recognition for our leadership for our partnership in Community Court. Community Court recently celebrated their one year anniversary. We will be continuing with this partnership for the foreseeable future. Data will be available about the effectiveness of the program in the coming months and a presentation will be given to the Library Board once the data is available.

Budget

No updates on the budget. I expect we will begin the budget process for 2016 at the end of the 1st quarter in 2015.

Classes and Events

January marks our first 4 week workshops with Ink. The Downtown branch will be hosting Pixel Playground, a workshop that shows tweens and teens how to use online tools to create animation and short films, and Hillyard will be hosting Girls Rock! a workshop for tween and teen young women to learn about writing, producing, and performing music.

We surveyed the caregivers who bring preschoolers and toddlers to storytime to see what sort of affect they perceive storytime has on their interactions with their young charges. Our first round of outcome measures got off to a good start with 56 respondents. The bulk of the questions asked whether attending storytime led to them spending more time reading, singing, talking, writing, and playing. Answers ranged from a high of 70% agreeing or strongly agreeing that they spend more time reading with their children as a result of attending storytime to a low 18% agreeing that they spend more time writing with their children as a result of attending storytime. 73% agree or strongly agree that they learn something new they can share with their children and 96% consider themselves better informed about library services as a result. We will repeat the storytime outcome measures about every six months. Other outcome measures are in the works, including Summer Reading, Digital Literacy, and Business Literacy.

Foundation

We have been working out an MOU between the library and SPLF after it was discovered one was never adopted between the organizations.

Friends

The Friends of the Library agreed to sponsor our Summer Reading Book Prize again for next year. After completing the Summer Reading Program, children earn a book of their choice. They also voted to purchase a new button maker for us. Marketing is hoping to use this for promoting library initiatives in the future.

Collection

Back in October, we enabled a Buy it Now in OverDrive that allowed us to gain lending access to the Simon & Schuster titles. Simon & Schuster has since *rescinded this requirement* for library lending, so we have turned the feature off.

The adult print collection will be changed to a floating collection on December 29th. The process of transitioning the collections to floating has gone extremely smooth. This is the last of the collections we had planned to make a floating collection.

We evaluated a video streaming service (similar to Netflix) called Hoopla that would allow customers to borrow digital movies (streaming) from the library. We are in talks for rolling this out in 2015.

Staffing

Alan Wagner will start as our new Human Resources Manager on December 22nd. Alan brings a wealth of experience and has served in a leadership capacity at both Douglas, Grant, Lincoln, Okanogan Counties Public Health District and St. Luke's Rehabilitation Institute.

Louise Sullivan (South Hill Branch Manager) will be retiring in March 2015. We are currently recruiting for the position. Karen Schatz (East Side Circulation Team Leader) will be retiring in January 2015.

Facilities

Tree removal work was completed at the Downtown Library. We worked with Urban Forestry to plan and complete the project. The areas addressed were overgrown and overcrowded with trees and shrubs.

City of Spokane

The City of Spokane passed the citywide budget for 2015. The library budget passed without any changes from our October meeting.

Additional information:

We have been working on assessing outcome measures. This is new to the library, and precedes what will be a national initiative. For our first go around we had some good results as far as what people are getting out of the library. Mr. Chanse said he attended a conference last summer about the national initiatives and what they will look like, and then adapted that for SPL so we are ahead of the curve with this. Our first survey was about storytime, and as a result of that survey, we have a potential partnership with

EWU. A Masters of Public Health professor took his son to storytime, and wants to partner with us to develop some outcomes.

Ms. Marich said such information would be interesting and beneficial on a community level.

Talks with Mobius regarding them temporarily using library space are still ongoing. They are planning to move in in April. No MOU signed at this point, as we are still working out fine details.

Learning and Literacy Coordinator Sally Chilson and Ms. Starkey attended a meeting with Kendall Yards about future partnerships which went extremely well. We are still looking to partner with them in programming, digital literacy and early literacy. Ms. Starkey said it was a wonderful meeting and noted that Jim Frank said this potential partnership is better than previous discussions because it gives them more flexibility.

Mr. Chanse took a moment to note that this was Human Resources Manager Monica Fox's last board meeting. He publicly thanked her for her work and everything she's done for library. He called her a great source of information and expertise. Ms. Marich concurred, saying: "We (board) went through the process of selecting a new director, and her level of expertise and help was excellent."

Mr. Kershner also added that Ms. Fox was "indispensable."

COMMUNICATIONS

Communications manager Eva Silverstone reported that she finalized the order for the banner for Shadle advertising new Sunday hours. We are really hoping to capture folks who are not already library patrons. Mr. Chanse said we are looking at this as a soft opening; we were anticipating having the self-service machines in place by now, but that's not happening, so we are using this as a chance to gauge traffic, etc. But we are not planning any big celebration with free food, etc. Every Sunday will be game day; Shadle will put out a bunch of board games and things like that. Ms. Silverstone said the library has heard a lot of positive feedback about the Sunday hours.

NEW BUSINESS

11a. Sunday Holidays

Mr. Chanse distributed a policy outlining suggested changes to the holiday policy; (attached to file copy). Libraries with Sunday hours will be closed Sundays preceding or following national holidays. This solidifies the policy so we don't have to go to the Board each year to change for holidays. Mr. Smith made a motion approving the revisions to policy number 4.2, Holidays. Mr. Kershner seconded the motion and it passed.

11b. Security Contract

Ms. Brown said after a bidding process, we decided to stick with the same vendor, but take the parking space out of the contract. This was a good learning experience because an alternative vendor had a menu of services that our vendor does not offer. So we are kind of remembering them in case in the future we need anything that our security company doesn't offer.

Mr. Kershner asked if the library has been happy with the current company. Mr. Chanse said we have. Mr. Kershner then asked why we would take away the provided parking. Ms. Brown said it is a value of \$900, and no other vendor asked for it.

Ms. Starkey moved to approve the Library to contract with Northwest Protective Services for security service at the Downtown Library for 2015 in an amount not to exceed \$47,000. Mr. Kershner seconded and it passed.

11c. Insurance

Ms. Brown presented information regarding the bid process for insurance. After reviewing multiple bids, Ms. Brown recommended the board approve a contract with Berkley North Pacific and Arch.

Mr. Chanse publicly recognized Ms. Brown's extensive research and efforts to solicit bids and determine the best bid for library needs.

Ms. Brown recognized Facilities Manager Gary Carrier who supplied information for the insurance companies who asked about building details information.

Mr. Kershner set forth a motion approving insurance coverage as bid for 2015 with Berkley North Pacific and Arch in an amount not to exceed \$68,000. Mr. Smith seconded and the motion passed.

11d. Merit Pay

Human Resources Manager Monica Fox reported that Management and Professional (M&P) employees receives merit increases rather than a step and a Cost of Living increase. Our whole compensation system is tied to midpoint of salary range. So we look at cost of living, what bargaining units are doing, how much money we have, and we are recommending the listed increases (attached to file copy). The City is doing no increase, but they did larger increases earlier and are now doing nothing. The way we do it (rather than the way the city does) is much more cost effective, none of our M&P group is at the top of their pay range. We have better control and it's also fair to our employees.

Ms. Walter asked how many years is someone at a quartile?

Ms. Fox said it depends, we don't necessarily hire someone at the entry rate.

Mr. Kershner reiterated, that we have some \$80,000 for this fund and you're asking for \$65,000. Ms. Fox confirmed.

Mr. Kershner moved to approve the 2015 merit increase fund allocation as recommended. Ms. Walter seconded and it passed.

Item 11e was moved to the end of the meeting following executive session.

ADDITIONAL ITEMS/CHANGES TO THE AGENDA

None.

PUBLIC COMMENT

Charles Hansen brought in yearbook photos that he downloaded from the Library website. He was pleased with this new service and partnership with Spokane Public Schools.

NEXT REGULAR MEETING

The next regular meeting will be held January 20, 2015 at the Downtown Library.

EXECUTIVE SESSION

The Board adjourned for a ten-minute executive session at 5:06. The meeting reconvened for Regular Business at 5:16.

NEW BUSINESS CONTINUED

11e. Director's Compensation

After executive session, Mr. Kershner said the committee (he and Ms. Walter) issued a survey, and all board members filled out an evaluation. Mr. Kershner said Mr. Chanse did "very well" with high marks in every category. The Director has a great number of accomplishments this year. A lot of change and a lot of change for the better.

Ms. Starkey said the Board looked at ranges, data on library directors and at where Mr. Chanse's current compensation fell in that range.

Mr. Kershner moved that they set the Director range at a 5% increase. Ms. Starkey seconded, and the motion carried.

Ms. Marich said the Board is extremely pleased with Mr. Chanse and his work.

ADJOURNMENT

The meeting adjourned at 5:21.

Secretary_____

Chairman, Board of Trustees_____ Date_____