

MINUTES OF THE BOARD OF TRUSTEES MEETING January 20, 2015

The regular monthly meeting of the Spokane Public Library Board of Trustees was held Tuesday, January 20, 2015 at the Downtown Library.

Present were:

MEMBERS

Ms. Janice Marich
Mr. Jim Kershner
Ms. Anne Walter
Ms. Mary Starkey

COUNCIL LIASON

Mr. Ben Stuckart

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:30.

Mr. Chanse introduced the Board to the new Human Resources Manager Alan Wagner. Learning and Literacy Coordinator Sally Chilson introduced an intern from the Masters of Public Health, EWU Program, Kathryn Wood. Ms. Wood will study Community Connect data from now until June.

VISITORS

Charles Hansen
Kathryn Wood

CHANGES TO THE AGENDA

There were no changes to the agenda.

APPROVAL OF DECEMBER, 2014 MEETING MINUTES

Ms. Starkey moved to approve the minutes of the December 16, 2014 Board meeting. Mr. Kershner seconded, and the minutes were approved unanimously.

APPROVAL OF BILLS AND CONTRIBUTIONS FOR DECEMBER, 2014

Mr. Kershner moved to approve the payment of bills for December, 2014 in the amount of \$768,053.23, Expenditure ID #12-001 to #12-125. Ms. Walter seconded, and the motion passed.

FINANCIAL REPORT

Business Manager Penny Brown reported that December was not busy in volume; revenues were up a bit as the library did draw off a digital literacy grant. The budget was up in expenditures overall, which was mostly due to a payout to a retiree. We also

purchased laptops. Up again in facilities payments which were incurred because of elevator and electrical work. Ms. Brown is working on period closings now.

Quarterly Performance Reports

Mr. Chanse and board members discussed the quarterly report, noting that there was nothing out of the ordinary. The percentage of collection checked out is moving toward our 20% goal. The most significant jump was internet usage.

Mr. Chanse asked Board members if the new format of doing a quarterly report rather than a monthly report was working for everyone. Board members responded positively to the quarterly format.

Annual Performance Report:

The annual performance report showed that increased hours had a big impact on our neighborhood branches. Internet usage is really picking up. Board members were all happy to see significant increase at East Side and Hillyard, especially a 25% checkout increase at East Side. Ms. Starkey also pointed out the new cards at East Side and Hillyard as a positive stride.

Ms. Walter asked how the library can we share this information? Mr. Chanse said it is included in the Annual Report, he will do a presentation to council at some point, as well as a visit to neighborhood councils and share this information with them. Mr. Stuckart said a press release would be effective. Ms. Walter agreed, and said the positive numbers are a direct response to the levy lid lift so we should do a press release outlining the data. Mr. Chanse said we were waiting for the year mark before any action so we have all of the necessary information. Ms. Marich said the positive numbers are a reflection of the hard work of library staff, so thank you to everyone.

CHAIRMAN'S REPORT

There was no Chairman's report.

LIBRARY DIRECTOR'S REPORT

**Library Director's Report to the Board
January 20, 2015**

Community/Professional Contacts

Highlights include: I will be attending the WLA Board of Directors meeting from January 21-23 and the American Library Association's Midwinter Conference in Chicago from January 30-February 2.

We launched our Customer Satisfaction on January 12th. The survey will run through January 25th. The survey is available both electronically and in print.

Classes and Events

Our collaboration with Ink is off to a great start. The two programs they are offering at the library this month were featured in an *Inlander* article and filled up quite quickly. Every Saturday from January through May will feature a drop in program in all six branches. January had Snowflake Saturdays, February will have My Heart is Like a Zoo Saturdays where participants can create animals and other designs using paper hearts. Watch for more Connected Learning workshops as well we ramp up our technology classes. Library staff will have the opportunity to attend the classes as well and then we can expand those offerings even further.

Collection

We will be launching a language learning service called *Pronunciator*. Customers can choose from 80 different languages to learn and the lessons are taught in 50 different languages. We are tentatively looking to launch Hoopla (a video streaming service) in late spring. Envisionware will be out to train staff on RFID tagging the week of January 26th. At the latest, we look for the project to be fully implemented the first week in May 2015.

Staffing

Effective February 14th, Samantha McCombs will resign from her position as Branch Manager of East Side, Hillyard and Indian Trail to move back to Ohio. We are currently recruiting for the position and also interviewing for the South Hill Manager opening.

Total volunteer hours for 2014 were 4,355.50.

Facilities

The Shadle Library has been open now for 2 Sundays in 2015. Both days experienced people waiting at the door at opening, steady computer usage throughout the day, and new library accounts created for customers. We have begun the actual moving and configuration of the Downtown Library—moving more popular collections to the 2nd floor and less used collections up to the 3rd floor.

City of Spokane

The City of Spokane's State of the City will be on March 6th at the GSI breakfast.

Respectfully submitted,

Andrew Chanse
Director

Additional information:

Since opening Shadle for Sunday hours in January, attendance has consistently grown each week.

RFID tagging will start next week. The goal is to have self-check in use in April.

As far as reduction in force, the library is moving through attrition. Three point five (3.5) of the FTEs have been realized just through attrition. So we aren't even through the first month of the year, and we are on our way to getting these folks new jobs, or getting on the way to be trained for other jobs.

We are in talks with City Hall to get the Downtown carpet replaced at no extra charge to us. This is something they would cover as part of operating expenses of the city.

Mr. Chanse will meet with the Washington State Public Library Directors group this week. He is also meeting with John Chrastka from EveryLibrary to discuss national trends, how campaigns are going to see how to start preparing ourselves for when the Levy Lid Lift expires.

We received an invitation from City Council to have a joint meeting with the Library Board.

FOUNDATION REPORT

Communications Manager Eva Silverstone and Foundation Director Sarah Bain are going to Library Legislative Day in Olympia next week.

Ms. Bain said the Foundation is preparing a grant currently. She says the Foundation's goal is to always have three grants in the loop so the current grant work is timely.

Ms. Bain is working to capture some of the more historic aspects of the Foundation and is meeting with people to gather fun stories about Ned Barnes and the library.

Ms. Bain is focused on Citizen Hall of Fame (CHoF). She and Mike Allen will have a press conference to announce this new event. We will open with public nominations for three weeks, and are in the process of forming a committee to review those nominations. Avista Foundation is one of the sponsors; Spokesman-Review sponsored the trivia event and will also sponsor the CHoF. KHQ is on board to sponsor as well. A KHQ personality will be the emcee.

Umpqua will be a major sponsor of the trivia event next year. Avista is also on board.

Ms. Bain also touched on a few points: partnering with Spokane Public Schools; Gary Shea from UBS did a presentation about the endowment; and the formation of a finance committee.

COMMUNICATIONS

Ms. Silverstone reported that both The Inlander and The Spokesman-Review wrote articles about the upcoming Mobius move. We worked up some talking points for staff and she met with the Director of Engagement from Mobius. He and Ms. Silverstone will further fine-tune the talking points because we are getting a lot of questions about Mobius and we want to make sure we are all on the same page.

A survey of library patrons went out Jan 12. Less than 24 hours later we already had 1,500 responses and we now have nearly 3,000. So far the responses have been very positive.

Ms. Silverstone is already working on Spokane is Reading for 2015.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

13a. New Subscription Databases

Managing Librarian Dana Dalrymple demonstrated Pronunciator, the Library's new language database. Library patrons can use Pronunciator to learn 80 languages.

There are different courses for different ages and users (business focus or travel focus).

Ms. Dalrymple also told the Board, the Library purchased new science and history databases. The Library and Spokane Public Schools had discussions to determine which databases would be most helpful for school age population in our area.

13b. Bylaws of the Board of Trustees

Mr. Chanse presented possible changes recommended by the Board subcommittee. Mike Piccolo from City legal has looked at these.

Mr. Stuckart pointed out that the Library is the only board who has a liaison who does not have a vote.

Mr. Chanse said when he attends the WLA Board of Directors meeting, he could survey other directors who have a city relationship and see if there is a precedent for a city liaison vote.

Board members agreed Mr. Chanse should research more about the issue.

The Board then went through the Bylaws by section.

There was discussion regarding the sentence which stipulates the Director should attend all board meetings.

Mr. Chanse suggested to insert the following sentence: "Library Director or his or her designee will attend every meeting."

Ms. Starkey moved to amend the previous changes to include the discussion regarding Article VII. Mr. Kershner seconded, and the motion passed.

13c. CSO Basin vault at Downtown Library

Mr. Chanse presented regarding the possibility of placing a CSO Basin vault on a Northeast portion of the Downtown Library property. CSO Basin vault installation is part of the clean water act mandate that City is adopting.

The City wants to complete the project in 2017.

Ms. Marich said she understands the benefits to the aquifer and from an environmental standpoint; she inquired about the possible downsides. Mr. Chanse said the only issues would be minor disturbances while they dig up sections of concrete. He also said this is actually a potential benefit for us because we have an opportunity to possibly improve that area during the construction. From their projections it shouldn't affect our parking garage.

Mr. Chanse said the intent of this agenda item was to make the Board aware so the City can write up a proposal.

Ms. Marich asked if there is a monetary side to this.

Mr. Chanse said essentially the City would be renting our space so yes, we will look at that. I will bring a further draft proposal once we get one.

ADDITIONAL ITEMS/CHANGES TO THE AGENDA

There were no changes to the agenda.

PUBLIC COMMENT

Mr. Hansen recommended Mr. Chanse should also attend community assemblies when he is working to get community input for the library. Mr. Hansen also noted that he is on the committee to decide which streets to use for the CSO (agenda item 13c.)

NEXT REGULAR MEETING

The next regular meeting will be held February 17, 2015 at the Hillyard Library.

EXECUTIVE SESSION

None.

ADJOURNMENT

The meeting adjourned at 5:43.

Secretary_____

Chairman, Board of Trustees_____Date _____