

MINUTES OF THE BOARD OF TRUSTEES MEETING February 17, 2015

The regular monthly meeting of the Spokane Public Library Board of Trustees was held Tuesday, February 17, 2015 at the Hillyard Library.

Present were:

MEMBERS

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

COUNCIL LIASON

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

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

VISITORS

Brenda Kochis, Friends of the Library

CHANGES TO THE AGENDA

There were no changes to agenda.

APPROVAL OF JANUARY 2015 minutes

Mr. Kershner moved to approve the minutes of the January 20, 2015 Board meeting. Ms. Walter seconded the motion, which carried unanimously.

APPROVAL OF BILLS AND CONTRIBUTIONS FOR JANUARY 2015 and Period 13

Kershner moved to approve payment of the bills for January 2015 in the amount of \$467,699.08, voucher sequence #2015-01-001 to #2015-01-082 and for the bills of Period 13 in the amount of \$331,889.63, voucher sequence #13-001 to #13-067. Ms. Walter seconded the motion which carried unanimously.

FINANCIAL REPORT

Business Manager Penny Brown went over two sets of financials; year-end (Period 13) and January. She reviewed what the fund balance means for the library, and recommended the Board determine an acceptable fund balance to maintain. She gave the Parks Department as an example; they have to maintain a certain percentage of its fund balance in reserves.

Ms. Brown also detailed steps state auditors take when working with organizations such as the library, January expenditures, new codes to detail what charges different branches make and a new streamlined purchase order process.

CHAIRMAN'S REPORT

There was no report.

LIBRARY DIRECTOR'S REPORT

**Library Director's Report to the Board
February 17, 2015**

Community/Professional Contacts

Attending the WLA Board of Directors meeting and the American Library Association's Midwinter Conference in Chicago required a significant amount of time out of Spokane. I met with John Chrastka from EveryLibrary (they worked with us on the levy lid lift) while I was in Chicago to discuss library funding.

Initial results of the Customer Satisfaction Survey are largely positive. We will deliver the findings and trends at the March board meeting.

We have increased our partnership with Community Court by dedicating open lab technology help to their clients on Mondays and use of an underutilized private area of the library for some private consultation work. We should receive impact findings of the Community Court in the coming months.

Classes and Events

We are continuing the every Saturday passive craft with all of the branches putting out materials for customers to create art with hearts inspired by the book "My Heart is Like a Zoo" by Michael Hall. The Neighborhood Branches will be continuing their Tween Craft Club series making duct tape roses. Our Connected Learning opportunities continue at all branches but the bulk of these classes are focused on Hillyard as a part of the Digital Literacy grant the library received. We continue to tweak the online calendar to take full advantage of the features it offers and make it as user friendly as possible.

Collection

Envisionware trained staff on RFID tagging the week of January 26th. Indian Trail has already completed tagging the collection in the library. Items returned to the branch will be tagged as needed. Tagging is ongoing at the other branches and progressing relatively smoothly.

Staffing

Clara Strom was selected as Branch Manager of our Hillyard, East Side, and Indian Trail Branches. Clara has been with the Spokane Public Library system for the past 4 years and was with the County Library system for the 4 years previous to joining us. She has provided excellent service to our organization and community and we look forward to her leadership in our neighborhood branches.

We are also excited to announce that Ellen Peters has accepted the Branch Manager position for the South Hill Branch. Ellen has spent the past 7 years in the Spokane County Library

system in addition to working with Gonzaga University. Ellen brings a wealth of experience and knowledge of both libraries and the greater Spokane community.

Facilities

The major reconfiguration of the Downtown Library is nearly complete.

We are anticipating carpeting will begin at the Downtown Library after the Mobius exhibit concludes. We are currently working with Design Source in creating a scope of work, work plan, estimate of cost, and layout considerations.

Windows were vandalized at the Hillyard Library.

Sunday hours at Shadle continue to be popular.

Date	Gate Count	Number of New Cards
1/4	171	3
1/11	281	-
1/18	CLOSED MLK DAY	0
1/25	355	9
2/1	194	4
2/8	377	6

City of Spokane

We can expect a proposal for board consideration regarding the CSO water tanks (highlighted at the January meeting) in April or May. Initial planning for the 2016 budget is nearly upon us, so we will be working on preparing that in the coming months.

The Mayor's State of the City is on the morning of March 6th. As leaders in the community and representatives of the library, I encourage you all to attend if you are able.

Respectfully submitted,
Andrew Chanse, Director

Additional Information

Mr. Chanse reported he had a positive meeting with EveryLibrary. This is the organization which helped the library through its levy lid lift campaign. They would like to work with us again, and would help us strategize. One suggestion made was to put out a survey just on Sundays at Shadle. We have had positive customer usage on Sundays at Shadle, and are signing up new card holders.

RFID tagging is going along. Indian Trail is done, Shadle may be done at the end of the week. We are well beyond where we thought we'd be.

COMMUNICATIONS

Communications Manager Eva Silverstone reviewed her practice of sending Board Members any media mentions of the library. She will be expanding this to send any mentions to City Council Members as well.

She is working on the annual report so it will go out at the same time as the Mayor's state of the city on March 6. We are working with Envisionware for specific marketing materials including information about how to use the new check out system. We are trying to educate people about the system and about the tags on materials.

NEW BUSINESS

11a. Friends of the Library

Brenda Kochis, President of the Friends of the Library group gave a presentation about the group to the Board. She expressed her gratitude to the maintenance staff for their help in cleaning up after the fall book sale.

This year the book store had its 10 year anniversary. We had bookmarks made and reusable bags handed out.

The Friends continue to sponsor Spokane is Reading and the Summer Reading Program. The Friends didn't have any major capital expenditures this year. We normally pay for a project valued around \$15,000 to \$20,000 every two to three years, so the group is building funds back up for a future project.

It recently came to our attention that there is a code in Spokane that requires the Friends to have a business license to operate the book store. So we now have a business license in the bookstore.

Ms. Kochis acknowledged the help Ms. Silverstone provides. After the May FOL book sale we were a bit discouraged because the numbers were down. Ms. Silverstone helped with the advertising, and as a result October sales were up.

Ms. Kochis publicly thanked the Friends volunteers. She said there is competition for volunteers and she is grateful for board members and folks who work in the book store and at sales.

Ms. Marich and Mr. Chanse both thanked Ms. Kochis for her personal commitment and leadership of the FOL.

11b. Sole Source Resolution

Sole source resolution says there is no other vendor in Spokane that can work on our HVAC. This is executed for one year and is renewable for three years, says we will pay prevailing wage. We just need to acknowledge that we have a sole source provider. Ms. Walter moved to approve a resolution declaring Control Solutions Northwest as a sole source provider for the servicing of the Library's HVAC systems; declaring an emergency; and authorizing the issuance of a contract for HVAC maintenance services without a request for proposals at an initial cost not to exceed \$27,000 plus tax. Ms. Kershner seconded and the motion passed.

11c. Bylaws of the Board of Trustees

Mr. Chanse said as a follow up to the January meeting when Council President Stuckart suggested he be a voting member of the board, Mr. Chanse researched and found it is against RCW. Also if he had a vote, he would have a double vote on here and on city council. Mr. Chanse spoke with other library directors in Washington and what they do for best practices is to have a spot on the agenda for the council liaison. This allows for formal discussion, and shows we value having the council liaison here. It's formalizing that relationship. I suggest we place the Council Liaison report after the Director's Report on the agenda.

Ms. Walter said she wants to publicly thank Council President Stuckart for his support and help. Ms. Marich agreed and said he has been an added support to the Board.

Mr. Kershner noted that at the last meeting the Board decided to change language of the bylaws from "librarian" to Library Director. Mr. Chanse said that would be changed.

Ms. Starkey moved to change section four of article four to add Council Liaison report and any references to Librarian to Library Director. Mr. Kershner seconded, and the motion passed.

11d. Funding strategies:

Mr. Chanse presented an overview of different strategies (attached) so the Board can start to look at funding strategies and opportunities to get the Library past 2017 when the levy lid lift expires.

The first option is to form a municipal district. It would enable to collect 50 cents per thousand, plus a voted on increase. The problem with that is that it's not likely to happen by 2017. The state legislature make up (as now) would not favor that. We just want to keep this in mind, but it's not our solution at this time.

Another thing to consider is it would essentially be a divorce from the City. We already get free City services: we don't pay a retainer for city legal, we don't pay benefits. Currently we actually get 52 cents per \$1,000 from the city.

We could annex to the county library district. RCW recently changed. This option would have to be initiated by City Council to the Library Board. Mr. Chanse said he doesn't see this happening, but told the Board these are questions they will be getting so they should be aware. This would then go to city voters. It would take us out of the competition for general fund dollars. There would be a decrease in service. We are more urban, we do provide different services (Pacific NW room, different collections), and there would be a loss of local control because we'd have to focus on a larger area.

Next we have another Levy lid lift process. The City Council puts it on a ballot and it goes to the voters. A levy lid lift provides the library with some diversified funding. Again, this isn't total funding. We still don't have a solution for modernization or funding

major needs. The last levy was run on providing more open hours not on major purchases.

Ms. Walter brought up the difference between a bond project and a levy. Mr. Chanse said the library could run a levy for technology. There was discussion about how the length of a proposed levy. Mr. Chanse said four years is a short amount of time for a levy, but voters may frown on anything longer.

Ms. Walter said that when we ran the (most recent) levy our message to voters was we need this to bridge until we can find a permanent solution. So we would have to find out how to address that.

Another option presented is to devise a funding formula from the City based on population served and other factors. Mr. Chanse said our facilities are old and if the city will help finance upkeep then that will go a long way. And as Ms. Brown mentioned (in her Financial Update), we need to look at our fund balance procedure.

Mr. Kershner said he things the fourth option is the best for the Library at this point. After some discussion, the general consensus was to further study a levy lid lift in 2018 and a funding formula from the City.

ADDITIONAL ITEMS/CHANGES TO THE AGENDA

Dennis Fredrickson, Public Services Manager, pointed out that this was South Hill Branch Manager Louise Sullivan's last board meeting. Ms. Sullivan has been with SPL for 21 years.

PUBLIC COMMENT

There was no public comment.

NEXT REGULAR MEETING

The next regular meeting will be held March 17, 2015 at the Downtown Library.

EXECUTIVE SESSION

None.

ADJOURNMENT

The meeting adjourned at 5:57.

Secretary _____

Chairman, Board of Trustees _____ Date _____