MINUTES OF THE BOARD OF TRUSTEES MEETING

October 18, 2016

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, October 18, 2016 at the Downtown Branch of the Library.

Present were:

MEMBERS
Mr. Nathan Smith, Chairman of the Board
Mr. Jim Kershner, Vice-chairman of the Board
Ms. Anne Walter
Ms. Lara Hemingway
Ms. Mary Starkey

COUNCIL LIAISON
Karen Stratton

LIBRARY DIRECTOR
Mr. Andrew Chanse

CALL TO ORDER
The meeting was called to order at: 4:31 by Mr. Smith.

VISITORS
Sarah Bain
Pat Bonner
Rob Roose
Jacque Smithley
Sally Chilson
Charles Hansen
Natalie Hilderbrand
Jason Johnson
Brenda Kochis
Emily Maiani
Tara Neumann
Ellen Peters
Clara Strom
Alan Wagner
Joan Medina

CHANGES TO THE AGENDA
Mr. Chanse asked to remove the review of the ‘Social Media’ policy from the agenda and postpone action on it until the November 15th meeting. Mr. Smith removed the item from the agenda.

APPROVAL OF September 20, 2016 MEETING MINUTES
Mr. Smith noted an additional word in the 'executive session' portion that needs to be omitted. Ms. Walter moved to approve the minutes as amended. Ms. Starkey seconded the motion. Passed unanimously.

**APPROVAL OF BILLS AND CONTRIBUTIONS FOR September 2016**
Mr. Kershner moved to approved the bills and contributions. Ms. Hemingway seconded the motion. Passed unanimously.

**FINANCIAL REPORT**
Ms. Maiani announced we currently have 50 days’ cash balance in reserve and are projecting to maintain that number until the end of the year. Per Mr. Smith’s request at last week’s finance committee meeting, the Business Office is drafting a ‘Fiscal Management’ policy that will be presented at the November board meeting. Ms. Maiani provided further explanation of the expenditures in a few departments. She noted we paid for several ‘Level Up’ space needs and there is unfilled position in administration. Ms. Walter asked which position was open in the business office and Ms. Maiani stated the Financial Analysis position.

**PERFORMANCE REPORT**
Mr. Chansey stated we are overall on track to meet our performance measures. He noted we are already over 2015 checkout numbers and only saw a slight dip in quarter three. New cards saw a bit of drop this quarter, but year-to-date is 11,776 from 12,118 last year. We only experienced a slight dip with internet usage with roughly 250,000 sessions. Mr. Chansey noted there is less than a 5,000 difference in gate count from last year and we are still on track to achieve our one million gate count by the end of the year.

Mr. Chansey stated our public engagements show a large dip because we are no longer tracking directional questions, which do not provide substantive information. Mr. Smith questioned keeping the item as a performance measure and changing the metric. Mr. Kershner explained this will be corrected next year after a full year of reporting this new measure.

Ms. Starkey inquired about the discrepancy in the new cards numbers as we show branch increases for the quarter, but a loss compared to last year at this time. Mr. Chansey said we will look into the formulas to ensure we are correct and explained how we are ensuring our tracking methods are accurate system wide. Mr. Chansey states nationwide libraries are seeing decreasing numbers and we holding our numbers steady. The board asked his thoughts as to why this is the current trend. Mr. Chansey said we are now offering more modern usages of the library, where other libraries may have implemented similar changes several years ago. Also, some libraries struggle and are resistant to modernization.

**CHAIRMAN’S REPORT**
Mr. Smith said he has attended a few additional sessions with union negotiations. After discussion with the City Council, the renewal of the Levy Lid Lift will go before the City Council
for a vote on either the November 14th or November 21st. Mr. Smith asked the board to be prepared to come to the meeting.

EXECUTIVE DIRECTOR'S REPORT
Mr. Chanse submitted his written report. He wanted to highlight the ‘Collection’ portion and congratulate Rob Roose’s department on their look into our online databases and making it more accessible to the citizens through internet search engine access. He also wanted to thank our facilities and IT departments for installing security cameras at the Eastside branch for only $700 instead of the quoted $14,000. Mr. Smith said it was great fiscal responsibility. Ms. Hemingway noted she was excited to read about the catalog opportunity for citizens. Ms. Walter wanted to thank Sally Chilson for helpful she has been with Spokane Public Schools 5th grade career fair.

COUNCIL LIAISON REPORT
On October 10th Craig Meidl was confirmed as our new City police chief. The City Council is looking at the 2017 budget and concentrating on the legislative priorities or next year. As of now the top priority is seeking state assistance with the replacement and repair of the bridges at Riverfront Park.

COMMUNICATIONS REPORT
Ms. Bain submitted her written report. She wanted to highlight the partnership with the City of Spokane and the use of their graphic designer, Matt Budke, who has designed the logo for the ‘LevelUp’ space and all of our new collateral. She stated the social media training had been completed and that our numbers are skyrocketing with Twitter as well as Instagram.

FOUNDATION REPORT
Ms. Bain informed the board the 3rd Annual Trivia event is tomorrow night, October 19th at the Bing Theater. Around 10 teams are returning from last year as well as last year’s winner.

UNFINISHED BUSINESS
No unfinished business.

NEW BUSINESS

13a. Level Up Presentation
Mr. Smith introduced Jason Johnson, Downtown branch manager to present the ‘Level Up’ space. Mr. Johnson explained the details and best practices identified for each of the three distinct spaces. He noted the various technology components in the room, the Bloomberg terminal and the handmade tables from our facilities department. Mr. Johnson highlighted the public art and stated it will be initially changed every quarter in the space. The space officially opens to the public next Monday, October 24th and the ribbon cutting will be November 4th. Mr. Walter requested the facilities to be present at the ribbon cutting for a formal thank you for their hard work.
Mr. Chanse mentioned we are looking into a potential partnership with the City of Spokane where their staff could use the terminal and they could help pay for the terminal in future years. Mr. Kershner asked how the space will be staffed. Mr. Johnson stated for the first few weeks it will be staffed full time and when we move to a single point of service, staff will still be available full time. Mr. Kershner asked how to reserve the classroom space. Mr. Johnson said it will be listed on the website along with the other meeting rooms. Ms. Hilderbrand asked if the whiteboard is printable; Mr. Johnson believes so, but will confirm. Mr. Kershner believes the Level Up space and its versatile features will be very popular.

13b. Repeal Grievance Procedure for ADA
Mr. Smith stated this is a follow up from a request he made at the last board meeting. Mr. Chanse noted his request of having the grievance procedure formally added to the current ADA policy, which has been made. Mr. Kershner moved to repeal the grievance procedure as is now in the current ADA policy. Ms. Starkey seconded the motion. Passed unanimously.

13c. Status of proposed library operating budget
Ms. Maiani thanked the trustees who attending the City Council study session. She then referred the trustees to reference the handout she provided with updated financials. She stated the benefits came in at 4% instead of the projected 8%. We also have projected an increase from $1.1 million in levy lid lift funds to $1.5 million. We previously had $50,000 in surplus and now we have $125,000. Ms. Maiani stated we have budgeted for 2% salary increases and highlighted a few revenue page adjustments that were made. These financials are the same projections reviewed by the trustee finance committee last week. Ms. Maiani explained that contributions line increase from last year due to our increased funds from the Friends of the Library.

Ms. Maiani noted that the library administration budget has gone down and design work funds were added for a potential bond. She stated the SIP loan is now correctly noted in the budget going forward. Ms. Walter asked if the self-check outs were matching with what was promised at implementation. Mr. Chanse stated yes we are still being charged the agreed 10% of the contract. Mr. Smith noted the excess line item will come into play with our reserve discussion. Mr. Chanse stated the previous board had depleted the reserves in 2013 to maintain library operational hours. His goal is to get the reserves back to previous levels in order to provide stability for staff and operations if something were to go awry. Mr. Smith asked for a motion to approve the 2017 operating budget. Ms. Kershner moved to approve the 2017 budget as presented. Ms. Starkey seconded. Passed unanimously.

13d. Meeting Room Policy
Mr. Chanse stated the policy reflects updated language, struck language that all meetings must be open to the public and removed the outdate language precluding exercise/physical classes. Mr. Chanse went through each section to discuss each change presented. He noted the change the change in age was made to match our safe child policy age and we removed the requirement or the library to provide refreshments. Mr. Kershner asked for the rationale behind not allowing closed meetings in the library. Mr. Chanse stated our role with community
has changed and old policy left the discretion up to the Executive Director. The times have changed and are offering much deeper services that require flexibility. Mr. Smith noted the numbers need to be changed on the sections. Mr. Kershner asked for clarification on meetings that charge admission. Mr. Chanse stated if it is a function for the library foundation it is allowed but for the general public to use as a business then no admission fee is permitted. Ms. Walter moved to accept the policy as presented. Ms. Hemingway seconded the motion. Passed unanimously.

13e. Naming Rights Policy
Mr. Chanse noted in the past we had a very specific policy that would require constant updates to match market trends. We wanted to generalize the policy and allow citizens to have discretion on the amount of funds they could donate to the library. Mr. Kershner asked if the library had been approached recently. Mr. Chanse stated no, the policy needed to be looked at as we continue to explore a potential bond. The question was raised on the boards role with accepting funds. Mr. Chanse said the board controls the naming rights and how the funds are received is a different conversation. Mr. Smith noted this does not deal with funds only naming rights. Discussion followed. Ms. Starkey moved to accept the policy as presented. Mr. Kershner seconded motion. Passed unanimously.

13g. Appoint committee for director’s performance appraisal
Mr. Smith went over the process last year. Ms. Walter and Mr. Kershner volunteered on the committee. Mr. Chanse stated they can reach out to Alan Wagner, Human Resources Director as a resource. Ms. Starkey moved to have Ms. Walter and Mr. Kershner serve on the committee to review the director’s performance. Ms. Hemmingway seconded the motion. Passed unanimously.

ADDITIONAL ITEMS/CHANGES TO THE AGENDA
None

PUBLIC COMMENT
Charles Hansen gave an update on the Community Block Development Grant (CDBG) program and the new requirements for the neighborhoods. He noted City of Spokane employee George Dahl taped a few informational programs on this subject with Channel 5 at the Library. Mr. Hansen thanked the library for making this possible.

NEXT REGULAR MEETING
The next regular meeting will be November 15, at the Hillyard Library.

EXECUTIVE SESSION
Mr. Smith concluded the board meeting at 5:50pm to be reconvene into executive session for 10 minutes.
ADJOURNMENT
The meeting adjourned at 6:10 pm.

Chairman, Board of Trustees

Date 1/15/2016