

INCOL Directors' Meeting

Official Minutes of November 15, 2005

(Approved on March 14, 2006)

Call to Order: at 10:15 AM at Molstead Library, North Idaho College by Ann Johnston.

Present: Pat Kelley, EWU ; Hans Bynagle, Whitworth ; Mike Wirt, Spokane County ; Janet Lyon, Pend Oreille County ; Ron Force, UI ; Bob Pringle, ICN/WSU ; Joe Reiss, Post Falls Public ; Bette Ammon, Coeur d'Alene Public ; Mary Ann Goodwin, SFCC ; Mary Carr, SCC ; guest, Jim DeMoss, NIC

Welcome: by chair Ann Johnston.

Minutes: of February 25, 2005 were approved unanimously with Mary Carr moving and Hans Bynagle seconding the motion to approve.

Continuing Education Committee: Bette Ammon reported in Cheryl Christiansen's place. The fall workshop with guest speaker Michael Meines was well received, with high marks from the evaluations. Guest Jim DeMoss reported that the spring workshop will be in May, 2006 – date yet to be determined. The speaker will be University of Washington Information School professor Joseph Janes.

Proposed budget for fiscal year 2005-06: Hans Bynagle presented the budget. Hans moved and Mary Carr seconded to approve the budget. Discussion followed. \$300 was removed from the expenses for staff networking line. Unanimously approved.

Treasurer's report: Hans Bynagle distributed the treasurer's report. The report did not include a detailed report on the courier fund, but Hans did distribute a courier fund report for 2005-06. Continuing Education total charges reduced to \$4,000 and \$300 removed from the expenses for staff networking line, bringing total expenditures down from \$5,700.00 to \$5,200.00. Discussion from Joe Reiss about investing some of the budget into a CD fund. Concerns about this were raised and it was pointed out that Whitworth does not charge INCOL to manage the accounts. More discussion about the budget and how to spend it followed. Mary Carr moved, Hans Bynagle seconded to accept the treasurer's report. Unanimously approved.

Pat Kelley moved, Mary Carr seconded, to add the topic of the INCOL Strategic Plan to the agenda. Unanimously approved.

2005-08 Strategic plan: Discussion included how best and where to preserve INCOL's organizational history, both digitally and in paper format. Mike Wirt mentioned some of the core INCOL activities that are still being done, including the courier, continuing education, and grant opportunities. Discussion also covered problems with changing the chair annually, networking benefits, internships and scholarships, spending more of the budget on activities that benefit INCOL members' staff, and developing an online suggestion box on the INCOL website.

Next meeting: February or March, 2006. Date and place to be determined.

Spring retreat: Unanimous agreement to hold the retreat at the Clark House in Hayden, Idaho in May. Date to be determined. Ideas on speakers/guests suggested – to be determined later.

Updates from each library:

North Idaho College: The library recently received a donation from NIC instructor and local human rights activist Tony Stewart of his entire private collection of materials related to the Kootenai County Task Force on Human Relations. The library is planning to have wireless available next semester and is writing a grant to fund the purchase of several Apple iPod's for use with reserve materials. The college recently opened a new health sciences building in August.

SCC:

UI: The budget situation at the UI has stabilized ,and a turnover in administration has started with President Tim White bringing in his own team. All of the vice presidents and six of the nine deans will be replaced by the end of this school year. The library, although losing a third of its staff, has been able to fill positions, hiring three new reference librarians and an archivist as a result of retirements. More vacancies are expected this year, resulting in many new faces in Moscow. The library continues to respond to demands for electronic resources. Thirty thousand volumes of redundant periodicals were disposed of to free up shelving space for resources not yet available electronically.

Whitworth:

EWU:

Pend Oreille County: Library District just completed a Preservation Grant for the Metalines Library microfilming 1800 local, historical photographs and 1500 obituaries

plus putting all of the photographs in archival sleeves and binders. The Friends and volunteers did the work.

Library District received 4 Connecting Learners to Libraries grants, each grant worth \$2,000. Each library in the county library system is working with one of the school libraries in each community.

Library District implemented a "Bestseller" Program. We offer one free copy of new adult fiction and non-fiction titles, but if anyone does not want to wait on a "holding list" for the new book, they can check out one of our "Bestsellers" for \$2.00 for 2 weeks instead of the usual 4 weeks. Patrons can opt to wait on a waiting list for the title or they may decide to check out one of our "Bestseller titles". This ends up being cheaper for the

patron, then going out and buying the book. The RCW for Washington states that public libraries can charge for a 2nd copy. We may also have more than one free copy just depends on the need and whether or not we have received a donated copy of a new title.

The Library District has been charging \$2.00 for ILL since January 2005 to help cover the cost of postage. We have made changes in the way we purchase items and those who are doing the ordering decide whether or not the item should be purchased first instead of getting the item on ILL. The patron OKs all ILLs, and they understand that a \$2.00 fee per item will be collected to help cover the cost of the postage.

The Library District completed a survey last spring and the Board and staff have been in the process of looking over the surveys in detail to determine if any changes will be made in the future.

The Board just approved the final version of the 2006 budget. Costs keep rising so inflation costs continue to grow while the property tax revenue can only grow by 1%. No additional staff could be hired, but a 2% COLA will be given to all current employees plus the amount of Medical benefit the employer pays was increased from \$270 a month to \$345 a month. The final budget did have cuts in some areas, like travel, workshops, and reduction of databases for 2006.

Coeur d'Alene Public:

SFCC:

Spokane County: Spokane County Library District is fortunate to be looking at a positive budget picture for 2006. We'll not only be maintaining current service levels but increasing open hours (Friday morning and Sunday afternoon at 4 branches), increasing the materials budget, and opening the new Moran Prairie Library building in January. We're also able to implement the full recommendations of a 2004 classification and compensation study, which will result in significant salary increases for most positions

when combined with a 2006 COLA.

Part of the reason for the sunny revenue picture is the City of Spokane Valley's annexation to SCLD, which is effective in 2006 and makes that area once again an integral part of the District rather than a contracting municipality. 87% of voters approved the measure last May.

The new 8200 square foot Moran Prairie Library will open in mid-January, replacing the current 2800 s.f. storefront facility. It was funded through formation of a Library Capital Facility Area, a method available in Washington State to allow voters in a small sub-area to fund library branch construction.

Current major projects underway are installation of a new Voice over IP phone system that will greatly reduce ongoing telecommunications costs by running on our existing (but upgraded) data network; planning for a phase-in of wireless access in branches; and restructuring outreach services to be more efficient and more responsive to outreach customer needs.

Adjourned: at 12:32 PM

Minutes recorded by Ann Johnston.