

BOARD OF TRUSTEES MEETING MINUTES: September 19, 2023

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via Zoom online meeting platform in the public meeting room at the Moran Prairie Library, Tuesday, September 19, 2023 at 4:00pm.

Present: John Craig – Chair
Jessica Hanson – Vice Chair
Jon Klapp – Trustee
Robert Paull – Trustee

Excused: Ellen Clark – Trustee

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Andrea Sharps (Collection Services Director), Toni Carnell (Human Resources Director), Jane Baker (Communication and Development Director), Jill Nunemaker (Development Manager), Kristy Bateman (Operations Manager), Emily Greene (Administrative Services Manager), Lesa Arrison (Library Supervisor), Vinnie Davi (Video Production Specialist), and James Zahand

Via Zoom: Six (6) members of the public.

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| Call to Order (Item I) | Chair John Craig called the meeting to order at 4:00pm and welcomed everyone in attendance. |
| Agenda Approval (Item II) | Vice Chair Jessica Hanson moved and Trustee Robert Paull seconded the approval of the meeting agenda.

The motion was unanimously approved, there was no further discussion. |
| Public Comment (Item III) | There was no public comment. |
| Approval of July 18, 2023 Regular Meeting Minutes (Item IV.A.) | Chair Craig called for corrections to the June 18, 2023 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion. |
| Approval of August 4, 2023 Special Meeting Minutes (Item IV.B.) | Chair Craig called for corrections to the August 4, 2023 Special Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion. |
| Approval of July 2023 Payment Vouchers (Item IV.C.) | Trustee Klapp moved and Trustee Paull seconded the approval of the July 2023 Payment Vouchers as follows: |

Fund	Voucher/Payroll Numbers	Subtotal	Total
July - GF	61164 - 61272 and W001340 – W001357	\$854,785.78	\$854,785.78
	PR07102023 and PR07252023	\$468,884.46	\$468,884.46
		Total	\$1,323,670.24
CPF	9724 STCU Monitors	\$1,653.08	\$1,653.08
	9725 Architect Fees and SV Signage	\$82,546.09	\$82,546.09
	9726 Testing for Paved Approach Replacement	\$391.12	\$391.12
	9727 June 2023 Progress Payment	\$163,748.24	\$163,748.24
	9728 SV Furniture Items	\$101,632.36	\$101,632.36
	9729 Furniture Delivery and Installation	\$8,506.58	\$8,506.58
	9730 STCU Studio Hardware	\$9,639.81	\$9,639.81
	9731 Surety Bond	\$1,576.00	\$1,576.00
	9732 Chair Stacking Dolly	\$1,120.66	\$1,120.66
	9733 Temporary Certificate of Occupancy	\$216.00	\$216.00
	9734 Liability Tail Coverage	\$4,973.31	\$4,973.31
	9735 July Architect Fees and SV Signage	\$13,786.81	\$13,786.81
	9736 Building Commissioning Fees	\$1,600.00	\$1,600.00
		Total	\$391,390.06

The motion was unanimously approved, there was no further discussion.

Approval of August 2023 Payment Vouchers (Item IV.D.)

Trustee Klapp moved and Trustee Paull seconded the approval of the August 2023 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
August – GF	61273 – 61380 and W001366 – W001375	\$757,056.48	\$757,056.48
	PR06092023 and PR06232023	\$491,285.56	\$491,285.56
		Total	\$1,248,342.02
CPF	9737 SV Cabling	\$555.85	\$555.85
	9738 SV Shelving and Fiber Switches	\$286,126.63	\$286,126.63
	9739 Wifi Access Point	\$39,312.79	\$39,312.79
	9740 August Architect Fees and Ancillary Charges	\$6,137.50	\$6,137.50
	9741 Replacement Driveway and Commissioning Invoice for Leed	\$146.12	\$146.12
	9742 Enhanced	\$800.00	\$800.00
	9743 Furniture for SV Childrens Area	\$5,673.30	\$5,673.30
		Total	\$338,752.19

The motion was unanimously approved, there was no further discussion.

**New Business
Proposal from
James Zahand
Regarding the
Future Conklin
Road Library
(Item IV.E.1)**

Long time benefactor James Zahand presented to the Board of Trustees a proposal to donate \$1,000,000 via five annual gifts of \$200,000 for the District to build a new library on the District-owned property on Conklin Road. Executive Director Patrick Roewe recommended to the Board to have staff further investigate the feasibility of building a new library in this location. Discussion ensued about the original reasoning for purchasing the land, proximity to other libraries and the potential to use LINC in this area. By consensus the Board directed staff to investigate this proposal further. The Board expressed gratitude to Mr. Zahand for his generous offer.

There was no further discussion.

**New Business
Code of Conduct
(Item IV.E.2.)**

Executive Director Roewe informed the Board of changes to the Code of Conduct Policy for clarification purposes. Vice Chair Hanson moved and Trustee Klapp seconded the revisions to the Code of Conduct Policy.

The motion was unanimously approved, there was no further discussion.

<p>New Business Emergency Closure of Facilities Policy Review (Item IV.E.3)</p>	<p>Executive Director Roewe informed the Board of the addition of government-issued evacuation orders as triggering events for the Emergency Closures Policy. Trustee Klapp moved and Trustee Hanson seconded the approval of the revised Emergency Closures Policy.</p> <p>The motion was unanimously approved, there was no further discussion.</p>
<p>New Business Use of 3D Printing and Cutting Policy Review (Item IV.E.4.)</p>	<p>Operations Director Doug Stumbough informed the Board of the recommendation to reaffirm the Use of 3D Printing and Cutting Policy. Discussion ensued about the costs of this service. Vice Chair Hanson moved and Trustee Paull seconded the approval of reaffirming the Use of 3D Printing and Cutting Policy.</p> <p>The motion was unanimously approved, there was no further discussion.</p>
<p>New Business Airway Heights Overview (Item IV.E.5.)</p>	<p>Library Supervisor Lesa Arrison presented in PowerPoint to the Board of Trustees a 2022-2023 review of the Airway Heights Library. Discussion ensued about different programs that took place including their new rock garden and printing eco-scarves.</p> <p>There was no further discussion.</p>
<p>Discussion Items Future Board Meeting Agenda Items</p>	<p>Chair Craig called for any concerns or suggestions for the Future Board Meeting Agenda Items. There were no concerns or suggestions.</p> <p>There was no further discussion.</p>
<p>Trustee Reports (Item V.A.)</p>	<p>There were no Trustee reports.</p>
<p>Executive Director Report for July 2023 (Item VI.B.1.)</p>	<p>Executive Director Roewe provided a written report prior to the meeting for July 2023. He had nothing further to report.</p> <p>There was no further discussion.</p>
<p>Executive Director Report for August 2023 (Item VI.B.2.)</p>	<p>In addition to the August 2023 Executive Director Report provided prior to the meeting, Executive Director Roewe informed the Board that library hours at Medical Lake Library and LINC have returned to normal after providing additional service hours to the communities impacted by the Gray and Oregon Road Fires. Discussion ensued about lost items during emergencies such as evacuations, the need to occasionally close library branches due to air quality issues, HVAC System controls, and one last camera waiting to be installed. Discussion ensued about the utility costs being over budget, number of vacant employee positions, and monitors being ordered to be installed for live feed of security cameras.</p> <p>There was no further discussion.</p>
<p>Operations Report for July 2023 (Item VI.C.1.)</p>	<p>Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for July 2023, with data for customer use measures, programming, and library activities. Operations Director Stumbough had nothing further to report.</p>

There was no further discussion.

**Operations Report
for August 2023
(Item VI.C.2.)**

In addition to the August 2023 Operation Report provided prior to the meeting, Operations Director Stumbough informed the Board of the positive feedback the staff from Medical Lake, Cheney and Airway Heights Library staff received for the District's response to the Gray and Oregon Road Fires.

There was no further discussion.

**Fiscal Report for
July 2023
(Item VI.D.1.)**

Executive Director Roewe provided the Revenue and Expenditure Final Statement through July 2023 prior to the meeting and added an acknowledgment of thanks to Finance Manager Rose Guegel for her help in the absence of a Finance Director.

There was no further discussion.

**Fiscal Report for
August 2023
(Item VI.D.2.)**

Executive Director Roewe provided the Revenue and Expenditure Final Statement through August 2023 prior to the meeting and had nothing further to report.

There was no further discussion.

**Executive Session
(Item VII.A.)**

REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE. Chair Craig commenced an executive session at 4:44 p.m. Chair Craig stated the purpose of the executive session was to review the performance of the Executive Director, with the duration of the meeting anticipated as 45 minutes. Human Resources Director Toni Carnell provided informational review materials in advance of the meeting, The Board returned from executive session at 5:30 p.m., with Chair Craig announcing that an additional 25 minutes were needed. The Board went back into executive session. The Board returned from executive session and resumed the public meeting at 5:55 p.m. Chair Craig will complete a summary of Mr. Roewe's evaluation to submit for District personnel files.

There was no further discussion.

**Adjournment
(Item VIII.)**

Chair Craig adjourned the meeting at 5:57 p.m. The next Board Meeting is scheduled for Tuesday, October 17, 2023, at 4:00 p.m., in the public meeting room at the Deer Park Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees