

BOARD OF TRUSTEES MEETING MINUTES: October 17, 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 Deer Park Library, Tuesday, October 17, at 4:00pm.

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

Excused: None.

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Vinnie Davi (Video Production Specialist), Toni Carnell (Human Resources Director), Jason Link (Finance Director), Emily Greene (Administrative Services Manager), Kristy Bateman (Operations Manager), Alison Johnson (Librarian), Jacob O’Doherty (Library Supervisor)

Via Zoom: Jane Baker (Communication and Development Director), and three (3) members of the public.

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| Call to Order
(Item I) | Chair John Craig started the meeting at 4:01pm and welcomed everyone in attendance. |
| Welcoming a New
Finance Director
(Item II) | Executive Director Patrick Roewe introduced the District’s new Finance Director Jason Link. The Trustees gave a special welcome to him. |
| Agenda Approval
(Item III) | Trustee Jon Klapp motioned and Trustee Robert Paull seconded the approval of the meeting agenda.

The motion was unanimously approved, there was no further discussion. |
| Public Comment
(Item IV) | There was no public comment. |
| Approval of
September 19, 2023
Regular Minutes
(Item V.A.) | Chair Craig called for corrections to the September 19, 2023 Regular Meeting Minutes. There were no corrections. The minutes stand as written. |
| Approval of
September 2023
Payment Vouchers
(Item V.B.) | Trustee Ellen Clark motioned and Vice Chair Jessica Hanson seconded the approval of the September 2023 Payment Vouchers as follows: |

Fund	Voucher/Payroll Numbers	Subtotal	Total
Sep - GF	061382 – 061471 and W001376 – W001395	\$707,629.59	\$707,629.59
	PR09082023 and PR09252023	\$488,683.97	\$488,683.97
		Total	\$1,196,313.56
CPF	9744 Ednetics wiring, fiber switches and install	\$3,149.29	\$3,149.29
	9745 Fatbeam Hub Move and Reconfiguration	\$854.40	\$854.40
	9746 Consulting Fess	\$3,088.10	\$3,088.10
	9747 Final Construction Invoice	\$60,034.39	\$60,034.39
		Total	\$67,126.18

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

**New Business
Public Hearing on
Authorized revenue
Sources
(Item V.C.1)**

Chair Craig called the Public Hearing on Authorized Revenue Sources to order at 4:04pm and called for public testimony. Finance Director Link presented The District’s sources of revenue and information on the tax levy. Property taxes and payments in lieu of property taxes, contracted city payments from the city of Airway Heights, and annexation mitigation payments for Moran Prairie from the city of Spokane comprise 96.9% of the projected 2024 budget revenue of \$18,003,000. All other revenue sources comprise 3.1%. There was no public testimony. Chair Craig adjourned the public hearing at 4:09pm.

**New Business
2023 Preliminary
Budget Presentation
(Item V.C.2)**

Finance Director Link presented the 2024 budget. He summarized the development of the preliminary budget and reviewed revenue and expenditures changes between the 2024 projected budget and past budget years. Discussion ensued about the components of property tax levy, Medical Lake TIF allocation, proposed 4% cost-of-living-adjustment, and capital expenditures and transfers.

**New Business
Organizational
Memberships
Review
(Item V.C.3)**

Trustee Klapp motioned and Trustee Clark seconded to approve inclusion of the presented organizational memberships and associated expenditures in the 2024 General Operating Fund budget. Discussion ensued about how each membership benefits the District.

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

**New Business
Board Direction to
Staff
(Item V.C.4)**

By consensus, Trustees directed staff to go forward planning and completing the final 2024 General Operating and Capital Projects Funds budgets as discussed. Direction included for staff to budget an annual cost of living salary adjustment of 4.00%, in response to the August 2023 CPI-W and as prescribed by District Personnel Policy, HR03. Additional budget-related information requested by the Board will be provided at the November meeting.

**New Business
Public Comment
During Board
Meetings Policy
(Item V.D)**

Executive Director Roewe presented to the Board a proposed Public Comment During Board Meetings Policy. He informed the Trustees this policy would codify current practices informally being followed. Discussion ensued about options for informing the public of expectations, and other revisions requested by Trustees. Vice Chair Hanson moved and Trustee Paull seconded the approval of the Public Comment During Board Meeting Policy as revised.

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

**New Business
Board of Trustee
Code of Conduct
Committee
(Item V.E)**

Executive Director Roewe presented to the Board the proposed formation of a Board of Trustees Code of Conduct Committee. Discussion ensued about what the committee's purpose and who should be appointed to the committee. Trustee Clark and Trustee Klapp volunteered to serve on the committee. Trustee Clark moved and Trustee Klapp seconded the approval of forming the Board of Trustees Code of Conduct Committee. Executive Director Roewe and Human Resources Director Toni Carnell will provide more information and materials at a future meeting.

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

**Discussion Items
(Item VI.A)**

Chair Craig called for any concerns or suggestions on the Future Meeting Agenda items. There were no concerns or suggestions.

There was no further discussion.

**Trustee Reports
(Item VII.A)**

There were no Trustee reports.

**Executive Director
Report
(Item VII.B)**

In addition to the report provided prior to the meeting, executive Director Roewe showed photos of the dumpster and dumpster enclosure issue at the Spokane Valley Library. Discussion ensued about actions currently being taken to resolve the problem and future plans. He also informed the Trustees of the Public Libraries of Washington meeting that was hosted at the Spokane Valley Library.

There was no further discussion.

**Operations Report
(Item VII.C)**

Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for September 2023, with data for customer use measures, programming, and library activities. Discussion ensued about recent security incident reports and the change in hotspot reservations.

There was no further discussion.

**Fiscal Report
(Item VII.D)**

Finance Director provided a report of revenues and expenditures for September 2023 prior to the meeting.

There was no further discussion.

**Adjournment
(Item VIII)**

Chair Craig adjourned the meeting at 5:29pm. The next Board Meeting is scheduled for Tuesday, November 21 at the Argonne Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees