

BOARD OF TRUSTEES MEETING MINUTES: November 21, 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 Argonne Library, Tuesday, November 21, 2023 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), Jason Link (Finance Director), Andrea Sharps (Collection Services Director), Emily Greene (Administrative Services Manager), and two (2) members of the public.

Via Zoom: Jane Baker (Communication and Development Director)

Call to Order (Item I) Chair John Craig started the meeting at 4:00pm and welcomed everyone in attendance.

Agenda Approval (Item II) Trustee Robert Paull moved and Trustee Ellen Clark seconded the approval of the meeting agenda.

Public Comment (Item III) Lois Harger and Elaine Harger addressed the Board of Trustees.

Approval of October 17, 2023 Regular Meeting Minutes (Items IV.A.) Chair Craig called for any corrections to the October Regular Meeting Minutes. The minutes stand as written.

There was no further discussion.

Approval of October 2023 Payment Vouchers (Item IV.B.) Trustee Jon Klapp moved and Trustee Paull seconded the approval of the October 2023 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Oct – GF	0061372 – 0061583 and W001389 – W001413	\$747,790.81	\$747,790.81
	PR10102023 and PR 10252023	\$461,673.00	\$461,673.00
		Total	\$1,209,463.81

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

**Unfinished Business
2024 Budget
(Item IV.C.1.)**

Finance Director Jason Link reviewed changes from the presented budget in October to the final budget for November. There were no significant changes in the revenue and expenditure totals, only to the distribution of the budgeted line item amounts therein. Discussion ensued about planned expenditures, creating a facilities master plan, and the process of collecting fines and fees from customers.

There was no further discussion.

**Unfinished Business
2024 Budget
Cost of Living
Adjustment (COLA)
for 2024: Approval
Recommendation
(Item IV.C.1.a.)**

Trustee Klapp moved and Trustee Clark seconded the approval of the proposed 4% cost of living adjustment.

The motion was unanimously approved. There was no further discussion.

**Unfinished Business
2024 Budget
Adopting a 2024
Final Budget and
Certifying it to the
Board of County
Commissioners
(Resolution 23-04):
Approval
Recommendation
(Item IV.C.1.b.)**

Trustee Hanson moved and Trustee Paull seconded that Resolution No. 23-04, Adopting a 2024 Budget and certifying it to the Board of County Commissioners, be adopted.

RESOLUTION NO. 23-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING THE 2024 BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2024 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

The motion was unanimously approved. There was no further discussion.

**Unfinished Business
2024 Budget
Authorizing 2023
Property Tax Levy
Increase for
Collection in 2024
(Resolution 23-05):
Approval
Recommendation
(Item IV.C.1.c.)**

Trustee Paull moved and Trustee Clark seconded that Resolution 23-05, Authorizing a 2023 property Tax Levy Increase for Collection in 2024, be adopted.

RESOLUTION NO. 23-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2023 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2024 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

The motion was unanimously approved. There was no further discussion.

**Unfinished Business
2024 Budget
Levying the Regular
Property Taxes for
SCLD for Collection
in 2024 (Resolution
23-06): Approval**

Trustee Clark moved and Vice Chair Hanson seconded that Resolution 23-06, Levying the Regular Property Taxes for SCLD for Collection in 2024, be adopted.

RESOLUTION NO. 23-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2024 TO

**Recommendation
(Item IV.C.1.d.)** DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2024 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

The motion was unanimously approved. There was no further discussion.

**Unfinished Business
2024 Budget
Board Direction to
Staff
(Item IV.C.1.e.)** Executive Director Patrick Roewe informed the board that certified copies of the resolutions would be sent to the Board of County Commissioners and the Spokane County Auditor's Office on Monday, November 27th.
There was no further discussion.

**Discussion Items
Future Board
Meeting Agenda
Items
(Item V.A.)** Chair Craig called for any questions or concerns about the future board meeting agenda items. There were no questions or concerns.
There was no further discussion.

**Trustee Reports
(Item VI.A.)** Trustee Klapp informed the board that the Board of Trustee Conduct Committee held their first meeting. Discussion ensued about correspondence to a customer about library noise levels and other libraries executive evaluation processes.
There was no further discussion.

**Executive Director
Report
(Item VI.B.)** In addition to the report provided prior to the meeting, Executive Director Roewe informed the board of the status of applications received for the upcoming Trustee vacancy. Discussion ensued about next steps for this process. Discussion also ensued about the solution to a previous issue with a dumpster enclosure at Spokane Valley Library, the status of the notice of completion for the Spokane Valley Library project filed with the State of Washington, and potential changes to an interlocal agreement for the Moran Prairie location.
There was no further discussion.

**Operations Report
(Item VI.C.)** In addition to the October 2023 Operation Report provided prior to the meeting, Operations Director Stumbough informed the Board of the completion of installing security cameras at the libraries.
There was no further discussion.

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

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

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:08pm. The next Board Meeting is scheduled for Tuesday, December 20, 2023 at the Argonne Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees