

BOARD OF TRUSTEES MEETING MINUTES: December 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 Argonne Library, Tuesday, December 19, 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), Jane Baker (Communication and Development Director), Kristy Bateman (Operations Manager), Toni Carnell (Human Resources Director), Andrea Sharps (Collection Services Director), Lesa Arrison (Library Supervisor), Vincent Davi (Video Production Specialist), and Emily Greene (Administrative Services Manager)

Via Zoom: Jason Link (Finance Director) and five (5) members of the public.

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)	Trustee Robert Paull moved and Vice Chair Jessica Hanson seconded the approval of the meeting agenda.
Public Comment (Item III)	There were no public comment.
Approval of November 21, 2023 Regular Meeting Minutes (Item IV.A.)	Chair Craig called for any corrections to the November 21, 2023 Regular Meeting Minutes. There were no corrections, the minutes stand as written. There was no further discussion.
Approval of November 2023 Payment Vouchers	Trustee Jon Klapp moved and Trustee Clark seconded the approval of the November 2023 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Nov – GF	0061584 – 0061683, C10010838, and W001407 – W001428	\$679,862.90	\$679,862.90
	PR11092023 and PR11222023	\$495,455.46	\$495,455.46
		Total	\$1,175,318.36
CPF	9748 VOID	VOID	VOID
	9749 Integrus Architecture	\$8,572.08	\$8,572.08
		Total	\$8,572.08

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

**New Business
HR03 Compensation:
Approval
Recommendation
(Item IV.C.1.a.)**

Human Resources Director Toni Carnell presented changes to the Human Resource Policies for Approval Recommendations. Discussion ensued about the items taken out, added or moved in the policy. Discussion ensued about rate of pay increase percentages and COLA smoothing. Vice Chair Hanson moved and Trustee Paull seconded the approval of policy language changes.

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

**New Business
HR04 Benefits:
Approval
Recommendation
(Item IV.C.1.b.)**

Human Resources Director Carnell informed the Trustees of language revised for clarity or sections had been expanded but no benefits had changed. Trustee Klapp moved and Trustee Paull seconded the approval of policy language changes.

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

**New Business
HR06 Employee
Conduct: Approval
Recommendation
(Item IV.C.1.c.)**

Human Resources Director Carnell informed the Trustees of revised language and practices removed to become a separate policy. Vice Chair Hanson moved and Trustee Paull seconded the approval of the changes made to policy HR06.

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

**New Business
HR14 Rest Periods,
Meal Periods, and
Break Time for
Nursing Mothers
(Item IV.C.1.d.)**

Human Resources Director Carnell informed the Trustees of language taken from Policy HR06 to create this separate policy and to codify current practices in a policy. Trustee Paull moved and Vice Chair Hanson seconded the approval of the new policy.

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

**New Business
HR15 Remote Work:
Approval
Recommendation**

Human Resources Director Carnell informed the Trustees of language taken from Policy HR06 to create this separate policy and to codify current practices in a policy. Trustee Paull moved and Vice Chair Hanson seconded the approval of the new policy.

(Item IV.C.1.e.)

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

**New Business
HR16 District
Provided Equipment:
Approval
Recommendation
(Item IV.C.1.f.)**

Human Resources Director Carnell informed the Trustees of language taken from Policy HR06 to create this separate policy and to codify current practices in a policy. Discussion ensued about remote work numbers and productivity. Trustee Paull moved and Vice Chair Hanson seconded the approval of the new policy.

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

**New Business
HR17 Employee
Creation & Retention
of Public Records:
Approval
Recommendation
(Item IV.C.1.g.)**

Human Resources Director Carnell informed the Trustees of language taken from Policy HR06 to create this separate policy and to codify current practices in a policy. Discussion ensued about how staff are informed of public record retention laws. Trustee Paull moved and Vice Chair Hanson seconded the approval of the new policy.

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

**New Business
HR05 Leave:
Approval
Recommendation
(Item IV.C.1.h.)**

Human Resources Director Carnell presented the Trustees with changing HR05 Policy to PTO practices. Discussion ensued about feedback from staff, budget stabilization, and all staff receiving leave with the new proposed policy. Discussion ensued about language updates for clarity and ease of administering the proposed policy. Vice Chair Hanson moved and Trustee Ellen Clark seconded the approval of the new HR05 policy.

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

**New Business
Trustee Ethics,
Conduct, and
Responsibility Policy:
Approval
Recommendation
(Item IV.2.)**

Executive Director Patrick Roewe gave the Trustees an overview of the proposed policy and the process of how the policy was created. Trustees Klapp and Clark shared the intentions behind the policy and the design of being able to be changed as needed. Trustee Paull moved and Vice Chair Hanson seconded the approval of the new policy.

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

**New Business
2023 Work Plan -
Year in Review
(Item IV.3.)**

Executive Director Roewe reviewed what goals were met and what needed to still be accomplished from the 2023 Work Plan. Discussion ensued about the new library being built and the capital campaign.

There was no further discussion.

**New Business
2024 Work Plan
(Item IV.4.)**

Executive Director Roewe reviewed the presented 2024 Work Plan. Discussion ensued about the Facilities Master Plan, compensation review, service center transition plan, and Patron Point for customers.

There was no further discussion.

**New Business
2024 Meeting
Schedule/Resolution
No. 23-07: Approval
Recommendation
(Item IV.5.)**

Executive Director Roewe informed the Trustees that a resolution is needed for the Board Meeting schedule for 2024, how it can be changed if needed, and that the public will have access to the schedule once approved. Trustee Klapp moved and Trustee Clark seconded the approval of Resolution 23-07 Providing the Date, Time, and Location of the Regular Meetings of the Spokane County Library District Board of Trustees for the 2024 Calendar Year:

**RESOLUTION NO. 23-07
A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY
DISTRICT, SPOKANE COUNTY, WASHINGTON, ON THE SUBJECT OF PROVIDING THE
DATE, TIME, AND LOCATION OF THE REGULAR MEETINGS OF THE SPOKANE
COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES FOR THE 2024 CALENDAR YEAR;
AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.
SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

**New Business
2024 Meeting
Content Review
(Item IV.6.)**

Executive Director Roewe presented the Trustees with a content overview for the meetings in 2024. Discussion ensued about the ability to move items around, what each topic covers, facilities costs and feedback from the BookEnd closing.

There was no further discussion.

**New Business
2024 Board of
Trustees' Officers
Election: Action
Required
(Item IV.7.)**

Trustee Clark nominated and Trustee Paull seconded the nomination of Vice Chair Hanson as Chair starting in January 2024. Trustee Klapp moved and Trustee Paull seconded the approval of nominating Jessica Hanson as Chair. The motion was unanimously approved.

Vice Chair Hansons nominated Jon Klapp as Vice Chair starting in January 2024. Trustee Clark moved and Trustee Paull seconded the approval of nominating Jon Klapp as Vice Chair. The motion was unanimously approved.

There was no further discussion.

**New Business
Recognition of
Retiring Trustee John
Craig (Resolution No.
23-08): Approval
Recommendation
(Item IV.8.)**

Vice Chair Hanson read aloud Resolution 23-08 Recognition of Retiring Trustee John Craig's Service and presented a glass book to Chair Craig. Chair Craig stated he loved serving on the board and was very happy with how the Spokane Valley Library building turned out. Trustee Clark moved and Trustee Paull seconded the approval of Resolution 23-08 Recognition of Retiring Trustee John Craig's Service to Spokane County Library District and its residents:

**RESOLUTION NO. 23-08
A RESOLUTION OF THE BOARD OF TRUSTEES
OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON,
IN RECOGNITION OF RETIRING TRUSTEE JOHN CRAIG'S SERVICE TO
SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS.
SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

Chair Craig abstained from voting. The motion was approved, 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.)**

There were no Trustee reports.

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

Executive Director Roewe stated that it was a noteworthy year for the District. He expressed gratitude to staff and the Board. He presented a perfect attendance award to Chair Craig for never missing a Board meeting and thanked him for his 10 years of service to the District. Discussion ensued about Trustee Interview process and a request by consensus for staff to follow up on the public comment from last month's meeting.

There was no further discussion.

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

Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for November 2023, with data for customer use measures, programming, and library activities. Discussion ensued about the app having connection issues due to subcontractor and contractor problems and the progress on a new app to replace the defective one.

There was no further discussion.

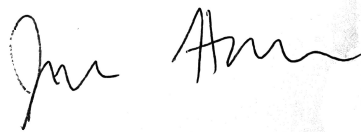
**Fiscal Report
(Item VI.D.)**

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

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:43pm. The next Board Meeting is scheduled for Tuesday, January 16, 2024 at the Argonne Library.



Jessica Hanson, Chair



Patrick Roewe, Secretary to the Board of Trustees