

BOARD OF TRUSTEES MEETING MINUTES: January 16, 2024

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, January 16, 2024 at 4:00pm.

Present: Jessica Hanson – Chair
Jon Klapp – Vice Chair
Ellen Clark – Trustee (Arrived at 4:19 p.m.)
Robert Paull – Trustee

Excused: None.

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Andrea Sharps (Collection Services Director), Vinnie Davi (Video Production Specialist), Janet Hacker-Brumley (Librarian), Stacy Loberg (Library Supervisor), and Emily Greene (Administrative Services Manager)

Via Zoom: Jane Baker (Communication and Development Director), Jason Link (Finance Director), Patrick Hakes (IT Manager), and five (5) members of the public.

Call to Order (Item I) Chair Jessica Hanson called the meeting to order at 4:02pm.

Agenda Approval (Item II) Vice Chair Jon Klapp 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 were no public comment submitted.

Approval of December 19, 2023 Regular Meeting Minutes (Item IV.A.) Chair Hanson called for corrections to the December 19, 2023 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

Approval of December 20, 2023 Special Meeting Minutes (Item IV.B.) Chair Hanson called for corrections to the December 20, 2023 Special Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

Approval of December 2023 Payment Vouchers (Item IV.C.) Trustee Paull moved and Vice Chair Klapp seconded the approval of the December 2023 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Dec – GF	061684 – 061769 and W001423 – W001446	\$795,695.45	\$795,695.45
	PR12082023 and PR12222023	\$507,997.68	\$507,997.68
		Total	\$1,303,693.13
CPF	9750 Electrical Boxes	\$760	\$760
	9751 Artwork Design and Fabrication	\$1,959.42	\$1,959.42
	9752 Project Close Out, Document Prep	\$4,428.76	\$4,428.76
	9753 Project Close Out	\$640.12	\$640.12
		Total	\$7,788.30

Discussion ensued about how many more payments were left for the company creating the new website and what has already been completed.

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

Trustee Ellen Clark arrived to the meeting.

**Unfinished Business
Future Conklin Road Library
(Item IV.D.1.)**

Executive Director Patrick Roewe and Operations Director Doug Stumbough presented to the Trustees staff findings from investigating the probability of building a new library as proposed by Mr. Zahand. Discussion ensued about the location of the library, demographics of residents in this area and expected growth rate, a comparison of cardholders to other District libraries, and other possible revenue sources. By consensus, staff were directed to update Mr. Zahand on the initial discussion and to further investigate operational costs and funding needs.

There was no further discussion.

**New Business
Network Contract Awards
(Items IV.E.1.a-b.)**

Operations Director Stumbough presented to the Trustees a contract award recommendation for E-Rate Contracts. Discussion ensued about e-rate discounts and the process, where the District currently is in the process, how each company that bid was scored, and staff recommendation for which contracts should be awarded. Vice Chair Klapp moved and Trustee Paull seconded the approval to award Fatbeam the Internet and WAN contract. The motion was unanimously approved. Trustee Clark moved and Trustee Paull seconded the approval of awarding Ednetics the Managed Internal Broadband Services Contract. The motion was unanimously approved.

There was no further discussion.

**New Business
Library Meeting
Room Use Policy:
Approval
Recommendation
(Item IV.E.2.)** Operations Director Stumbough presented changes to the Library Meeting Room Use Policy. Changes included regrouping information for readability and better understanding, clarification of meeting room events being open to the public, staff ability to intervene as needed, clarification about food and beverage use, and liability. All added information was in the procedure or in the meeting use agreement but needed to be added to policy as well. Trustee Paull moved and Trustee Clark seconded the approval of changes to the policy.

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

**New Business
Personnel
Policies: HR02
Hiring and
Employment:
Approval
Recommendation
(Item IV.E.3.)** Human Resources Director Toni Carnell presented changes to the HR02 Hiring and Employment Policy. Changes included adding a driver record check for all employees that drive during work hours, based upon a recommendation from the District's insurance provider. Vice Chair Klapp moved and Trustee Clark seconded the approval of changes to the HR02 policy.

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

**New Business
Overview:
Argonne Library
(Item IV.E.4.)** Librarian Janet Hacker-Brumley and Library Supervisor Stacy Loberg provided a presentation to the Trustees of events and activities held at the Argonne Library during 2023. Discussion ensued about upcoming events.

There was no further discussion.

**Discussion Items
Future Board
Meeting Agenda
Items
(Item V.A.)** Chair Hanson called for any questions or suggestions to the Future Board Meeting Agenda Items. There were no questions or additions.

There was no further discussion.

**Trustee Reports
(Item VI.A.)** There were no Trustee reports.

**Executive Director
Report
(Item VI.B.)** In addition to the report provided prior to the meeting, Executive Director Roewe updated the Trustee on the status of the Trustee vacancy. Discussion ensued about the status of the close-out of the Spokane Valley Library project, staff member Jeremy Mullin being recognized by Congresswoman Cathy McMorris Rodgers for his work with the Veteran's History Project, and the status of buildings after freezing temperatures.

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 December 2023, with data for customer use measures, programming, and library activities. Discussion ensued about the status of a temporary app to fill the place of the broken one until it can be fixed.

There was no further discussion.

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

Finance Director Jason Link provided a report of revenues and expenditures for December 2023 prior to the meeting. He informed the Trustees that staff are still wrapping up year-end items and currently do not have all the information and bills to present a final fiscal report for 2023 until the next meeting.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Hanson adjourned the meeting at 5:43pm. The next Board Meeting is scheduled for Tuesday, February 20th at the North Spokane Library.



Jessica Hanson, Chair



Patrick Roewe, Secretary to the Board of Trustees