

BOARD OF TRUSTEES MEETING MINUTES: February 20, 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 North Spokane Library, Tuesday, February 20, 2024 at 4:00pm.

Present: Jessica Hanson – Chair
Jon Klapp – Vice Chair
Ellen Clark – Trustee
Robert Paull – Trustee
Patti Stauffer - Trustee

Excused: None.

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Jason Link (Finance Director), Toni Carnell (Human Resources Director), Andrea Sharps (Collection Services Director), Vinnie Davi (Video Production Specialist), Emily Greene (Administrative Services Manager), Brian Vander Veen (Library Manager), Corinne Wilson (Librarian), and Rachel Edmondson (Librarian)

Via Zoom: Jane Baker (Communication and Development Director), and four (4) members of the public.

Call to Order (Item I) Chair Jessica Hanson called the meeting to order at 4:00pm and welcomed everyone in attendance.

Agenda Approval (Item II) Trustee Robert Paull moved and Trustee Ellen Clark second the approval of the meeting agenda. The motion was unanimously approved.

There was no further discussion.

Welcoming a New Trustee (Item III) New Trustee Patti Stauffer was welcomed to the Board of Trustees and Library District. Trustee Stauffer was appointed by the Board of County Commissioners on February 6, 2024.

Public Comment (Item IV) There was one written public comment.

Approval of January 16, 2024 Regular Meeting Minutes (Item V.A.) Chair Hanson called for corrections to the January 16 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

**Approval of
January 2024
Payment
Vouchers
(Item V.B.)**

Vice Chair Jon Klapp moved and Trustee Paull seconded the approval of the January 2024 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Jan – GF	053735 – 061839 and W001439 – W001466	\$877,587.24	\$877,587.24
	PR01102024 and PR01252024	\$487,371.84	\$487,371.84
		Total	\$1,364,959.08

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

**New Business
Facility Use for
Political
Purposes Policy
(Item V.D.1.)**

Executive Director Patrick Roewe presented revisions to the Facility Use for Political Purposes policy, which included the expansion of the definition of the term facility. Discussion ensued about the number of requests the District receives for political uses. Trustee Clark moved and Vice Chair Klapp seconded the approval of the changes to the Facility Use for Political Purposes Policy.

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

**New Business
Public Records
Policy
(Item V.D.2.)**

Executive Director Roewe presented revisions to the Public Record Policy, which included the implementation of the Declaration of Commercial Use Statement. Discussion ensued about types and number of requests the District receives. Trustee Paull moved and Trustee Clark seconded the approval of the changes to the Public Records Policy.

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

**New Business
Procurement
Policy
(Item V.D.3.)**

Finance Director Jason Link presented a comprehensive rewrite of the Procurement Policy. Discussion ensued about why items were changed, such as when Board approval is required for purchases. By consensus the board directed staff to inform the Trustees prior to purchases under \$350,000. Vice Chair Klapp moved and Trustee Paull seconded the approval of the rewrite of the Procurement Policy with the revision of “shall” to “should” in the credit card section of the policy.

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

**New Business
HR05 Leave
Policy
(Item V.D.4.)**

Human Resources Director Toni Carnell presented a change to the HR05 Leave Policy due to a current software limitation. Trustee Clark moved and Trustee Patti Stauffer second the approval of the policy changes.

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

New Business Reciprocal Use of Libraries Report for 2023 (Item V.D.5.) Operations Director Doug Stumbough presented the Reciprocal Use of Libraries Report between the District, the Spokane Public Library, and the Liberty Lake Library systems. Discussion ensued about the purpose of the report, different statistics, and that the District’s digital collection is not available for reciprocal use.

There was no further discussion.

New Business Overview: North Spokane Library (Item V.D.6.) Library Supervisor Brian Vander Veen, Librarian Corinne Wilson and Librarian Rachel Edmondson presented different programs held at the North Spokane Library recently. Discussion ensued about new furniture and toys at the library and security incident reports.

There was no further discussion.

Discussion Items Future Board Meeting Agenda Items (Item VI.A.) Executive Director Roewe informed the Trustees of an upcoming agenda item to add in March regarding an update for the Service Center. Discussion ensued about the upcoming Staff Day and updates on the Conklin Library proposal.

There was no further discussion.

Trustee Reports (Item VII.A.) Trustee Paull reported that Public Services Manager Stacy Goddard had done a presentation recently that he received many compliments on.

There was no further discussion.

Executive Director Report (Item VII.B.) Executive Director Roewe presented a PowerPoint of Legislative updates. Discussion ensued about the four bills reviewed, a press release from the Spokane Regional Health District regarding a positive measles case in Deer Park, and the LEED Silver Certification award. Executive Director Roewe welcomed Trustee Stauffer to the Board on behalf of the Leadership Team and staff.

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 January 2024, with data for customer use measures, programming, and library activities. Discussion ensued about feedback on the new SCLD app released.

There was no further discussion.

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

In addition to a report of revenues and expenditures for January 2023 provided prior to the meeting, Finance Director Link informed the Trustees that the ADA restroom doors are now complete and functional at the North Spokane Library, and that staff are almost finished with the 2023 final financial report.

There was no further discussion.

**Adjournment
(Item VIII.)**

Chair Hanson adjourned the meeting at 5:37pm. The next Board Meeting is scheduled for Tuesday, March 19th at the Medical Lake Library.



Jessica Hanson, Chair



Patrick Roewe, Secretary to the Board of Trustees