

BOARD OF TRUSTEES MEETING MINUTES: March 19, 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 Medical Lake Library, Tuesday, March 19, 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), and Emily Greene (Administrative Services Manager)

Via Zoom: Jane Baker (Communication and Development Director), Jason Link (Finance Director), Toni Carnell (Human Resources Director), Andrea Sharps (Collection Services 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 Vice Chair Jon Klapp seconded the approval of the meeting agenda. The motion was unanimously approved.

Public Comment (Item IV) There was no public comment.

Approval of February 20, 2024 Regular Minutes (Item III.A.) Chair Hanson called for corrections to the February 20 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

Approval of February 2024 Payment Vouchers (Item III.B.) Trustee Ellen Clark moved and Trustee Patti Stauffer seconded the approval of the February 2024 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
March - GF	0061840 – 0061976 and W001453 – W001475	\$863,430.99	\$863,430.99

	PR02092024 and PR02252024	\$515,010.59	\$515,010.59
		Total	\$1,378,441.58
CPF	9754 Green Plaque	\$874.00	\$874.00
		Total	\$874.00

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

**Unfinished
Business
Service Center
Update:
Discussion
(Item III.C.1.)**

Executive Director Patrick Roewe reviewed the intent and implemented transition plan for the Service Center (the former Spokane Valley Library location). Discussion ensued about operating costs, the number of employees that moved to the space, and plans for future uses.

There was no further discussion.

**New Business
Children’s
Safety in
Libraries Policy
(Item III.D.1.)**

Executive Director Roewe presented general clarification and rewording in the Children’s Safety in Libraries Policy. Discussion ensued about staff experiences with this policy and procedures for after hours. Vice Chair Klapp moved and Trustee Clark seconded the approval of changes to the policy.

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

**New Business
Overview:
Security
Incident
Reporting
(Item III.D.2.)**

Operations Director Doug Stumbough presented a year-to-year review of incident reports. Discussion ensued about when incident reports should be written, types of incidents reported, type of personal information staff gathers, and the review process of the reports.

There was no further discussion.

**New Business
Overview:
Impact of
Overdue Fines
(Item III.D.3.)**

Operations Director Stumbough presented what information we gather was impacted by the elimination of overdue fines. Discussion ensued about the already declining revenue from fines, increase in door counts and circulation, and a more stable budget. Discussion also ensued about collected versus billed fines and fees, and the timeline of lost or damaged materials being sent to collections. Staff have reported that interactions with customers have improved as well.

There was no further discussion.

**Discussion
Items
Future Board
Meeting
Agenda Items
(Item V.A.)**

Discussion ensued about where Staff Day will be held and trustee invitations. Executive Director Roewe explained the potential agenda item regarding a utility easement continues to be pushed back while awaiting attorney review.

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 presented a legislative update about previous bills discussed at earlier meetings. Discussion ensued about staff needing information from the trustees for a financial reporting with the state, the new position created for engaging and, as needed, de-escalating customer interactions, and District participation at the Homeless Connect event. He also informed the Trustees that Administrative Services Manager Emily Greene is now a licensed and bounded Notary Public for the District.

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 February 2024, with data for customer use measures, programming, and library activities.

There was no further discussion.

**Fiscal Report
(Item VI.D.)** Finance Director Jason Link provided a written report of revenues and expenditures for February 2024 prior to the meeting.

There was no further discussion.

**Adjournment
(Item VII)** Chair Hanson adjourned the meeting at 5:25pm. The next Board Meeting is scheduled for Tuesday, April 16 at the Cheney library.



Jessica Hanson, Chair



Patrick Roewe, Secretary to the Board of Trustees