

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JULY 16, 2019**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Cheney Library, 610 First St., Cheney, WA, at 4:00 p.m., Tuesday, July 16, 2019.

Present: John Craig - Chair
Mark Johnson - Vice Chair
Kristin Thompson - Trustee
Wes Teterud - Trustee
Patrick Roewe - Executive Director and Secretary

Excused: Sonja Carlson - Trustee

Also Present: Jane Baker, Communication & Development Director; Tami Chapman, Librarian; Carlie Hoffman, Public Services Manager; Rick Knorr, Finance Director; Catherine Nero Lowry, Library Supervisor; Jill-Lynn Nunemaker, Development Manager; Gina Rice, Customer Services Manager; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; and Patty Franz, Executive Assistant.

Guests: John Costa, Spokane Valley resident; Wendy McElroy, Spokane Valley resident

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:00 p.m., and welcomed everyone in attendance.

Agenda (Item II.) Mr. Teterud moved and Mr. Johnson seconded approval of the agenda. The motion was approved. Mr. Johnson moved and Ms. Thompson seconded to move Public Comment from Agenda Item VI to Item III (next on the agenda).

Public Comment (Moved from Item VI.) Spokane Valley resident Wendy McElroy attended the meeting to address the Board of Trustees. She asked if Spokane County Library District had interest or intention to offer a Drag Queen Story Hour at any District libraries. In response, Chair Craig said because the District had already responded publicly to this question, it would be all right for Mr. Roewe to respond now. Mr. Roewe responded to Ms. McElroy. He said the District had no intention to host a Drag Queen Story Hour. Ms. McElroy said thank you, and that she would now vote for the upcoming library levy on Aug. 6.

The meeting resumed at 4:03 p.m.

Approval of June 18, 2019, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the June 18, 2019, regular meeting minutes. The minutes stand approved as written.

Approval of June 2019, Payment Vouchers (Item III.B.) Mr. Teterud moved and Ms. Thompson seconded approval of the June 2019 bill payment vouchers as follows:

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**Approval of
June 2019,
Payment Vouchers
(Item III.B.)**

Fund	Voucher/Payroll Numbers	Subtotal	Total
June - L01	55804-55930 and W00677-W00684	\$602,032.13	\$602,032.13
	06102019PR and 06252019PR	\$395,838.55	\$395,838.55
L01		Total	\$997,870.68

In response to a query from Mr. Johnson about several payments for lost interlibrary loan book fees, Mr. Roewe said the District pays the lost fee to the loaning library, and then collects the cost from the customer.

There was no further discussion.

The motion was approved.

**Unfinished Business
Levy Election
Update
(Item III.C.1)**

LEVY ELECTION UPDATE. Mr. Roewe reported a Public Information Open House will be held at Cheney Library today, with the final two open houses held next week at Medical Lake and Airway Heights libraries. Voter ballots will be mailed July 17-19, and an informational mailer about the levy will be sent by the District to residents of its service area starting Monday, July 22. There was no further discussion.

**New Business
Siding Removal and
Installation
Contract Award
(Item III.D.1.)**

SIDING REMOVAL AND INSTALLATION CONTRACT AWARD. Mr. Johnson moved and Mr. Teterud seconded approval of the Siding Services contract award to Horizon Roofing and Sheet Metal, for the amount of \$52,050. Mr. Knorr distributed copies of the project design and color specification. He further reported there were two respondents to the Request for Proposals announced June 18, and Horizon Roofing was determined to be the only responsive bid. Mr. Knorr noted the project will begin soon, and is anticipated to be completed by mid-August. In response to Mr. Craig's request, Mr. Knorr said new siding was overdue and needed because of water damage to the previous pressboard siding. Mr. Knorr noted the lump-sum bid amount will not include substrate replacement should damage be found. In response to Mr. Teterud's query, Mr. Knorr will report back next month about the project warranty.

There was no further discussion.

The motion was approved.

**New Business
Overview Interlocal
Agreements
(Item III.E.)**

OVERVIEW INTERLOCAL AGREEMENTS. Executive Director Patrick Roewe reviewed the variety of interlocal agreements the District has in place with partners throughout its service area. These agreements govern reciprocal library use with Spokane Public and Liberty Lake libraries, use of city- or town-owned buildings in Cheney, Fairfield, and Medical Lake, as well as other significant partnerships. The interlocal agreement with the Friends was discussed in particular. Following review by the Spokane Auditor's Office,

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**New Business
Overview Interlocal
Agreements
(Item III.E.)**

Leadership Team, and District legal counsel, Mr. Roewe reported about a recent decision by the District to suspend ongoing in-library book sales by the Friends at all libraries. The primary operational concern regarding these book sales was that a third-party entity (the Friends) conducting ongoing sales in the library is an act of commercial speech, as are panhandling and donation solicitation. From a First Amendment standpoint, the District's best course of action was to not allow any third-party speech in order to maintain maximum control of all speech-related activities. He pointed out this restriction does not apply to occasional book sales hosted by the Friends in the meeting rooms. Mr. Roewe noted that District staff looks forward to working with the Friends to update the current interlocal agreement. Regarding future book sales, the District will resume selling discarded items via staff in the near future when the process for doing so is determined. Chair Craig said although this was a difficult issue in terms of public perception of the library at this time, following review and discussion with Mr. Roewe, he thought it was absolutely the best course of action. Mr. Roewe further reported on agreements in place with cities of Airway Heights, Cheney, Fairfield, Medical Lake, Spokane Valley, and Spokane for the annexation mitigation agreement of Moran Prairie. Q&A and discussion ensued among Trustees regarding the distinct characteristics of these important agreements and what the District can anticipate and plan for in the future. There was no further discussion.

**Discussion Items,
Possible Action
Potential Fall
Retreat Date
(Item IV.A.)**

Mr. Roewe suggested a special meeting be held by the Board of Trustees in the near future to prioritize and create a timeline for future District projects, regardless of the outcome of the levy election. Trustees determined late September as best in regard to their availability. An exact date and time will be subsequently determined. There was no further discussion.

**Discussion Items,
Possible Action
Future Board
Meeting Agenda
Items (Item IV.B.)**

Chair Craig reviewed forthcoming agenda items for the next two months. Among other items, the agenda for August will include a levy election update, Feasibility Study results, and spotlight on Medical Lake Library. The September meeting will be held at Fairfield Library. There was no further discussion.

**Trustees' Reports
(Item VI.A.)**

Mr. Craig commented about a recently published opinion piece, Opening up to Women's Stories, by Miami Herald columnist Leonard Pitts, Jr., and in comparison noted the District's most popular adult book titles were written mostly by female authors. There were no other trustee reports.

**Executive Director's
Report, June 2019
(Item VI.B.)**

The Executive Director's written report for June 2019 provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Mr. Roewe reported on further communication about the Argonne Bridge World War I Memorial. The Daughters of the American Revolution representative subsequently expressed thanks to the District for its willingness to explore the monument idea, yet the DAR found a potential memorial site with the city of Millwood.

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Executive Director's Report, June 2019 (Item VI.B.)

Mr. Roewe also reported although it was an unusual step historically for the District, the purpose of the guest opinion piece published July 3, 2019, on behalf of the District by The Spokesman-Review was to help correct the record publicly about the two library systems. The piece was written by Mr. Roewe and Ms. Baker in response to confusion that resulted from the drag queen story hour hosted by Spokane Public city libraries. Mr. Roewe said public feedback was varied, yet the majority expressed appreciation for the clarification between the two library systems. Vice Chair Johnson commented that he thought publishing the opinion piece was a good call. Chair Craig said this evening's public comment succinctly demonstrated the need for such clarification. There was no further discussion.

Operations Report, June 2019 (Item VI.C.)

Operations Director Doug Stumbough and Operations Manager Kristy Bateman provided a written report prior to the meeting for June 2019, with data for customer use measures, programming, and library activities. In response to Mr. Craig's query, Strategic-Initiatives Librarian Amber Williams provided further details about her recent visit to the Library of Congress and meeting the 14th Librarian of Congress, Dr. Carla Hayden, as part of her participation in the annual ALA Conference held in Washington, D.C. There was no further discussion.

Communication & Development Report, June 2019 (Item V.D.)

Communication & Development Director Jane Baker provided a written report prior to the meeting for June 2019 communication and development activities. Ms. Baker commented it had been a busy month in the Communication Department. There was no further discussion.

Fiscal Report, June 2019 (Item V.E.)

Revenue and Expenditure Statement through June 30, 2019.

<u>Fund 001</u>	
Revenues	\$ 7,264,730
Expenditures	\$ 6,498,646
Ending Fund Balance	\$ 5,799,588
Fund Budget Expended	49.34%

Mr. Knorr further reported results of the State Auditor's Office exit conference, and said overall the District's accountability and financial audits were clean with no findings. In response to a query from Mr. Teterud, Mr. Knorr reported the next audit will be in two years, as part of the recently implemented biannual schedule. Trustees expressed congratulations for a job well done. There was no further discussion.

Spotlight Cheney Library, June 2019 (Item V.F.)

Cheney Library Spotlight. Library Supervisor Catherine Nero Lowry and Librarian Tami Chapman presented recent highlights of Cheney Library. Ms. Lowry reported two students completed GED degrees at the library this year. Enrollment remains consistent for this program implemented in 2016, which is an extension of the existing GED program at Spokane Community College. Free exam proctoring remains popular at the library and significantly draws students from Eastern Washington University, which also enables students to learn about additional library services. Staff engages

**Spotlight Cheney
Library, June 2019
(Item V.F.)**


with community and annually participates in the well-attended EWU Neighbor Fest, Mayfest, and Rodeo Days. Each spring the library partners with the multi-cultural organization MEChA at EWU to host El día de los niños, a nationally recognized initiative that emphasizes the importance of literacy for all children from all backgrounds. It is also a daily commitment to linking children and their families to diverse books, languages, and cultures. For the summer months, Ms. Chapman reported the library has continued partnerships with Cheney Parks and Recreation and Master Gardeners, and respectively will offer six weeks of Summer Reading programs for Camp CASLO kids, and gardening clinics offering relevant programs regarding water conservation as a service to the West Plains. Ms. Chapman also reported on school partnerships, which include monthly school visits, STEM and literacy nights, and the Reading Buddy program. This fall will mark the fourth annual Small Business Saturday, also a successful partnership with high retention of businesses that participate. And this year the Friends of the Library will sponsor a Bingo game and gift card incentive for return shoppers. The Friends will also sponsor one of the two summer concerts at Sutton Park. There was no further discussion.

**Public Comment
(Item VI.)**

There was no further public comment.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:14 p.m. The next Board Meeting is scheduled for Tuesday, August 20, 2019, at 4:00 p.m., in the public meeting room at Medical Lake Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees