

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: DECEMBER 17, 2019**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 4:00 p.m., Tuesday, December 17, 2019.

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

Excused: None.

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Library Operations Manager; Stacey Goddard, Public Services Manager; Patrick Hakes, IT Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; and Patty Franz, Executive Assistant.

Guests: Jo Straight, Spokane 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. Johnson moved and Mr. Teterud seconded approval of the agenda, which included moving public comment to next on the agenda. The motion was approved.

Public Comment (Moved from Agenda Item VI.) Spokane resident Jo Straight introduced herself prior to addressing the Board of Trustees on the topic of prioritization of security camera installation at District libraries, as related to the 2020 Work Plan. She stated cameras in comparison to other security measures function 24 hours a day, and in her view based on experience, help keep people safe and calm. She asked that cameras planned for future installation at District properties become a priority rather than scheduled as the final phase of security enhancements for operational safety. Ms. Straight also shared with the Board that tires had been slashed on her vehicle while recently parked at the North Spokane Library during nighttime open hours, and expressed the need for better lighting as well. Additional Q&A and discussion ensued among Ms. Straight, staff, and the board. On behalf of the District, Mr. Roewe expressed his apologies to Ms. Straight on her unfortunate experience in the North Spokane Library parking lot. Mr. Craig said Ms. Straight would hear back from the District in the future. There was no further discussion.

The meeting agenda resumed at 4:08 p.m.

Approval of Nov. 19, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the November 19, regular, and December 2, 2019, special meeting minutes. There were no corrections to minutes for either meeting. The minutes stand approved as written.

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

Mr. Teterud moved and Ms. Thompson seconded approval of the November 2019 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Nov. - L01	56574-56670 and W00745-W00751	\$543,683.37	\$543,683.37
	11082019PR and 11252019PR	\$398,779.86	\$398,779.86
L01		Total	\$942,463.23

In response to Mr. Johnson’s query about the voucher to Brainfuse, Inc., Mr. Roewe said payment was for the annual renewal of an online tutoring and career software, and was paid in full.

There was no further discussion.

The motion was approved.

**Unfinished Business
 2020 Final Budget
 (Items III.C.1.a-2.a)**

2020 FINAL BUDGET. Via PowerPoint, Finance Director Rick Knorr summarized changes and provided expanded details involving the last round of changes since November toward final development of the 2020 budget. The budget for 2020 remains balanced, with no changes in total revenues, expenses, or capital expenditures. Mr. Knorr then further discussed the GSI Economic Forecast attended by several staff and two trustees in November, and elaborated on how those forecasts could impact the District. Mr. Knorr noted results of 2021 will dictate the District’s resiliency to a potential recession. There was no further discussion.

ADOPTING A 2020 FINAL BUDGET (RESOLUTION No. 19-08).

Mr. Johnson moved and Ms. Thompson seconded that Resolution No. 19-08, Adopting a 2020 Final Budget, be adopted.

RESOLUTION No. 19-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2020 FINAL BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no further discussion.

The motion was approved.

Minutes - Board of Trustees' Meeting

December 17, 2019

Page 3

**Unfinished Business
(Items III.C.1.a-
2.a)**

2019 BUDGET. AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND; ADOPTING AN AMENDMENT TO THE 2019 BUDGET (RESOLUTION No. 19-09). Ms. Thompson moved and Ms. Carlson seconded that Resolution No. 19-09, Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund, and Adopting an Amendment to the 2019 Budget, be adopted. Mr. Knorr noted the amendment will increase the Capital Projects Fund by \$200,000.

RESOLUTION No. 19-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND; ADOPTING AN AMENDMENT TO THE 2019 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

There was no discussion.

The motion was approved.

**Unfinished Business
(Item III.C.3.)**

2020 BOARD MEETING SCHEDULE AND LOCATIONS (RESOLUTION No. 19-10). Mr. Teterud moved and Mr. Johnson seconded that Resolution No. 19-10, on the subject of providing the regular Board Meeting Schedule and Locations for 2020, be adopted. Mr. Roewe reiterated in the course of review with District legal counsel over the Board of Trustees bylaws, it was recommended the board establish its annual regular meeting schedule via resolution rather than motion. Last month, Trustees conducted a preliminary review of meeting dates and locations for 2020, and directed staff to prepare a resolution for final action at this meeting. Ms. Thompson expressed concern regarding day of the week, and week of the month, of the regular meetings schedule, and would like to discuss and propose a potential change for the future. The latter topic will be added to a future agenda.

RESOLUTION No. 19-10

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 FOLLOWING CALENDAR YEAR; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no further discussion.

The motion was approved.

**Unfinished Business
2019 Work Plan –
Year in Review
(Item III.C.4.)**

2019 WORK PLAN – YEAR IN REVIEW.
Mr. Roewe reviewed the strategic initiatives of 2019, noting resources were put toward completion of critical objectives during the year, and objectives with less urgency would be carried forward into 2020. There was no further discussion.

**New Business
2020 Work Plan
(Item III.D.1.)**

2020 Work Plan. Mr. Roewe reviewed the main initiatives for next year, of which the components of operational safety and continuity are key. In reference to public comment at the start of this meeting and the issue of security and future use of cameras on District properties, Mr. Roewe said due diligence will be required to effectively determine what is needed operationally for successful installation and launch of this project. Development of new policies, procedures, and infrastructure, as well as a vendor search and request for proposal process will be needed. In response to Mr. Johnson's query, Mr. Roewe said the District Leadership Team had projected a six-month time frame, and that installation at North Spokane and Spokane Valley libraries could be completed first. Q&A and discussion ensued among Trustees and staff. IT Manager Patrick Hakes commented that he and Systems Administrator David Vestal conducted a similar project while employed elsewhere, and briefly explained the complexity of a camera system necessitating the need for additional planning and time. In response to Mr. Roewe's request for general direction from the board, Mr. Johnson suggested to make the entire project a priority as a safety issue. Mr. Craig suggested to start a careful and deliberate process for the cameras and additional lighting, with North Spokane Library as priority. The Board agreed by consensus to direct staff to begin planning that process. Mr. Roewe confirmed that staff could initiate this multiple-month project after the beginning of the year. Mr. Roewe further reviewed the 2020 Work Plan, noting a continuing focus of the District is for replacement and addition of the Spokane Valley Library building and a new library in the city. Funding options potentially include state level grants, loans, and bonds. Considering the scope of these projects, they will likely require a multi-step engagement process at the Board level. There was no further discussion.

**New Business
Fixed Assets Policy
(Item III.D.2.)**

FIXED ASSETS POLICY. Ms. Carlson moved and Mr. Johnson seconded approval of the Fixed Assets policy, as revised. Mr. Roewe reviewed suggested changes were to update the policy, which now reflects the District's transition back to selling discarded library materials in the libraries, effective July 2019. A further, comprehensive review of this policy is planned for 2020.

There was no further discussion.

The motion was approved.

**New Business
HVAC Contract
Award
(Item III.D.3.)**

HVAC CONTRACT AWARD. Ms. Carlson moved and Ms. Thompson seconded approval of the HVAC contract award to Divco, Inc., for one year, effective January 1, through December 31, 2020, with potential for four (4) additional one-year extensions. In response to a Request for Proposal published November 8, 2019, Mr. Knorr reported the only completed bid received was submitted by the District's current vendor, Divco, Inc. Mr. Knorr noted the District has been pleased with services provided by Divco, and noted its costs will decrease 5.4% for 2020, which includes HVAC maintenance of The BookEnd (BE). In response to Mr. Craig's query, Mr. Knorr said per our lease with Spokane Valley Mall, the District is responsible for maintenance of one roof-mounted HVAC unit that supports the BE.

Minutes - Board of Trustees' Meeting

December 17, 2019

Page 5

**New Business
HVAC Contract
Award
(Item III.D.3.)**

There was no further discussion.

The motion was approved.

**New Business
Bylaws Review
(Item III.D.4.)**

BOARD OF TRUSTEES BYLAWS REVIEW. Ms. Carlson moved and Mr. Teterud seconded approval of the Board of Trustees bylaws, as revised. Mr. Roewe noted the current iteration of bylaws was first adopted in 1993, and last amended in 2006. Thus, District legal counsel was asked to work with staff to conduct a formal review of the bylaws and recommend revisions. The more substantive recommendations were to ensure the bylaws maintain compliance with applicable provisions of the RCW. Subsequently, a requirement of the review process was to provide notice of the suggested changes to Trustees a week in advance of their meeting and approval recommendation, which was completed on Tuesday, December 10, 2019.

There was no further discussion.

The motion was approved.

**New Business
2020 Board Meeting
Content Review and
Approval
(Item III.D.5.)**

2020 BOARD MEETING POLICY REVIEWS, OVERVIEWS AND SPOTLIGHTS. Ms. Carlson moved and Ms. Thompson seconded approval of the 2020 Board Meeting Policy Reviews, Overviews, and Spotlights Schedule for 2020. Mr. Roewe pointed out an overview of work routinely conducted by Facilities was added for next year, as requested by the Board, with other subjects suggested with an eye toward education, particularly for an incoming trustee.

There was no further discussion.

The motion was approved.

**New Business
2020 Board of
Trustees' Officers
Election
(Item III.D.6.)**

2020 BOARD OF TRUSTEES OFFICERS' ELECTION. Mr. Johnson nominated Mr. Craig to serve as chair. Ms. Carlson moved to approve the nomination, and Mr. Teterud seconded the motion.

In Favor: Mark Johnson, Sonja Carlson, Wes Teterud, and Kristin Thompson.

Abstention: John Craig.

Motion passed.

Mr. Teterud nominated Mr. Johnson to serve as vice chair. Ms. Carlson moved to approve the nomination, and Ms. Thompson seconded the motion.

In Favor: John Craig, Mark Johnson, Sonja Carlson, Wes Teterud, and Kristin Thompson.

Abstentions: None.

Motion unanimously passed.

There was no further discussion.

Minutes - Board of Trustees' Meeting

December 17, 2019

Page 6

**New Business
Trustee Recognition
(Item III.D.7.)**

RECOGNITION OF RETIRING TRUSTEE SONJA CARLSON (RESOLUTION NO. 19-11). Mr. Johnson moved and Ms. Thompson seconded that Resolution No. 19-11, Recognition of Retiring Trustee Sonja Carlson, be adopted.

RESOLUTION NO. 19-11

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING RETIRING TRUSTEE SONJA CARLSON'S SERVICE TO SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS.

Mr. Craig read the resolution aloud to Ms. Carlson and those in attendance.

In Favor: Mark Johnson, John Craig, Wes Teterud, and Kristin Thompson.

Abstention: Sonja Carlson.

Motion passed.

Mr. Roewe expressed appreciation for Ms. Carlson's work and the value she places on libraries. Ms. Carlson said she will look forward to future developments at Spokane Valley, and expressed her appreciation for working with library staff and the board. She said it had been an honor and pleasure to serve as trustee.

There was no further discussion.

The motion was approved.

Holiday Break

Chair Craig called for a recess at 5:01 p.m. Trustees, along with the District Leadership Team and several staff gathered for fellowship and light refreshments in celebration of the holiday season. The meeting resumed at 5:32 p.m.

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

During the break, it was determined the February 2020 meeting date was incorrect, and the spotlight on North Spokane Library had been inadvertently omitted from the preliminary meeting agenda. Therefore, an amendment of the previously approved motion of the 2020 Meetings and Content Schedule became necessary. Ms. Carlson moved to approve the corrections for February 2020 as stated, and Ms. Thompson seconded the motion.

There was no further discussion.

The motion was approved.

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

There were no reports.

**Executive Director's
Report, Nov. 2019
(Item V.B.)**

The Executive Director's written report for November 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 he consulted with District legal counsel about the proposal for temporary use of District-owned property from Catholic Charities of Eastern Washington, in response to direction provided by the Board at its November meeting. The follow up from legal counsel was that in order to comply with state statutes, the property would need to be leased to Catholic Charities at a lease rate equivalent to fair market value of the property. Thus, for the District to lease the property, an appraisal by a third-party real estate professional would be required. The District would also likely need to conduct a public hearing to declare the property surplus to its needs on a short-term basis. With the District obligated to follow its legal counsel's recommendation, Mr. Roewe shared these recommendations with Catholic Charities. Based upon further discussion with Catholic Charities, Mr. Roewe confirmed with District legal counsel that a potential exception outlined in Article 8, Section 7 of the Washington State Constitution would not be applicable, as the District's statutory purpose does not provide for the care of the poor and infirm.

Discussion ensued among Trustees and staff about potential return on investment, and if going forward with a real estate contract would align closely enough with the District's mission and statutorily-designated purpose. The Board of Trustees decided by consensus to not move forward on the proposal and MOU with Catholic Charities, and to thank them for reaching out to the District. Mr. Roewe stated he would inform Catholic Charities of the Board's decision. Regarding a conflict of interest policy for the board, Mr. Roewe said he would provide applicable language from the RCW at the January meeting for the Board to determine its handling going forward.

Finally, regarding a replacement for retiring Trustee Carlson, Mr. Roewe apprised the board that the Board of County Commissioners at present had not taken action on the Board of Trustees' submitted recommendation. There was no further discussion.

**Operations Report,
Nov. 2019
(Item V.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for November 2019, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to add, and there was no discussion.

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

Communication & Development Director Jane Baker provided a written report prior to the meeting for November 2019 communication and development activities. Ms. Thompson commented on the great post included in the November report from the District's Facebook that promoted viewing of the Northern Lights over Eastern Washington. In response to Mr. Teterud's query, Ms. Baker said production of Engage magazine will continue through next year. There was no further discussion.

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

Revenue and Expenditure Statement through November 30, 2019.

<u>Fund 001</u>	
Revenues	\$ 12,396,476
Expenditures	\$ 10,815,034
Ending Fund Balance	\$ 6,613,575
Fund Budget Expended	83.41%

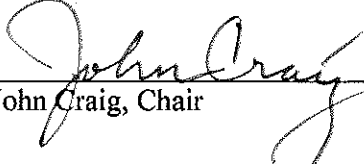
Mr. Knorr said the budget was aligned favorably with expectations, with only month remaining before year-end. There was no further discussion.

Public Comment
(Item VI.)


There was no additional public comment.

Adjournment
(Item VII.)

Chair Craig adjourned the meeting at 5:45 p.m. The next Board Meeting is scheduled for Tuesday, January 21, 2019, at 4:00 p.m., in the public meeting room at Argonne Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees