

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: JANUARY 21, 2020**

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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, January 21, 2020.

**Present:** John Craig - Chair  
Mark Johnson - Vice Chair  
Ami Calvert - Trustee  
Wes Teterud - Trustee  
Patrick Roewe - Executive Director and Secretary

**Excused:** Kristin Thompson - Trustee

**Also Present:** Jennie Anderson, Library Supervisor; Jane Baker, Communication & Development Director; Kristy Bateman, Library Operations Manager; Toni Costa, Human Resources Director; 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:** None.

**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. The motion was approved.

**Approval of Dec. 17, 2019, Regular Meeting Minutes (Item III.A.)** Mr. Craig called for corrections to the December 17, 2019, regular meeting minutes. The minutes stand approved as corrected.

**Approval of Dec. 2019, Payment Vouchers (Item III.B.)** Mr. Teterud moved and Mr. Johnson seconded approval of the December 2019 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Dec. - L01	56671-56828 and W00752-W00761	\$727,930.56	\$727,930.56
	12102019PR and 12232019PR	\$391,894.24	\$391,894.24
L01		Total	\$1,119,824.80

There was no further discussion.

The motion was approved.

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**Unfinished Business** NONE.  
**None**  
**(Item III.C.1)**

**New Business**  
**Welcome Incoming Trustee**  
**(Item III.D.1.)**

WELCOME INCOMING TRUSTEE. Mr. Craig welcomed Ami Calvert to her first meeting and start of a five-year term on the Board of Trustees. Members of the Board of Trustees, District Leadership Team and staff introduced themselves and welcomed Ms. Calvert. In response, Ms. Calvert said she was glad for her appointment. There was no further discussion.

**New Business**  
**Liberty Lake TIF**  
**(Item III.D.2.)**

LIBERTY LAKE TIF DISCUSSION: POTENTIAL AMENDMENT TO COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA. Mr. Roewe reiterated that he and Mr. Knorr attended a meeting on December 20, 2019, with representatives from Spokane County, city of Liberty Lake, and the Spokane Valley Fire Department, regarding a potential extension of the Liberty Lake TIF agreement for the purpose of funding additional infrastructure improvements. Via PowerPoint, Messrs. Roewe and Knorr provided an overview of TIFs in general, as well as specific details and the financial impact of the Liberty Lake TIF, of which the District became a participant in 2005. The original duration of the TIF was 15 years. It was scheduled to expire on December 31, 2020. Regarding next steps, Mr. Roewe said more information would be shared as terms of the amendment are finalized by Spokane County, and then the Board of Trustees would need to pass a resolution to approve the TIF extension. He also noted representatives of the city of Liberty Lake expressed willingness to attend a future board meeting to present more information to trustees. By consensus, trustees asked that the City be invited to present at a future meeting. In response to Mr. Craig's query, Mr. Roewe said the purpose of the planned extension was to complete the Henry Road overpass, which is part of the Harvard bridge revision improvement project. Mr. Craig expressed concern about future annexation, to which Mr. Roewe said annexation is always a possibility, though not imminent. Mr. Roewe stated that no board action was required until the County completes the documents for the extension and follows up with the District. At that point, Mr. Roewe would contact the city of Liberty Lake regarding a presentation. There was no further discussion.

**New Business**  
**Friends of the Library Policy**  
**(Item III.D.3.)**

FRIENDS OF THE LIBRARY POLICY. Mr. Johnson moved and Ms. Calvert seconded approval of the Friends of the Library policy, as revised. Ms. Baker said the policy was updated to reflect changes and establish criteria for Friends of the Library organizations since dissolution of the District Friends in 2019. Mr. Roewe noted that use of a Memorandum of Understanding will formalize the status of each organization.

There was no further discussion.

The motion was approved.

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

Chair Craig reviewed forthcoming agenda items for the next two months. Among other items, the agenda for February at North Spokane Library will include review of the Facility Use for Political Purposes and Public Records policies, overview of the Open Public Meetings Act, and a spotlight on North Spokane Library. There was no further discussion.

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

There were no reports.

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

The Executive Director's written report for December 2019 provided prior to the meeting, included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Discussion ensued among Trustees and staff regarding an update provided by Mr. Roewe in his monthly report on a future conflict of interest statement for the Board of Trustees. By consensus it was determined a statement acknowledging RCW 42.23 Code of Ethics for Municipal Officers—Contract Interests will be included in a future Personnel Policy update. In response to Mr. Craig's request, Mr. Roewe will provide a comparison of the policies created for staff and the Board. On an unrelated topic regarding camping on public property, Mr. Roewe responded to a previous question asked by Mr. Teterud earlier this month by email. He stated that local jurisdictions have laws in place that prohibit camping on public property. Mr. Johnson expressed appreciation for the customer Positive Interactions report provided by Operations Director Doug Stumbough in the monthly report. There was no further discussion.

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

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

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

Communication & Development Director Jane Baker provided a written report prior to the meeting for December 2019 communication and development activities. Ms. Baker had nothing further to report, and there was no further discussion.

**Fiscal Report,  
Dec. 2019  
(Item V.E.)**

Revenue and Expenditure Statement through December 31, 2019.

<u>Fund 001</u>	
Revenues	\$ 12,314,623
Expenditures	\$ 12,459,612
Ending Fund Balance	\$ 5,034,633
Fund Budget Expended	100.23%

Mr. Knorr said he expects to have final budget figures for 2019 to report at the February meeting. In response to Ms. Calvert's query about the SCLD app, Mr. Stumbough said it was launched two months ago and has been fairly well-received. There was no further discussion.


**Public Comment**  
**(Item VI.)**

There was no public comment.

**Adjournment**  
**(Item VII.)**

Chair Craig adjourned the meeting at 4:38 p.m. The next Board Meeting is scheduled for Tuesday, February 18, 2020, at 4:00 p.m., in the public meeting room at North Spokane Library.

  
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John Craig, Chair

  
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Patrick Roewe, Secretary to the Board of Trustees