

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 18, 2020**

---

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at North Spokane Library, 44 E. Hawthorne Rd., Spokane, WA, at 4:00 p.m., Tuesday, February 18, 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; Toni Costa, Human Resources Director; Rachel Edmonson, Librarian; Patrick Hakes, IT Manager; Carlie Hoffman; Digital Services Manager; Alison Johnson, Librarian; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Jill Nunemaker, Development Manager; Andrea Sharps, Collection Services Director; Brian Vander Veen, Managing Librarian; 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.)** Ms. Calvert moved and Mr. Teterud seconded approval of the agenda. The motion was approved.

**Approval of Jan. 21, 2020, Regular Meeting Minutes (Item III.A.)** Mr. Craig called for corrections to the January 21, 2020, regular meeting minutes. The minutes stand approved as written.

**Approval of Jan. 2020, Payment Vouchers (Item III.B.)** Mr. Johnson moved and Ms. Calvert seconded approval of the January 2020 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Jan. - L01	56828-56938 and W00762-W00773	\$826,870.36	\$826,870.36
	01102020PR and 012420120PR	\$412,485.38	\$412,485.38
L01		Total	\$1,239,355.74

In response to queries from Mr. Teterud, Mr. Knorr said payments issued to Great American Insurance Company for property, casualty, auto, and liability insurance, and SirsiDynix for software maintenance and support were both annual payments.

**Minutes - Board of Trustees' Meeting**

**February 18, 2020**

**Page 2**

**Approval of  
Jan. 2020,  
Payment Vouchers  
(Item III.B.)**

There was no further discussion.

The motion was approved.

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

NONE.

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

FACILITY USE FOR POLITICAL PURPOSES POLICY. Mr. Teterud moved and Mr. Johnson seconded approval of the Facility Use for Political Purposes policy, as revised. Mr. Roewe said the primary purpose of the suggested revisions was to improve organization of the policy and update the standard boilerplate regarding procedures and appeals, noting legal counsel reviewed the policy as well. He further said the District follows state law to the extent necessary to prevent unreasonable interference with the public's use of libraries as public spaces.

There was no further discussion.

The motion was approved.

**New Business  
Public Records  
Policy and Res.  
No. 20-01  
(Item III.D.2.)**

PUBLIC RECORDS POLICY (RESOLUTION No. 20-01). Mr. Johnson moved and Mr. Teterud seconded approval of Resolution No. 20-01, to adopt a revised Public Records policy. Mr. Roewe said District legal counsel recommended the policy be expanded to become procedure-like for compliance with the state Public Records Act, RCW 42.56. Upon approval, a fee structure for requesters will also be implemented to assess the cost of all future print or digital copies. Historically, the District has not charged for digital copies, yet this change will become consistent with state law. Mr. Roewe said the revised policy was adopted via a resolution to establish a formal order to specify the reasons why maintaining a records index would unduly burden or interfere with library operations. In response to Mr. Teterud's query, Mr. Roewe said examples of public records created daily by the District are payment vouchers issued, emails and correspondence sent, and signed contracts. Mr. Roewe also noted that for training, he and other staff will attend a Public Records Act Basics & More workshop offered by Municipal Research and Services Center (MRSC) on March 9 in Spokane.

There was no further discussion.

The motion was approved.

**New Business  
Personnel Policy  
(Item III.D.3.)**

PERSONNEL POLICY HR05- LEAVE. Ms. Calvert moved and Mr. Teterud seconded approval of Personnel Policy Section HR05—Leave, as revised. Ms. Costa presented via PowerPoint and a handout on myriad aspects of state and District-paid and unpaid leave for employees. The handout demonstrated the necessary criteria for consideration when leave is requested by an employee, and via PowerPoint, Ms. Costa explained how the new state Paid Family and Medical Leave (PFML) program interfaces

**New Business  
Personnel Policy  
(Item III.D.3.)**

with other categories of paid state or District leave. Ms. Costa noted the District cannot mandate use of District leave prior to other leave options, nor would it be responsible for reconciling employee benefits received from the state. In response to Mr. Teterud's query, Ms. Costa said the advantage of an employee using the new state paid leave program could be to fill a gap prior to eligibility for District leave, or before adequate leave accrual, as every District employee can access PFML. Ms. Costa also pointed out care of a sibling does not qualify under Family and Medical Leave (FMLA), yet does under PFML and District leave, noting criteria for household structure has recently changed. In response to Mr. Roewe's request, Ms. Costa reported on the recommendation by legal counsel for the revised Leave policy to contain language stating employee benefits would be continued in the event of serious health situations. In response to Mr. Craig's query regarding the potential for combining District and state benefits to ease administration of coverage, Ms. Costa said not enough is known about the administration of a voluntary plan at present, but there may come a point where it would make financial sense to do so.

There was no further discussion.

The motion was approved.

**New Business  
NS Remodel  
Contract Award  
Discussion  
(Item III.D.4.)**

NORTH SPOKANE LIBRARY REMODEL CONTRACT AWARD: DISCUSSION.

Mr. Knorr reviewed a total of three bids received by deadline on Feb. 14, and explained why staff was unable to make a recommendation at this meeting for the contract award. The bid submitted by Modern Construction and Consulting Services, the lowest bidder, was reviewed in further detail for full compliance with the bid document because of its differential cost between it and the other two higher bidders. Bernardo Wills Architects (BWA) recommended a meeting among BWA, the District, and Modern Construction to review, discuss, and clarify specifics of the restroom remodel project. In response to queries from Trustees, Mr. Knorr said District staff had not prepared an estimate in advance of the Invitation to Bid because of the relatively small scope of the job, yet \$80,000 was budgeted. Mr. Knorr said the regional construction climate had changed considerably; thus, bids came in higher than those received in 2017 for other remodeling conducted at North Spokane. Mr. Roewe said he and staff were pleased to receive three bids and will move forward with its goal to have remodeled restrooms open before summer. A special meeting will be scheduled in the near future, with intent to make a recommendation to the Board to award the remodel contract. Trustees will have the option to attend the meeting in person or by teleconference. There was no further discussion.

**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 March at Airway Heights Library will include Access to Library Services and Financial Management policies, Public Records and Open Public Meetings Act(s) training, overview of Internet Use, Children's Internet Protection Act (CIPA) compliance, and a spotlight on Airway Heights Library. There was no further discussion.

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

There were no reports.

**Executive Director's  
Report, Jan. 2020  
(Item V.B.)**

The Executive Director's written report for January 2020 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 further reported on the Library Capital Improvement Program workshop he attended in Wenatchee, WA, on February 12. The improvement program was created by the Legislature in its 2019 Regular Session to assist libraries operated by governmental units to acquire, construct, or rehabilitate their facilities. Opening late March, the Department of Commerce in consultation with the Library Capital Improvement Program Committee will conduct a statewide competitive grant process to award up to \$10 million, yet no more than \$2 million to any single entity will be awarded. Mr. Roewe noted this program could be beneficial toward future library buildings in Spokane Valley. There was no further discussion.

**Operations Report,  
Jan. 2020  
(Item V.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for January 2020, with data for customer use measures, programming, and library activities. In their stead, Mr. Roewe said he had nothing further to report, yet could field questions. There was no further discussion.

**Communication &  
Development  
Report, Jan. 2020  
(Item V.D.)**

Communication & Development Director Jane Baker provided a written report prior to the meeting for January 2020 communication and development activities. Ms. Baker had nothing further to report, and there was no further discussion.

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

Revenue and Expenditure Statement through December 31, 2019.

<u>Fund 001</u>	
Revenues	\$ 13,187,124
Expenditures	\$ 13,084,330
Ending Fund Balance	\$ 5,137,427
Fund Budget Expended	99.38%

Regarding final budget figures for 2019, Mr. Knorr said year-end results were positive for the District going forward into 2020. There was no further discussion.

**Spotlight North  
Spokane Library  
(Item V.F.)**

Managing Librarian Brian Vander Veen and Librarian Rachel Edmondson presented highlights of events at North Spokane Library since their last spotlight report in March 2018. Ms. Edmondson reported on successful early learning programs, such as Family Painting Party geared toward ages four to eight. Ms. Edmondson said during a recent snowstorm a group of 20 kids alongside their adults, explored colors and shapes and worked on their literacy skills in this guided art experience. Offered during the summer from

**Spotlight North  
Spokane Library  
(Item V.F.)**

9am to noon at The Lab, Camp Read-a-Rama has a theme each week based on a children's book, crafts, music and games. A morning snack and lunch were also provided as part of the Spokane Public Schools Summer Meals program. A STEM program, Take it Apart, enables participants to satisfy their curiosity by taking apart electronics, small appliances and other no-longer-useful devices donated by Goodwill Industries of the Inland Northwest. Mr. Vander Veen reported on programming offered by library staff and Farmers' Market volunteers as part of KERNEL, a program that Catholic Charities Food For All developed to reach out to families at farmers' markets to introduce children to healthy eating habits by engaging them in educational activities. Each of the 138 kids received a \$2 coupon to spend at the market for completing activities each week. Mr. Vander Veen expressed appreciation for the District's partnership with Catholic Charities and the opportunity for community connection at a location this far north of downtown. The Creator in Residence program had five visiting artisans in The Lab for one month each from September 2018 through January 2019, whose range of talents included an independent publisher, bookbinder, jewelry maker, baker and cake decorator, and medieval book illuminator. Artists work on their creations in The Lab, hold hands-on workshops for participants, and respond to customers' questions. Applications will soon again be accepted for four resident artists from October to January 2021. Ms. Edmondson said staff noticed programming attendance increased when August skies filled with smoke, which held true for registration of two blacksmithing courses that filled in 10 minutes. The library partnered with Columbia Fire & Iron to teach participants the basics and art of blacksmithing in the library parking lot. Painting with Bob Ross was also a well-attended August program. Mr. Vander Veen noted the Jigsaw Puzzle Swap held last fall filled a niche for puzzle aficionados to exchange their puzzles for something new. The program also drew residents from Rockwood Retirement Community located across the street. Although Librarian Corinne Wilson was unable to join the meeting today, she organized the Hanford Anniversary Exhibit and special events to mark the 75<sup>th</sup> anniversary of the establishment of the Hanford Nuclear Site. Participants who had worked at Hanford or were downwinders expressed appreciation for programming of this type. Ms. Edmondson reported on the standing Civic Lab exhibit for which topics invite customers to engage with their neighbors and community on controversial subjects. The topic for this month was redlining in Spokane, in observance of Black History Month. To wrap up, Mr. Vander Veen shared an interesting statistic: During the first week following closure of the Spokane Public Library's Shadle branch, new library card registrations at North Spokane Library increased by 29 percent and Storytime attendance increased as well. In response to Mr. Craig's query about Instant Pot cooking programs, Mr. Vander Veen said the programs have been in high demand. To respond, the library has planned more programs and added the relatively new kitchen gadget to the Library of Things for checkout. There was no further discussion.

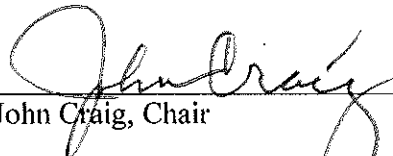
**Minutes - Board of Trustees' Meeting**  
**February 18, 2020**  
**Page 6**


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

There was no public comment.

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

Chair Craig adjourned the meeting at 5:03 p.m. The next Board Meeting is scheduled for Tuesday, March 17, 2020, at 4:00 p.m., in the public meeting room at Airway Heights Library.

  
\_\_\_\_\_  
John Craig, Chair

  
\_\_\_\_\_  
Patrick Roewe, Secretary to the Board of Trustees