

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

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, April 21, 2020.

Present: Via Zoom Teleconference

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

Excused: None.

Also Present via Conference Call: Jane Baker, Communication & Development Director; Toni Costa, Human Resources Director; Rick Knorr, Finance Director; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

Guests via Conference Call: Two (2).

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:01 p.m., and welcomed everyone in attendance.

Agenda (Item II.) Ms. Thompson moved and Mr. Johnson seconded approval of the agenda. The motion was unanimously approved.

Public Comment (Item III.) Mr. Roewe read the question submitted to the Board of Trustees via email regarding reopening libraries. Although the question was not specifically labeled for public comment, it was received prior to the 12:00 noon deadline today. Mr. Roewe said public libraries in Washington state received confirmation from the Governor's Office that they were not essential businesses, and the District is following state guidelines for "Stay Home, Stay Healthy" by remaining closed. Therefore, at this time, libraries would not be able to reopen before Tuesday, May 5, and state guidelines could be revised before then. There was no further discussion.

Approval of March 17 Special Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the March 17 special meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of March 2020, Payment Vouchers (Item IV.B.) Mr. Teterud moved and Ms. Calvert seconded approval of the March 2020 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
March - L01	57054-57160 and W00783-W00791	\$687,768.00	\$687,768.00
	03102020PR and	\$398,623.36	\$398,623.36

Meeting Minutes - Board of Trustees

April 21, 2020

Page 2

**Approval of
March 2020,
Payment Vouchers
(Item IV.B.)**

	032520120PR		
L01		Total	\$1,086,391.36

In response to a query from Mr. Johnson regarding a payment voucher to OverDrive, Inc., Mr. Roewe confirmed the additional purchases were in response to customer demand for digital materials during the coronavirus pandemic, and the expense could potentially require some balancing of the library materials budget later in the year.

There was no further discussion.

The motion was unanimously approved.

**Unfinished Business
None
(Item IV.C.)**

NONE.

**New Business
Access to Library
Services Policy
(Item IV.D.1.)**

ACCESS TO LIBRARY SERVICES POLICY. Ms. Thompson moved and Ms. Calvert seconded approval of the Access to Library Services policy, as revised. The proposed changes were mostly for clarification and compliance with the Revised Code of Washington (RCW) state and federal anti-discrimination laws. The suggested revisions were also reviewed by District legal counsel. There were no questions.

There was no further discussion.

The motion was unanimously approved.

**New Business
Partnership and
Sponsorship Policy
(Item IV.D.2.)**

PARTNERSHIP AND SPONSORSHIP POLICY. Ms. Calvert moved and Mr. Johnson seconded approval of the Partnership and Sponsorship policy, as revised. Mr. Roewe said the proposed changes were mostly to update terminology and align to current policy format, and noted Ms. Baker and Mr. Stumbough were online to answer questions. The suggested revisions were also reviewed by District legal counsel. There were no questions.

There was no further discussion.

The motion was unanimously approved.

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

PERSONNEL POLICY – SECTIONS HR05 LEAVE ADDENDUM, AND HR06 EMPLOYEE CONDUCT. Ms. Calvert moved and Ms. Thompson seconded approval of the Personnel Policy, Sections HR05 and HR06, as revised and amended. The proposed changes were mostly for clarification, as relevant to the coronavirus pandemic, which called for the Families First Coronavirus Response Act (FFCRA) and an expansion of the Family and Medical Leave Act (FLMA). In response to Mr. Johnson’s query, Ms. Costa said staff have been able to efficiently work from home and complete online training as well. Mr. Stumbough further said staff has continued to assist customers and develop programming. Expenditures to efficiently support remote work have included the Zoom platforms for online meetings. Mr. Roewe pointed out that Mr. Craig recommended a minor change to HR06 – Employee

Meeting Minutes - Board of Trustees

April 21, 2020

Page 3

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

Conduct, Section 6.12, for clarification. The suggested revisions were also reviewed by District legal counsel.

There was no further discussion.

The motion was unanimously approved.

**New Business
Print Materials
Contract Award
(Item IV.D.4.)**

NON-EXCLUSIVE PROVIDER OF PRINT MATERIALS CONTRACT AWARD. Mr. Teterud moved and Mr. Johnson seconded approval of the Non-Exclusive Provider of Print Materials contract award to Ingram Library Services. Mr. Roewe visually shared the breakdown of discounts and services provided by the two vendors, and Collection Services Director Andrea Sharps reported on the request to select Ingram for the contract award. Although its services are similar to the other vendor, Ingram offers free shipping, which amounted to more than \$11,000 absorbed by Ingram over the previous 12 months that ultimately went toward additional materials for customers. Being able to order and receive items within 24 hours enables the District to provide efficient service to its customers. Ms. Sharps also noted the Ingram representative lives in Spokane. In response to queries from Messrs. Craig and Teterud, Ms. Sharps said Ingram is a large inventory supplier, and was the only vendor to offer the benefit of free shipping that responded to the RFP. Mr. Craig commented that the recommendation was well-supported.

There was no further discussion.

The motion was unanimously approved.

**New Business
COVID-19 Response
Update
(Item IV.D.5.)**

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Mr. Roewe provided an update on the District's response to the extension of the Governor's proclamation, "Stay Home, Stay Healthy," until May 4, 2020, noting these plans could soon change, as the governor is scheduled to provide an update at 5:00 p.m. today. Mr. Roewe reported on current plans for staff to return to work in library facilities, when the District will reopen to the public, and next steps for a phased reopening to the public based upon current guidance from federal, state, and local public health agencies. In response to Ms. Calvert's query about library book drops, Mr. Roewe said District book drops were left open for returns, and staff continues to clear them. This decision has proved beneficial, as other libraries have found stacks of materials left outside book drops that were closed. The District brought in large service carts for janitorial staff to clean and store materials prior to shelving upon the return of staff. In response to Mr. Johnson's query, Mr. Roewe said the District has doubled and increased the monthly budget cap for OverDrive, which demonstrates the expanded use of digital materials. Mr. Roewe extended kudos to Ms. Sharps and her team for their quick response to customer requests, and to Communication & Development Director Jane Baker and her team for promoting a new digital library card application process, digital content, online Storytimes and educational resources, and for helping to get the word out about mobile food distributions, small business assistance, current job openings, and other key

Meeting Minutes - Board of Trustees

April 21, 2020

Page 4

**New Business
COVID-19 Response
Update
(Item IV.D.5.)**

community needs. Mr. Roewe further reported on the District's plans to respond, as needed, to the seven levels of the District's Infectious Disease Outbreak Response Plan. Q&A and discussion ensued among the Board and staff regarding implementation of curbside pickup, methods of social distancing, cleaning and disinfecting equipment, facilities and materials, use of personal protective equipment (PPE), summer programming, and development of an equitable plan to enable staff with varied needs to return to work, noting the Leadership Team favors being flexible during this uncertain and unprecedented time. In response to Mr. Johnson's query, Mr. Roewe said Board of Trustees' action would not be needed to implement the phases for reopening, yet the Board will be kept apprised of plans. Chair Craig and the other Trustees said the Leadership Team and staff has their support to continue what they are doing. Mr. Roewe said staff endeavors to return to business as usual as soon as it can, yet uncertainty makes it difficult to plan. There was no further discussion.

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

There were no reports.

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

The Executive Director's written report for March 2020 provided prior to the meeting included information on the COVID-19 departmental responses from the Business Office, Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe further reported that all Trustees have now completed the required Public Records and Open Public Meetings Act(s) online training. There was no further discussion.

**Fiscal Report,
Final March 2020
(Item V.C.)**

Revenue and Expenditure Statement through March 31, 2020.

<u>Fund 001</u>	
Revenues	\$ 1237,619
Expenditures	\$ 2,432,655
Ending Fund Balance	\$ 2,952,392
Fund Budget Expended	14.97%

Mr. Knorr said the fiscal report is on schedule for now. The only COVID-19 impact has been the due date extension for first-half of 2020 property taxes. However, \$3.7 million has already been collected, which is more than half of the amount budgeted. Therefore, Mr. Knorr anticipates minimal impact on the District's budget. In response to queries from Messrs. Craig and Johnson about the North Spokane Library remodel project, Mr. Knorr said in compliance with state guidelines, the work resumed April 13, following receipt of clarification from the state. There are, however, pending change orders to accommodate social distancing among the work crew, which could extend the project completion date, although the cost for potential additional work hours has not been determined. Mr. Roewe said the change order(s) will be reviewed for validity and reasonable additional expense. There was no further discussion.

**Adjournment
(Item VI.)**

Chair Craig adjourned the meeting at 5:01 p.m. Although the next Board Meeting was scheduled for Tuesday, May 19, 2020, at 4:00 p.m., in the public meeting room at Deer Park Library, with a possible extension of “Stay Home, Stay Healthy,” the meeting could again move to an online format.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees