

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: MAY 19, 2020**

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A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, May 19, 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:** Four (4).

**Call to Order (Item I.)** Chair John Craig called the meeting to order at 4:02 p.m., and welcomed everyone in attendance.

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

**Public Comment (Item III.)** There was no public comment.

**Approval of April 21 Regular Meeting Minutes (Item IV.A.)** Mr. Craig called for corrections to the April 21 regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
April - L01	57161-57243 and W00792-W00805	\$712,698.53	\$712,698.53
	04102020PR and 042420120PR	\$418,315.73	\$418,315.73
L01		Total	\$1,131,014.26

There was no further discussion.

The motion was unanimously approved.

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

NONE.

**New Business  
Annexation of Cities  
and Towns to the  
Library District  
Policy  
(Item IV.D.1.)**

ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT POLICY. Mr. Johnson moved and Ms. Calvert seconded approval of the Annexation of Cities and Towns to the Library District policy, as revised. The policy states conditions under which SCLD may consider a request for annexation into the District. The suggested revisions provide additional clarification regarding withdrawal from the District and better alignment with RCW 12.27.390. The statement on procedures and appeals was also updated. This policy was also reviewed by District legal counsel, who provided some of the recommended revisions.

There was no further discussion.

The motion was unanimously approved.

**New Business  
Liberty Lake TIF:  
Resolution 20-02  
(Item IV.D.2.)**

LIBERTY LAKE TIF: AMENDED AND RESTATED COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT (RESOLUTION 20-02): Ms. Calvert moved and Ms. Thompson seconded approval of the Liberty Lake TIF, as amended and restated. Subsequent to Mr. Roewe's report to the Board on this subject in January 2020, he said final documents delayed by the coronavirus pandemic were recently received. He further reviewed via PowerPoint key components of the TIF, its boundaries and parcels in the District service area, which represent only 0.4% of the total amounts reallocated to the Liberty Lake TIF. Mr. Roewe noted the majority of funds will be directed to completing the Henry Road overpass, which is part of an improvement project with the Harvard bridge revision. In response to Mr. Craig's comment, Mr. Roewe said the District had foregone \$18-19,000 for the last eight years. At the request of Trustees, Mr. Roewe spoke with Liberty Lake City Administrator Katy Allen, who, along with providing some additional project details, stated the city of Liberty Lake has no plans to annex north of the Spokane River. Mr. Roewe also confirmed the 2020 amounts were increased because of the District's recent levy lid lift.

There was no further discussion.

The motion was unanimously approved.

**New Business  
Authorizing Use of  
Digital Signatures  
on SCLD Documents  
Resolution 20-03  
(Item IV.D.3.)**

AUTHORIZING USE OF DIGITAL SIGNATURES ON SCLD DOCUMENTS (RESOLUTION 20-03): Ms. Thompson moved and Mr. Teterud seconded approval of Resolution 20-03, Authorizing Use of Digital Signatures on SCLD Documents. Mr. Roewe said in review of this subject with District legal counsel, approval of a resolution to authorize digital signatures was recommended and a template provided. This allows the District to use digital signatures particularly during an emergency for documents related to governance and administration.

There was no further discussion.

The motion was unanimously approved.

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**New Business  
COVID-19 Response  
Update  
(Item IV.D.4.)**

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Ms. Calvert moved and Ms. Thompson seconded approval of a short-term suspension of overdue fines for library customers amid the coronavirus pandemic. Staff recommended overdue fines be reinstated 30 days after District libraries reopen to the public to provide an additional grace period for customers as they respond to the ongoing disruption and uncertainty of the pandemic.

Mr. Roewe provided an update on the District's response to the extension of the Governor's proclamation, "Stay Home, Stay Healthy (SH/SH)," until May 31, 2020, noting another press conference is scheduled for this afternoon and these plans could soon change. Mr. Roewe reported on current plans for staff to return to work in library facilities, when the District will re-open to the public, and next steps for a phased re-opening to the public based upon guidance from federal, state, and local public health agencies. Mr. Roewe further reported on critical updates to the District's Infectious Disease Preparedness and Response Plan. Staff will be required to self-screen for COVID-19 symptoms prior to work and wear face masks while working with the public and in staff areas. Book drops will be emptied once a day, with materials subsequently quarantined in meeting rooms for 72 hours. Mr. Roewe also reviewed potential handling of curbside pick-up in the Governor's "Safe Start" Phase 2, and opening libraries to the public for browsing and checkout upon implementation of the Governor's "Safe Start" Phase 3. These plans are anticipatory and contingent on both state and local guidelines. In response to Mr. Craig's query, Mr. Roewe said use of one-way aisles in libraries had not been discussed at this point, but would be evaluated as planning continues.

There was no further discussion.

The motion was unanimously approved.

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

There were no reports.

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

The Executive Director's written report for April 2020 provided prior to the meeting primarily 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. There was no further discussion.

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

Revenue and Expenditure Statement through April 30, 2020.

<u>Fund 001</u>	
Revenues	\$ 6,546,451
Expenditures	\$ 4,841,986
Ending Fund Balance	\$ 6,841,893
Fund Budget Expended	29.79%

In reference to the deadline extension for first-half property tax payments, Mr. Knorr reported on collections through the end of April, and noted the District's budget is on schedule for now. He also reported on the restroom remodel project at North Spokane Library, noting Friday, May 29, became

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

the new agreed upon completion date followings delays related to coronavirus pandemic mandates. There was no further discussion.

**Adjournment  
(Item VI.)**

Chair Craig adjourned the meeting at 4:44 p.m. Although the next Board Meeting was scheduled for Tuesday, June 16, 2020, at 4:00 p.m., in the public meeting room at Otis Orchards Library, with a possible extension of Proclamation 20-28 by Governor Inslee, the meeting could again move to an online format.



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John Craig, Chair



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Patrick Roewe, Secretary to the Board of Trustees