

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JUNE 16, 2020**

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, June 16, 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; Amber Williams, Strategic Project Manager; and Patty Franz, Executive Assistant.

Guests via Conference Call: Three (3).

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. Johnson moved and Ms. Thompson seconded approval of the agenda. The motion was unanimously approved.

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

Approval of May 19 Regular Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the May 19 regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
May - L01	57244-57348 and W00806-W00815	\$627,908.65	\$627,908.65
	05082020PR and 05222020PR	\$409,812.83	\$409,812.83
L01		Total	\$1,037,721.48

There was no discussion.

The motion was unanimously approved.

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

NONE.

**New Business
Mobile Library
Vehicle Update
(Item IV.D.1.)**

MOBILE LIBRARY VEHICLE UPDATE: DISCUSSION. Strategic Project Manager Amber Williams provided an update on plans for future implementation of upgraded mobile library services. She provided the timeline for the project, which included events during 2019, such as customer feedback during development of the Community Engagement Plan, successful passage of the levy lid lift, and her attendance at the Association of Bookmobile and Outreach Services Conference in Omaha, NE, where she met Michael Swendrowski, president of Specialty Vehicle Services, who has extensive experience with outreach vehicles, as well as working with Washington and Idaho libraries. He has since been hired as a consultant to the District. Ms. Williams reported a request for proposal will be announced tomorrow, June 17, with bids due by July 14, for two outreach vehicles specified as a 34 foot truck, and 24 foot sprinter van. Via PowerPoint, Ms. Williams showed possible floor plans that would accommodate the District's preferred specifications. Cost estimates for the two vehicles are well below the overall budget cap of \$660,000, yet the District plans to hold off on the potential purchase of a second van. Right now, an 18-month build time is anticipated, with delivery of vehicles during winter of 2021/22. Discussion and Q & A ensued among Trustees and staff regarding various features and aspects of the outreach vehicles, such as the feasibility of driving the truck versus van during inclement weather conditions, driver licensure, use of a hydraulic lift for book carts and wheeled mobility devices, benefits of a hybrid vehicle versus diesel, and more. In response to Mr. Johnson's query, Ms. Williams said selection of a used vehicle would not necessarily speed up the time frame for delivery because build time to meet specifications would still be necessary. She also said another benefit of a new vehicle were better extended warranties. By consensus, the Board of Trustees affirmed the direction of this project and would like for staff to go forward as planned.

There was no further discussion.

**New Business
Summer Meeting
Schedule
(Item IV.D.2.)**

SUMMER MEETING SCHEDULE. Following a brief discussion, the Board of Trustees decided by consensus to hold regular meetings throughout summer, as scheduled. Traditionally, the summer meeting schedule is planned in advance to ensure a quorum is available for each meeting. Mr. Roewe commented that although tentative agendas could be adjusted accordingly in response to the Board's decision, a benefit of meeting throughout the summer months will keep agendas on track. Ms. Thompson gave advance notice of her potential absence from the September meeting.

There was no further discussion.

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**New Business
2020 Board Meeting
Schedule and
Locations,
Resolution No.
20-04
(Item IV.D.3.)**

2020 BOARD MEETING SCHEDULE AND LOCATIONS (RESOLUTION NO. 20-04): Ms. Thompson moved and Mr. Johnson seconded approval of Resolution No. 20-04, Authorizing a Revised Board Meeting Schedule for the remainder of 2020. Mr. Roewe explained when in-person meetings become permissible, board meetings will be held at North Spokane Library for the remainder of the year. This change resulted from a requirement of the coronavirus pandemic to quarantine library materials prior to making them again available to customers. North Spokane is the only library that could accommodate both a room for quarantined materials storage and a meeting room. This scenario could change only via a revised proclamation by the governor.

There was no further discussion.

The motion was unanimously approved.

**New Business
Funding Options for
New Spokane Valley
Libraries
(Item IV.D.4.)**

FUNDING OPTIONS FOR NEW SPOKANE VALLEY LIBRARIES: DISCUSSION. Mr. Roewe and Mr. Knorr introduced potential funding sources for new Spokane Valley libraries. The two primary funding options included voter-approved new tax revenue, which would package both Balfour and Conklin into one election, and use of existing tax revenue to finance construction, which could enable separate development timelines for the two libraries. Mr. Roewe reviewed other sources of supporting funds, which included the city of Spokane Valley per interlocal agreement, a Library Capital Improvement Program grant, for which the District recently applied, and a capital campaign to secure private and/or corporate donations. For discussion purposes, Mr. Knorr provided a preliminary Balfour project costs and timeline, and budget forecast, and commented results of the latter regarding debt service indicated even post-pandemic shutdown, the District could afford to build new libraries without depleting the Capital Projects Fund. Following discussion and Q & A, by consensus, the Board of Trustees directed staff to move forward with a non-voted approach, and proceed on Balfour, with Conklin on hold for now. In response to the Board's request, staff will report back with more information on government financing options, develop a timeline and pursue architectural services and conceptual models for the project. There was no further discussion.

**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 expiration of Governor Inslee's proclamation, "Stay Home, Stay Healthy (SH/SH)," on May 31, 2020. The Governor's subsequent "Safe Start" plan includes a four phased approach to reopening the state. Public libraries are specifically mentioned as being allowed to provide curbside pickup service in Phase 2. Consequently, the District is currently operating at Level 4 of its Infectious Disease Response Plan. Physical buildings remain closed to the public, with curbside pickup offered now at all locations. The service was launched June 3, with the addition of North Spokane Library on June 6, and The BookEnd on June 16. Staff who indicated they were available to return to work onsite did so starting June 1, and staff able to work remotely continue to do so. Staff who were not available to return to work due to

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

health, childcare, or other considerations, were provided additional information about their options, including use of accrued paid time off and state and federal leave programs. Mr. Roewe noted on June 9, Gov. Inslee extended the proclamation giving high-risk workers the right to protect themselves from COVID-19 without jeopardizing their employment status or loss of income until August 1. As for reopening, there is currently no timeline for Phase 3 at present, yet preparation is underway. For instance, the janitorial contractor has agreed to provide additional restroom cleaning during library open hours. Summer Reading will be launched as an online program, and fall programs will likely be online as well. Mr. Knorr delivered good news regarding personal protective equipment (PPE). The sourcing and stock has improved, with turnaround time only one to two days. There is still potential for service disruption to occur, however. The District will continue to follow COVID-19 directives from federal, state, and local levels, which could require alteration of all contingencies on short notice. Meanwhile, Mr. Roewe reported customer feedback regarding the popular curbside pickup service has been favorable. There was no further discussion.

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

There were no reports.

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

The Executive Director's written report for May 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. In response to Ms. Calvert's query, Mr. Roewe said the recent communication sent to Messrs. Craig and Teterud by a program provider for Public Services has been referred to legal counsel, and Mr. Roewe expects to report back next month. Mr. Roewe also reported the monthly Operations report will resume next month. There was no further discussion.

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

Revenue and Expenditure Statement through May 31, 2020.

<u>Fund 001</u>	
Revenues	\$ 7,963,226
Expenditures	\$ 5,883,359
Ending Fund Balance	\$ 7,217,295
Fund Budget Expended	36.20%

Mr. Knorr reviewed the 2019 to 2020 Property Tax Actual Collection & Projections, provided by the Spokane County Treasurer's Office, which was included as part of the Executive Director's Report for May. As of May 31, the county has collected approximately 90 percent of property tax payments. Mr. Knorr noted although a delinquency factor was not part of the report, with the District's capital budget spread out over 15 months, he anticipates being able to collect most of projected revenue for 2020.

There was no further discussion.

**Adjournment
(Item VI.)**

Chair Craig adjourned the meeting at 5:17 p.m. The next Board Meeting was scheduled for Tuesday, July 21, 2020, at 4:00 p.m., in a public meeting room at North Spokane Library. However, the meeting could again move to a teleconference format, should Proclamation 20-28 be extended by the governor.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees