

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: JULY 21, 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, July 21, 2020.

**Present:** Via Zoom Teleconference

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

**Excused:** Mark Johnson - Vice Chair

**Also Present via Conference Call:** Jane Baker, Communication & Development Director; Toni Carnell, Human Resources Director; Rick Knorr, Finance Director; Jill Nunemaker, Development Manager; 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 4:01 p.m., and welcomed everyone in attendance.

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

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

**Approval of June 16 Regular Meeting Minutes (Item IV.A.)** Mr. Craig called for corrections to the June 16 regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
June - L01	57349-57431 and W00816-W00826	\$675,202.44	\$675,202.44
	06102020PR and 06252020PR	\$405,783.02	\$405,783.02
L01		Total	\$1,080,985.46

There was no discussion.

The motion was approved.

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**Unfinished Business  
New Spokane Valley  
Library – Funding  
Options  
(Item IV.C.1)**

NEW SPOKANE VALLEY LIBRARY: FUNDING OPTIONS. Mr. Roewe reiterated decisions the Board of Trustees made by consensus at its regular meeting on June 16. Trustees directed staff to move forward with a non-voted approach, and proceed on building a new Spokane Valley Library on the Balfour property, with further action on the Conklin property placed on hold. In response to the Board's request, at this meeting Messrs. Roewe and Knorr reported back with more information on government lending sources. Trustees directed staff to begin the application process for the Office of the State Treasurer LOCAL program, which was the most cost-effective and preferred financing option for the District. Upon approval, the District would borrow from the state to fund construction of a new library. Trustees decided by consensus that a special Finance Committee made up of one to two Trustees and key staff to further discuss the LOCAL program was not necessary, as they deemed the program was well-defined and nonbinding in the initial application phase. Mr. Roewe noted the timeline for the entire process remains undetermined, yet staff will keep the board apprised of future developments. In response to queries from Trustees, Mr. Roewe said a decision has not been made to sell the current Spokane Valley Library building, yet that remains a possibility. There was no further discussion.

**New Business  
Mobile Library  
Vehicle Contract  
Award  
(Item IV.C.2.)**

MOBILE LIBRARY VEHICLE UPDATE: DISCUSSION. Ms. Thompson moved and Ms. Calvert seconded approval of TechOps Specialty Vehicles to receive the Mobile Library Vehicles Contract Award. Strategic Project Manager Amber Williams reported two bids were received in response to the RFP for mobile library vehicles that closed July 14, 2020. Staff reviewed the bids and deemed both were responsive and acceptable. After analysis and evaluation of the submitted proposals, in accordance with District policy, staff recommended the bid from TechOps Specialty Vehicles to the Board of Trustees for the contract award. Ms. Williams further noted the District's contract with consultant Michael Swendrowski of Specialty Vehicle Services extends through the duration of the project, so he would manage change orders, maintain inspection of the vehicles and more through the estimated delivery date of the vehicles in summer of 2021. In response to Mr. Teterud's query, Ms. Williams said since travel during the coronavirus pandemic isn't likely, she has familiarized herself with the TechOps customized vehicles via photographs that inspired confidence.

There was no further discussion.

The motion was approved.

**New Business  
Fixed Assets Policy  
(Item IV.D.1.)**

FIXED ASSETS POLICY. Ms. Calvert moved and Ms. Thompson seconded approval of the revised Fixed Assets policy, as discussed and amended. Mr. Craig pointed out the conflict of interest clause and suggested it include the Board of Trustees and all library district employees from purchasing or otherwise receiving any fixed or controlled assets deemed surplus property.

There was no further discussion.

The motion was approved.

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**New Business  
Code of Conduct  
Policy  
(Item IV.D.2.)**

CODE OF CONDUCT POLICY. Ms. Thompson moved and Ms. Calvert seconded approval of the revised Code of Conduct policy. Mr. Roewe explained the purpose of this revision was to create a policy-level statement to affirm the District's intent for customers to comply with public health orders when libraries reopen to the public. The District plans to either provide a mask to any customer without a mask, or arrange for other ways to provide materials to those unable to wear a mask.

There was no further discussion.

The motion was approved.

**New Business  
COVID-19 Response  
Update  
(Item IV.D.3.)**

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Mr. Roewe provided an update on the District's response to the coronavirus pandemic. As for libraries reopening, there is currently no timeline for Phase 3 at present, yet preparation continues. Trustees were informed the District would utilize a deliberate, yet cautious approach to reopening when it becomes possible, and that there might be several weeks between the start of Phase 3 and when District libraries reopen. Mr. Roewe said staff has adapted well to providing curbside service, and noted more holds were placed in June than in June 2019. Curbside service will continue in Phase 3 and Phase 4, yet suspension of the service is possible if Spokane County moves back to Phase 1. Summer reading online programs have been popular, with participation strong, although not equivalent to past summers under non-pandemic conditions. Mr. Roewe reviewed the plan and procedures in place should a District employee test positive for COVID-19. Fortunately, no employee has been affected, thus far. However, it would be mandatory to report any positive diagnoses to the Spokane Regional Health District (SRHD), and the Board of Trustees would be notified as well. Mr. Roewe expressed kudos to front line staff as well as the Leadership Team for their ongoing effort under challenging circumstances.

There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months. Among other items, the agenda for August will include review of the Gifts and Naming and Recognition policies, potential architectural services for a new Spokane Valley Library, and an update on the District's response to the coronavirus pandemic. If not held remotely, meetings for the remainder of the year will be held at North Spokane Library. There was no further discussion.

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

There were no reports.

**Executive Director's  
Report, June 2020  
(Item VI.B.)**

The Executive Director's written report for June 2020 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe responded to Ms. Calvert's query from last month regarding recent communication sent to Messrs. Craig and

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**Executive Director's Report, June 2020 (Item VI.B.)**

Teterud by a program provider for Public Services. After consulting with legal counsel, the District opted to pay the requested remainder of the performance contract. Although the District stated in an accompanying letter that it disputed the additional payment, it also did not want to prolong the disagreement. In response to Ms. Thompson's query, Mr. Knorr said the restroom remodel at North Spokane Library was completed yesterday, July 20, with a subsequent change order received today. Most of the contract additions were anticipated and relevant to pandemic requirements requiring fewer workers on the job site thereby extending work hours. There was no further discussion.

**Operations Report, June 2020 (Item VI.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for June 2020, with data for customer use measures, programming, and library activities. Mr. Stumbough said the Operations report resumed in June to reflect Public Services had adjusted to a new service model by offering curbside service for physical materials as well as virtual summer programming. There was no further discussion.

**Fiscal Report, June 2020 (Item VI.D.)**

Revenue and Expenditure Statement through June 30, 2020.

<u>Fund 001</u>	
Revenues	\$ 8,932,118
Expenditures	\$ 6,963,870
Ending Fund Balance	\$ 7,105,676
Fund Budget Expended	42.85%

Mr. Knorr noted property tax collections through June were close to what would have been anticipated under non-pandemic conditions. There was no further discussion.

**Adjournment (Item VII.)**

Chair Craig adjourned the meeting at 5:10 p.m. The next Board Meeting was scheduled for Tuesday, August 18, 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.



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John Craig, Chair



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Patrick Roewe, Secretary to the Board of Trustees