

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

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, August 18, 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; and Patty Franz, Executive Assistant.

Guests via Conference Call: Nine (9).

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. Teterud seconded approval of the agenda. The motion was approved.

Public Comment (Item III.) Mr. Roewe read three public comments from Jo Straight, city of Spokane resident, received prior to the noon deadline for submission. The topics included a request to extend the reach of public Wi-Fi in library parking lots; a question about District handling of Shared Leave among employees with different rates of pay; and a follow-up question regarding the installation status of security video cameras to monitor activity in library parking lots. Copies of email communications from Ms. Straight were shared with the Board of Trustees in advance of the meeting. Mr. Roewe suggested Trustees take up the Shared Leave question during discussion of the Personnel Policy at this meeting, and staff will respond to questions about Wi-Fi and security cameras at the next regular meeting scheduled for Sept. 15.

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

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
July - L01	57432-57545 and W00827-W00839	\$669,005.09	\$669,005.09

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

	07102020PR and 07242020PR	\$407,925.83	\$407,925.83
L01		Total	\$1,076,930.92

There was no discussion.

The motion was approved.

**Unfinished Business
New Spokane Valley
Library –
Architectural
Services
(Item IV.D.1)**

NEW SPOKANE VALLEY LIBRARY: ARCHITECTURAL SERVICES. Messrs. Roewe and Knorr reported back on the status of the application process for the Office of the State Treasurer (OST) LOCAL program. Mr. Roewe reported the Notice of Intent (NOI) and credit application were submitted, and noted acceptance into the program is dependent upon OST credit approval. The process for soliciting and securing architectural and engineering (A&E) services is different from a public works process, and will involve a Request for Qualifications (RFQ), which incorporates a Request for Proposal (RFP). Unlike other types of contracts, A&E contracts are awarded utilizing qualifications-based selection (QBS), a process required for all public A&E contracts in Washington state since 1981. Mr. Roewe reviewed what the QBS process would involve and its timeline. A Review Committee comprised of no more than two Trustees and staff will be determined at the September meeting. Trustees agreed by consensus the ad hoc committee formed to work with the city of Spokane Valley, of which Chair Craig was a part, will be continued by filling the position formerly occupied by Trustee Sonja Carlson, who retired December 31, 2019. Mr. Roewe noted a structure will be developed for implementation of the review process and evaluation criteria. The tentative project timeline is from November 2020 to December 2022. Discussion ensued regarding future disposition of the current Spokane Valley Library, design considerations of a new library, and operational needs, including where to store the new mobile library vehicles upon delivery. In response to Ms. Calvert’s query, Mr. Stumbough said there are potential options for storage of vehicles, with consideration given to security, maintenance, a charging system, or partnering with other organizations in need of vehicle storage. By consensus, the Board of Trustees directed staff to prepare the RFQ and RFP for publication. There was no further discussion.

**New Business
Personnel Policy
HR05-Leave
(Item IV.D.2.)**

PERSONNEL POLICY HR05-LEAVE. Ms. Calvert moved and Ms. Thompson seconded approval of the revised Personnel Policy HR05-Leave, as suggested. Ms. Carnell reported the proposed changes were in response to the coronavirus pandemic, and with approval will be effective for a limited time only. In response to the question raised via public comment about the handling of shared/donated leave among District staff with different rates of pay, Ms. Carnell said the dollar amount of the donation is converted to the recipient’s pay rate, resulting in a different hours’ value for the recipient. In regard to the increase in vacation leave hours cash out, Mr. Roewe said this change is applicable only for 2020, which will result in minimal impact to the budget.

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**New Business
Personnel Policy
HR05-Leave
(Item IV.D.2.)**

There was no further discussion.

The motion was approved.

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

GIFTS POLICY. Mr. Teterud moved and Ms. Calvert seconded approval of the Gifts policy, as revised. Ms. Baker noted the proposed changes were mostly for semantics clarification.

There was no further discussion.

The motion was approved.

Mr. Craig called for a recess at 4:33 to address technical issues affecting the teleconference. The meeting resumed at 4:36 p.m.

**New Business
Naming and
Recognition Policy
(Item IV.D.4.)**

NAMING AND RECOGNITION POLICY. Ms. Calvert moved and Ms. Thompson seconded approval of the revised Naming and Recognition policy, as discussed and amended. Ms. Baker said the most notable change was for the duration or expiration of naming designations. In response to Mr. Craig's query, Ms. Baker said the duration would be defined by a standard written contract separate from the policy, and noted the template utilized by the District was based on standard practice. Ms. Thompson commented that she was in favor of having the flexibility to change a name. In response to Mr. Teterud's request to add more prominent library signage to help make the distinction between county and city libraries, Mr. Roewe said that could be explored as we move forward with development of the new Spokane Valley Library. Mr. Roewe also pointed out an additional amendment to the policy noted by Mr. Craig, involving the Naming and Recognition Committee and Process paragraph.

There was no further discussion.

The motion was 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 coronavirus pandemic, although recent changes were not significant since the last update. As for libraries reopening, there is currently no timeline for Phase 3 at present, yet preparation continues. Mr. Roewe said with full or partial virtual instruction announced for the start of the school year, staff was informed of available leave options, and the District has prepared to make operational changes if necessitated by reduced staffing levels. Mr. Roewe announced Book Butler, a new book selection service launched by the District in July. With libraries closed, in lieu of browsing, staff will select books for customers based upon their preferences submitted online or by phone. In response to Ms. Thompson's query about the possible extension of the mandate regarding public meetings, Mr. Roewe said further announcements from the Governor's Office were not anticipated until Sept. 1, based upon the pattern of proclamation extensions. There was no further discussion.

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**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 September will include review of the Social Media and Customer Privileges and Responsibilities policies, discussion of Fines and Fees, potential architectural services for a new Spokane Valley Library, and an update on the District's response to the coronavirus pandemic. An executive session will also be held to review the performance of a public employee. Mr. Craig explained how he plans to use the Zoom platform to conduct the Executive Director's performance review. Mr. Stumbough said he will provide technical assistance for the meeting, as outlined by Mr. Craig. There was no further discussion.

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

There were no reports.

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

The Executive Director's written report for July 2020 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe further reported on the heating, ventilation, and air conditioning (HVAC) future upgrade planned for libraries, as reported by Mr. Knorr in the Executive Director's July report, and noted the efficiency ratio of North Spokane Library will have substantial gains with the upgrade. In response to the pandemic, improvement of the air filtering rate will also be explored. Regarding questions raised via public comment, in response to Mr. Craig's request, Mr. Roewe said staff will report back next month on reach of public Wi-Fi at District libraries, and the status of security cameras installation in parking lots. There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for July 2020, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to add. There was no further discussion.

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

Revenue and Expenditure Statement through July 31, 2020.

<u>Fund 001</u>	
Revenues	\$ 9,087,024
Expenditures	\$ 8,054,758
Ending Fund Balance	\$ 6,169,696
Fund Budget Expended	49.56%

Mr. Knorr had nothing further to add. There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 4:59 p.m. The next Board Meeting was scheduled for Tuesday, September 15, 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