

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 15, 2020**

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, September 15, 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 Carnell, 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: Eleven (11).

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. Johnson moved and Mr. Teterud seconded approval of the agenda. The motion was unanimously approved.

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

Approval of August 18 Regular Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the August 18 regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
August - L01	57546-57638 and W00840-W00850	\$879,576.98	\$879,576.98
	08102020PR and 08252020PR	\$413,055.00	\$413,055.00
L01		Total	\$1,292,631.98

There was no discussion.

The motion was unanimously approved.

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

NEW SPOKANE VALLEY LIBRARY: ARCHITECTURAL SERVICES REVIEW COMMITTEE. Ms. Calvert moved and Ms. Thompson seconded approval of the recommendation for Vice Chair Mark Johnson to replace the position held by Sonja Carlson, former and retired trustee, on the future Spokane Valley Library ad hoc committee to provide architectural services review. Mr. Johnson will join Chair Craig, Executive Director Patrick Roewe, Operations Director Doug Stumbough, Communication and Development Director Jane Baker, Finance Director Rick Knorr, and yet to be determined and hired, an owner's representative for the project. In addition, a staff member of city of Spokane Valley will assist in the selection process. This multi-month process will culminate in the committee returning to the Board at a future meeting with a recommendation for an architectural firm for the new library. The committee will continue to serve in an advisory capacity as needed for the duration of the building project. Mr. Roewe reiterated the tentative project timeline is from November 2020 to December 2022, and both he and Mr. Craig noted Mr. Johnson's construction expertise will be helpful.

There was no further discussion.

The motion was unanimously approved.

**New Business
Social Media Policy
(Item IV.D.1.)**

SOCIAL MEDIA POLICY. Ms. Thompson moved and Ms. Calvert seconded approval of the revised Social Media policy, as suggested. Ms. Baker reiterated the proposed changes provided in the background and noted District legal counsel reviewed the changes as well.

There was no further discussion.

The motion was unanimously approved.

**New Business
Overdue Fines
Discussion
(Item IV.D.2.)**

OVERDUE FINES: DISCUSSION. Mr. Roewe noted as part of the 2020 Work Plan presented to the Board of Trustees in December 2019, one of the projects identified was to explore eliminating overdue fines. Staff were tasked to analyze the impact of eliminating overdue fines on both the District and customers, with results of that analysis to be presented to the Board for discussion and potential direction. Mr. Roewe expressed special thanks to Librarian Crystal Miller for providing much of the background and research. In a PowerPoint presentation, Mr. Roewe provided an overview of the District's overdue fines program, including the current process for assessing and administering overdue fines, overdue fines revenue history and trends, experiences of other public libraries that have eliminated overdue fines, options for the District to consider if it were to eliminate overdue fines, and other related informational items. Discussion ensued among the Board and staff regarding the slow, 35% decline of revenue from 2011 through 2019. Since fines were suspended amid the coronavirus pandemic, current statistics were not available. Mr. Roewe also noted more digital materials than print were in use during the same period, and digital materials do not generate fines. Mr. Roewe further reported libraries that have eliminated fines have generally not experienced a deterioration in the return rate or greater hold times; however, customer and staff experiences have improved.

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New Business Overdue Fines Discussion (Item IV.D.2.)

Libraries seemed more welcoming and accessible, and staff time was reclaimed and refocused on experiential services over transactions. Fines or other barriers that discourage usage can compromise the mission of the library. Other than Ms. Calvert who was in favor of eliminating fines, the Board requested more time and information on which to base its decision. Direction for the October meeting included a request for reports on budget impact in 2021 and over several years to demonstrate year-over-year impact. A report with the percentage of overdue materials for the last six months was also requested. Trustees expressed appreciation in advance to staff for preparation of this information. Messrs. Roewe and Knorr said the timing was ideal, with the start of budget preparation for 2021. There was no further discussion.

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, noting the situation has stabilized somewhat. Curbside service continues to have solid use, and staff continues to find ways to keep the District's mission active. As for libraries reopening, there is currently no timeline for Phase 3 at present, yet preparation continues. In response to Ms. Calvert's comment about the recent air quality index falling into the hazardous category, Mr. Roewe said those conditions required prompt development of an Air Quality Index (AQI) Response Plan for the District to provide operational guidance in response to this year's newest public health emergency. 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 October 20 will include review of the Personnel and Public Art in District Facilities policies, continued discussion of Fines and Fees, and a future Spokane Valley Library, development of the 2021 budget, and an update on the District's response to the coronavirus pandemic. There was no further discussion.

Trustees' Reports (Item VI.A.)

Mr. Teterud commented about the devastation caused by the Babb Road Fire in the town of Malden, Washington, during the first week of September, which tragically included loss of the community library, and asked if there were a way for the District to help in the future. He asked if the new bookmobile could perhaps have a role. Mr. Roewe said libraries across the state have reached out and Whitman County is currently in the process of determining its needs.

Mr. Teterud also provided notice he would not seek reappointment for a second five-year term on the Board of Trustees, as his first term ends on December 31. He said it has been an honor and privilege to serve for five years, and thanked those who recommended him to the Board of County Commissioners for appointment. Mr. Craig and other Trustees said they were sorry to see him leave, yet wished him the best with future projects. Mr. Roewe echoed similar sentiments and expressed appreciation for the advance notice.

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

There were no other reports.

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

The Executive Director's written report for August 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 creation of the Air Quality Index (AQI) Response Plan, and the categories for suspension of curbside service and staffing. The plan will be further defined by the Leadership Team in the coming week. Mr. Roewe also reported the Small Business Boot Camp offered by Deer Park Library has 14 applicants. He reiterated from his monthly report that progress has been made on expanding the reach of Wi-Fi, with hotspots purchased by CARES funds, now on site and in preparation for checkout. Installation of security cameras will be delayed until next year. There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for August 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,
 August 2020
 (Item VI.D.)**

Revenue and Expenditure Statement through August 31, 2020.

<u>Fund 001</u>	
Revenues	\$ 9,434,182
Expenditures	\$ 9,372,061
Ending Fund Balance	\$ 5,199,548
Fund Budget Expended	58.05%

In response to Mr. Teterud's query about the potential impact of the second half property tax payments waiver until December, Mr. Knorr said if the second half payments follow a similar pattern as the first half, he expects the District to hit its target by December 31. Mr. Craig commented that the District has chosen to not defer payroll taxes. Mr. Roewe further said the District consulted with legal counsel prior to this determination. There was no further discussion.

**Executive Session,
 September 2020
 (Item VII.A.)**

REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE. Mr. Johnson moved and Mr. Teterud seconded for the Board to commence an executive session at 4:59 p.m. to discuss the Executive Director's third annual performance evaluation. Mr. Craig stated the purpose of the executive session was to review the performance of a public employee, with the duration anticipated as one hour.

Human Resources Director Toni Carnell initially joined the session, and Mr. Stumbough provided technical assistance to move the virtual session into a breakout room, which included only Mr. Roewe and Trustees. The Board returned from executive session and resumed the public meeting at

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**Executive Session,
September 2020
(Item VII.A.)**

5:33 p.m. Chair Craig will complete a summary of Mr. Roewe's evaluation to submit for District personnel files. There was no further discussion.

**Adjournment
(Item VIII.)**

Chair Craig adjourned the meeting at 5:34 p.m. The next Board Meeting was scheduled for Tuesday, October 20, 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