

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: OCTOBER 20, 2020**

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, October 20, 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; Rick Knorr, Finance Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

Guests via Conference Call: Seven (7).

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:00 p.m., and welcomed everyone in attendance.

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

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

Approval of Sept. 15 Regular Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the September 15, 2020, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Sept. - L01	57639-57743 and W00851-W00859	\$584,438.03	\$584,438.03
	09102020PR and 09252020PR	\$406,223.93	\$406,223.93
L01		Total	\$990,661.96

There was no discussion.

The motion was unanimously approved.

Meeting Minutes - Board of Trustees

October 20, 2020

Page 2

Unfinished Business Overdue Fines – Discussion (Item IV.C.1)

OVERDUE FINES: DISCUSSION. Regarding future discussion toward the potential decision to eliminate overdue fines for library materials, by consensus, the Board of Trustees decided to table this decision for the near term because of current economic uncertainty. In response to Board direction from September, staff provided additional information at this meeting regarding the longer-term financial impact of eliminating overdue fines, analysis of available data on overdue items, and the results of a pre-COVID-19 informal online survey of customers on the topic. Discussion ensued among the Board and staff based on the following recommendations by staff. Elimination of fines would amount to less than one percent loss of revenue; the District could continue to meet anticipated financial obligations for the foreseeable future without revenue from overdue fines; and the resulting benefits of goodwill and improved experience for customers and staff. In response to Mr. Roewe's query of Trustees, the board agreed to consider eliminating fines on children's materials only. Mr. Roewe said this topic will be added to the agenda for December, and expressed appreciation for the discussion and feedback. There was no further discussion.

Unfinished Business New Spokane Valley Library – Update (Item IV.C.2)

NEW SPOKANE VALLEY LIBRARY: UPDATE. Mr. Roewe reported positive fiscal news regarding the Library Capital Improvement Program grant status, as the new Spokane Valley Library grant proposal is one of 15 library improvement projects recommended to the Governor's Office and Legislature to be considered for inclusion in the Department of Commerce's 2021-2023 biennial capital budget. The project is recommended at \$2 million, the per-project maximum allowed by the grant program. He further reported the District's application to the Office of the State Treasurer LOCAL program is now in the second phase of review. In response to Trustee queries, Mr. Knorr said other funding options have potential if the District's application is ultimately denied, yet the LOCAL program is preferred. There was no further discussion.

New Business 2021 Preliminary Budget (Item IV.D.1a-d.)

2021 PRELIMINARY BUDGET. Via PowerPoint, Finance Director Rick Knorr summarized development of the preliminary budget for 2021. He noted the preliminary budget for next year was formulated on the approved 2020 budget, as well as the anticipated final budget results for 2020 and previous years. Mr. Knorr reviewed revenue and expenditure comparative summaries for 2020 and 2021. Revenue for 2021 is comprised of property taxes, contracted city payments, fines and fees, E-rate reimbursements, interest earnings and other, and grants and donations. Discussion ensued, with detailed reporting involving various revenues and expenses cost increases or decreases, and a list of key assumptions, all of which will impact the 2021 budget.

PUBLIC HEARING ON AUTHORIZED 2020 PROPERTY TAX REVENUE AND OTHER REVENUES. Mr. Craig called the required Public Hearing on Authorized 2021 Property Tax Revenue and Other Revenues to order at 4:44 p.m. and called for public testimony. Via PowerPoint, Mr. Knorr reviewed sources of revenue for the Library District. There was no

**New Business
2021 Preliminary
Budget
(Item IV.D.1a-d.)**

testimony. The hearing closed at 4:51 p.m.

ORGANIZATIONAL MEMBERSHIPS REVIEW. Mr. Johnson moved and Ms. Thompson seconded to approve inclusion of the presented organizational memberships and associated fees in the 2021 General Operating Fund. The list of organizational memberships included two new additions, Washington Association of Public Records Officers and Washington Nonprofits, with annual fees of \$50 and \$75 respectively.

There was no further discussion.

The motion was unanimously approved.

BOARD DIRECTION. Trustees agreed by consensus for staff to go forward with planning and completion of the final 2021 General Operating and Capital Projects Fund budgets as discussed. By request, next month staff will provide a comparative cost breakdown of a cost-of-living (COLA) salary adjustment of 1.39 percent, as defined by CPI-W in August 2020, as well as the budget impact of a 2 percent COLA. Mr. Knorr clarified positions with a compensation rate set at minimum wage, by default, would not be included in the COLA impact analysis. In regard to the now statewide Washington state Paid Family and Medical Leave program, the Board approved the District to continue payment for both employer and employee premiums for 2021, with payment of future employee premiums undecided.

Direction by consensus was also provided to staff to prepare an additional resolution for November, for a total of four, to declare substantial need for establishing the levy limit factor for 2020 property taxes for collection in 2021 at 1.0%, as allowed by RCW 84.55.0101, and to budget property tax revenues accordingly.

**New Business
HVAC Renovations
Project Contract
Award
(Item IV.D.2.)**

HVAC RENOVATIONS PROJECT CONTRACT AWARD. Ms. Calvert motioned and Mr. Teterud seconded approval of the HVAC Renovations Project contract award to Apollo Mechanical Contractors, located in Spokane, WA. Mr. Knorr reported the request for proposal was made available to the general public on Monday, September 28, 2020, and two (2) bids for the project were received before deadline on Friday, October 16. District staff recommended the lowest responsible bidder, Apollo Mechanical Contractors, for the contract award. Mr. Knorr further said the bid amount of \$259,769 was higher than the amount anticipated by the District, yet the contractor will also convert the indoor air filtration systems at all three libraries to improve the minimum efficiency reporting values, or MERVs, which report a filter's ability to capture smaller particles between 0.3 and 10 microns (μm)), a project that aligns with state recommendations, for a projected cost of \$10,000. In response to Ms. Calvert's query, Mr. Roewe said he does not anticipate there will be impending regulations or changes regarding filtration in the near term, yet timing for the District to include the conversion in the RFP to meet future recommendations was favorable.

Meeting Minutes - Board of Trustees

October 20, 2020

Page 4

**New Business
HVAC Renovations
Project Contract
Award
(Item IV.D.2.)**

There was no further discussion.

The motion was unanimously approved.

Mr. Roewe noted Ms. Thompson departed the meeting at 5:30 p.m. for a previously scheduled commitment.

**New Business
Personnel Policy –
HR02 and HR06
(Item IV.D.3.)**

PERSONNEL POLICY HR02 AND HR06. Mr. Teterud moved and Mr. Johnson seconded approval of the revised Personnel Policy, Section HR02-Hiring and Employment, and Section HR06-Employee Conduct, as suggested. Mr. Roewe said for the most part, the recommended changes were intended to either update the policy sections for compliance with new laws or to clarify or expand current practice. Recommended changes were also reviewed and approved by District legal counsel.

There was no discussion.

The motion was approved.

**New Business
Public Art in District
Facilities Policy
(Item IV.D.4.)**

PUBLIC ART IN DISTRICT FACILITIES POLICY. Mr. Johnson moved and Ms. Calvert seconded approval of the revised Public Art in District Facilities policy, as suggested. Mr. Roewe noted District legal counsel suggested terminology changes to provide additional flexibility to the Board in determination of how this policy would be implemented. Mr. Roewe noted this presents another future opportunity for Trustees to volunteer for committee participation when the new Spokane Valley Library project moves forward.

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, noting the biggest change was issued by the Governor in October that enabled libraries to offer limited in-library services as part of a revised Phase 2 Safe Start plan. Mr. Roewe reviewed the plan for safely reopening libraries in November. In response to Mr. Craig's query, Mr. Roewe said alternatives such as curbside pickup, Book A Librarian appointments, or other mobile services will be suggested for anyone unable or unwilling to wear a mask, as those alternate services would sufficiently address the District's compliance with the ADA. Staff has already been training to handle special circumstances. Mr. Roewe confirmed masks will be available for anyone without one. We want to be able to serve, and to do so, we must comply with current state-issued guidelines. There was no further discussion.

Meeting Minutes - Board of Trustees

October 20, 2020

Page 5

**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 November 17 will include updates on development and approval of the 2021 budget, a future Spokane Valley Library, and the District's response to the coronavirus pandemic. There was no further discussion.

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

In lieu of a report, Mr. Teterud asked about the handling of security for ballot boxes located at libraries. Mr. Roewe said security is the responsibility of the Spokane County Elections and Auditor's offices. Mr. Stumbough said because of heightened interest and concern, he has provided staff with guidelines to report any concerning behavior, yet it is not the District's role to intervene.

There were no other reports.

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

The Executive Director's written report for September 2020 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe had nothing further to report, and there were no questions. There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for September 2020, with data for customer use measures, programming, and library activities. In response to Mr. Teterud's comment, Mr. Stumbough said staff has looked into the possibility of hosting a public shred day sometime in the coming months. There was no further discussion.

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

Revenue and Expenditure Statement through September 30, 2020.

<u>Fund 001</u>	
Revenues	\$ 9,812,901
Expenditures	\$ 10,407,320
Ending Fund Balance	\$ 4,543,008
Fund Budget Expended	67.18%

Mr. Knorr further reported a request for proposal for the Argonne Library Roof Replacement Project was made available to the general public on October 12, with bids due Thursday, October 29, 2020. Trustees confirmed their availability to attend a special meeting on Monday, November 2, to award the contract. The meeting will be held via teleconference. There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:57 p.m. The next Board Meeting was scheduled for Tuesday, November 17, 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