

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: NOVEMBER 17, 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, November 17, 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:** Eight (8).

**Call to Order (Item I.)** Chair John Craig called the meeting to order at 4:03 p.m., and welcomed everyone in attendance.

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

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

**Approval of Oct. 20, Regular, and Nov. 2, Special Meeting Minutes (Item IV.A.)** Mr. Craig called for corrections to the Oct. 20, regular, and Nov. 2, 2020, special meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Oct. - L01	57744-57859 and W00860-W00871	\$698,794.36	\$698,794.36
	10092020PR and 10232020PR	\$404,560.48	\$404,560.48
L01		Total	\$1,103,354.84

There was no discussion.

The motion was approved.

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**Unfinished Business  
New Spokane Valley  
Library Project  
Update  
(Item IV.C.1)**

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. As previously reported to the Board, Mr. Roewe reiterated the District was approved to finance the new Spokane Valley Library building via the Washington State Treasurer's LOCAL program. Next steps for staff include finalizing and announcing a request for proposal to ultimately hire an owner's representative for the project, which will require a recommendation approval by the Board. Trustees commented this was great news for the District. Mr. Roewe expressed kudos to Mr. Knorr, noting he led the charge. Mr. Knorr further said the District does not plan to borrow the funds until 2022.

There was no further discussion.

**Unfinished Business  
2021 Budget  
(Item IV.C.2a-f)**

2021 BUDGET. Via PowerPoint, Finance Director Rick Knorr summarized development per board direction of the 2021 budget, and provided expanded details with comparison summaries of changes since the October meeting.

There was no further discussion.

COST OF LIVING ADJUSTMENT (COLA) FOR 2021. Mr. Johnson moved and Ms. Calvert seconded to approve a Cost of Living Adjustment of 1.39 percent for eligible District staff in 2021. In discussion, Trustees and staff agreed that aligning the cost of living adjustment with the CPI-W at 1.39 percent was the appropriate course of action for 2021.

There was no further discussion.

The motion was unanimously approved.

ADOPTING A 2021 BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION NO. 20-05). Mr. Teterud moved and Ms. Thompson seconded that Resolution No. 20-05, Adopting a 2021 Budget and Certifying it to the Board of County Commissioners, be adopted.

**RESOLUTION No. 20-05**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2021 BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2021 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no discussion.

The motion was unanimously approved.

AUTHORIZING 2020 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2021 (RESOLUTION NO. 20-06). Ms. Thompson moved and Mr. Johnson seconded that Resolution No. 20-06, Authorizing a 2020 Property Tax Levy Increase for Collection in 2021, be adopted. The resolution

**Unfinished Business** authorizes an increase in the regular property tax levy to be collected in  
**2021 Budget** 2021 in the amount of \$169,628, which is a percentage increase of 1.097%  
**(Item IV.C.2a-f)** from the previous year.

RESOLUTION No. 20-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2020 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2021; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

There was no discussion.

The motion was unanimously approved.

LEVYING THE REGULAR PROPERTY TAXES FOR SCLD FOR COLLECTION IN 2021 (RESOLUTION No. 20-07). Ms. Thompson moved and Mr. Teterud seconded that Resolution No. 20-07, Levying the Regular Property Taxes for SCLD for Collection in 2021, be adopted.

RESOLUTION No. 20-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2021 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2021 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no discussion.

The motion was unanimously approved.

DECLARATION OF SUBSTANTIAL NEED FOR PURPOSES OF ESTABLISHING THE LEVY LIMIT FACTOR FOR 2020 PROPERTY TAXES FOR COLLECTION IN 2021 (RESOLUTION No. 20-08). Mr. Johnson moved and Ms. Thompson seconded that Resolution No. 20-08, Declaration of Substantial Need for Purposes of Establishing the Levy Limit Factor for 2020 Property Taxes for Collection in 2021, be adopted.

RESOLUTION No. 20-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, MAKING A DECLARATION OF SUBSTANTIAL NEED FOR PURPOSES OF ESTABLISHING THE LEVY LIMIT FACTOR FOR 2020 PROPERTY TAXES TO BE COLLECTED IN 2021; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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**New Business  
2021 Preliminary  
Budget  
(Item IV.C.2a-f.)**

Mr. Knorr clarified Resolution No. 20-08 demonstrates the need to request the full levy amount, as well as sets the baseline for the 2022 budget.

There was no further discussion.

The motion was unanimously approved.

BOARD DIRECTION TO STAFF. Trustees indicated they were satisfied with the balanced budget for 2021. Mr. Roewe mentioned to adjust the current 2020 budget, a transfer of funds from the General Fund to the Capital Projects Fund is anticipated for next month's agenda.

There was no further discussion.

**New Business  
COVID-19 Response  
Update  
(Item IV.D.1.)**

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Mr. Roewe provided an update on the District's response to the coronavirus pandemic, noting in compliance with state guidelines, District libraries opened for limited in-person services on Thursday, November 12, and has now, per guidelines, and an abundance of caution, decided to roll back to offer only curbside services. Staff will review services offered again mid-December. Mr. Roewe said initial response from customers was good, and overall compliance in libraries was consistent. Mr. Roewe said he felt the decisions were appropriate to err on the side of caution and be a good community partner, and that the District's approach was consistent with other public libraries in Washington state.

By consensus, Mr. Roewe was given a vote of confidence by the Board of Trustees for recent decisions and safety measures taken in response to the coronavirus pandemic. Mr. Roewe expressed appreciation, and said he feels fortunate to have had no positive diagnoses among staff to date. He and the Leadership Team have encouraged staff to follow the Governor's guidelines.

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 December 15 will include updates, if any, on the 2021 budget, a new Spokane Valley Library, 2020 Work Plan review, and preview of the 2021 Work Plan, Board of Trustees' election of officers, and resolution with approval of the 2021 meetings and locations schedule. In addition, Mr. Teterud will be recognized for five years of service, as he retires from the Board on December 31. There was no further discussion.

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

Trustees discussed a special meetings schedule to conduct virtual interviews of 10 applicants for the upcoming position vacancy, and a proposed list of interview questions. Mr. Roewe reiterated it is the role of the Spokane County Board of Commissions to select and appoint the new trustee. The Library Board is able to be part of the process by conducting interviews and making a recommendation to the Board of Commissioners.

Ms. Calvert said she would be unable to attend the December 15 meeting.

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

There were no other reports.

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

The Executive Director's written report for October 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,  
October 2020  
(Item VI.C.)**

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

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

Revenue and Expenditure Statement through October 31, 2020.

<u>Fund 001</u>	
Revenues	\$ 14,244,755
Expenditures	\$ 11,445,839
Ending Fund Balance	\$ 7,936,344
Fund Budget Expended	70.43%

Mr. Knorr reported the 2020 budget is on pace for a surplus at year end. Board approval of a recommendation will likely be requested to transfer part of the surplus from the General Fund to the Capital Projects Fund. There was no further discussion.

**Adjournment  
(Item VII.)**

Chair Craig adjourned the meeting at 5:07 p.m. The next Board Meeting was scheduled for Tuesday, December 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.



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John Craig, Chair



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Patrick Roewe, Secretary to the Board of Trustees