

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: DECEMBER 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, December 15, 2020.

Present: Via Zoom Teleconference

John Craig - Chair
 Mark Johnson - Vice Chair
 Wes Teterud - Trustee
 Kristin Thompson - Trustee
 Patrick Roewe - Executive Director and Secretary

Excused: Ami Calvert - Trustee

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

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

Approval of Nov. 17, Regular, and Nov. 30 and Dec. 2, Special Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the Nov. 17, regular, and Nov. 30 and Dec. 2, 2020, special meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Nov. - L01	57860-57947 and W00872-W00880	\$514,330.18	\$514,330.18
	11102020PR and 11252020PR	\$395,029.65	\$395,029.65
L01		Total	\$909,359.83

There was no discussion.

The motion was approved.

Meeting Minutes - Board of Trustees

December 15, 2020

Page 2

**Unfinished Business
New Spokane Valley
Library Project
Update – Owner’s
Representative
Services Contract
Award
(Item IV.C.1)**

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE: OWNER’S REPRESENTATIVE SERVICES CONTRACT AWARD. Mr. Teterud moved and Mr. Johnson seconded approval of the Owner’s Representative Services Contract Award to Hammond Facilities Consulting. As previously reported to the Board, Mr. Roewe reiterated the role of the owner’s representative and reaffirmed the necessity and value of this role for the District because of the scope of work, as the District currently does not have in-house expertise for building projects. Mr. Knorr reported six proposals were received by Wednesday, December 9, at 4:00 p.m., and following key criteria review of all proposals, staff recommended Hammond Facility Consulting (HFC). HFC consulting has previous experience in the industry and results were successful as owner’s representative of the North Spokane Library remodel project. HFC presented the lowest fee structure, is available from start to finish, and fully capable. Mr. Knorr said previous results of the North Spokane Library remodel were on time and on budget.

There was no further discussion.

The motion was approved.

**Unfinished Business
2020 Budget –
Transfer of Funds
from the General
Fund to the Capital
Projects Fund
(Item IV.C.2a)**

2020 BUDGET. AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND (RESOLUTION NO. 20-09). Mr. Johnson moved and Mr. Teterud seconded approval of Resolution No. 20-09, Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund, be adopted. Mr. Knorr noted the amendment will increase the Capital Projects Fund by \$1,200,000. Five months cash on hand will remain. In response to Mr. Johnson’s query, Mr. Knorr said projects to complete before potentially reopening libraries in the spring include the new roof and exterior painting at Argonne Library and HVAC upgrades at three libraries. Mr. Knorr confirmed the budget includes funds to complete a security upgrade, noting the owner’s representative can help facilitate this project as well.

Ms. Thompson joined the meeting at 4:17 p.m.

RESOLUTION NO. 20-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND IN THE 2020 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no further discussion.

The motion was approved.

**Unfinished Business
2020 Work Plan –
Year in Review
(Item IV.C.3.)**

2020 WORK PLAN – YEAR IN REVIEW. Mr. Roewe reviewed the strategic initiatives of 2020, noting staff were able to achieve some of the objectives amid the coronavirus pandemic, and made headway on items discussed prior to the disruption. In response to Ms. Thompson’s query, Mr. Roewe

Meeting Minutes - Board of Trustees

December 15, 2020

Page 3

**Unfinished Business
2020 Work Plan –
Year in Review
(Item IV.C.3.)**

said the objective he would have most liked to have completed was installation of security cameras at library facilities. Although installation was not possible due to the pandemic, we can now better ensure there will be a single system for all library facilities, including the new, future Spokane Valley Library. Mr. Knorr further provided an update on improved parking lot lighting at Moran Prairie North Spokane, and Spokane Valley, noting parking lots have become brighter for which feedback has been positive.

There was no further discussion.

**New Business
2021 Work Plan
(Item IV.D.1.)**

2021 Work Plan. Mr. Roewe reviewed the main initiatives for next year, of which the components of operational safety and continuity are key. Overarching will be new Spokane Valley Library project, with a plan for construction phases to commence in 2022. In response to Ms. Thompson's query, Mr. Roewe said new projects for 2021 not carried over from 2020 are exterior painting of Argonne Library, the second phase of HVAC replacements, and the design process for the new Spokane Valley Library.

There was no further discussion.

**New Business
2021 Board Meeting
Schedule and
Locations Approval
(Item IV.D.2.)**

2021 BOARD MEETING SCHEDULE AND LOCATIONS (RESOLUTION NO. 20-10). Ms. Thompson moved and Mr. Teterud seconded that Resolution No. 20-10, on the Subject of Providing the Regular Board Meeting Schedule and Locations for 2021, be adopted. Mr. Roewe said staff defaulted to use of North Spokane Library because it is the only library with an additional meeting room not being used for quarantined materials. A new resolution to revise the schedule can be presented later in 2021, if necessary. Mr. Roewe further said meetings will be remote as long as required, noting the most recent proclamation extension ends January 19; thus, it has been confirmed the next board meeting will be held remotely.

RESOLUTION No. 20-10

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ON THE SUBJECT OF PROVIDING THE DATE, TIME, AND LOCATION OF THE REGULAR MEETINGS OF THE SPOKANE COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES FOR THE FOLLOWING CALENDAR YEAR; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no further discussion.

The motion was approved.

**New Business
2021 Board Meeting
Content Review and
Approval
(Item IV.D.3.)**

2021 BOARD MEETING POLICY REVIEWS, OVERVIEWS AND SPOTLIGHTS. Ms. Thompson moved and Mr. Johnson seconded approval of the 2021 Board Meeting policy reviews schedule. Mr. Roewe pointed out overviews and spotlights were suspended for next year, noting staff suggested that focus be the gist of District business during this time. In response to

Meeting Minutes - Board of Trustees

December 15, 2020

Page 4

**New Business
2021 Board Meeting
Content Review and
Approval
(Item IV.D.3.)**

Ms. Thompson's query, Mr. Roewe said Trustees can request to reinstate overviews and spotlights should the coronavirus pandemic continue beyond current expectations.

There was no further discussion.

The motion was approved.

**New Business
2021 Board of
Trustees' Officers
Election
(Item IV.D.4.)**

2021 BOARD OF TRUSTEES OFFICERS' ELECTION. Ms. Thompson nominated Mr. Craig to serve as chair. Mr. Teterud moved to approve the nomination, and Ms. Thompson seconded the motion.

In Favor: Mark Johnson, Wes Teterud, and Kristin Thompson.

Abstention: John Craig.

Absent: Ami Calvert.

The motion was approved.

Mr. Teterud nominated Mr. Johnson to serve as vice chair. Ms. Thompson moved to approve the nomination, and Mr. Teterud seconded the motion.

In Favor: John Craig, Mark Johnson, Wes Teterud, and Kristin Thompson.

Abstentions: None.

Absent: Ami Calvert.

The motion was approved.

Trustees thanked Messrs. Craig and Johnson for their ongoing leadership.

There was no further discussion.

**New Business
Trustee Recognition
(Item IV.D.5.)**

RECOGNITION OF RETIRING TRUSTEE WESLEY M. TETERUD (RESOLUTION NO. 20-11). Mr. Johnson moved and Ms. Thompson seconded that Resolution No. 20-11, Recognition of Retiring Trustee Wesley M. Teterud, be adopted.

RESOLUTION No. 20-11

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING RETIRING TRUSTEE WESLEY M. TETERUD'S SERVICE TO SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS.

Mr. Craig read the resolution aloud to Mr. Teterud and those in attendance.

In Favor: Mark Johnson, John Craig, and Kristin Thompson.

Abstention: Wesley M. Teterud.

Meeting Minutes - Board of Trustees

December 15, 2020

Page 5

**New Business
Trustee Recognition
(Item IV.D.5.)**

Absent: Ami Calvert.

The motion was approved.

Mr. Teterud thanked the Board of Trustees for its recommendation to the Board of County Commissioners, which provided him the opportunity to become appointed as trustee. He further thanked Mr. Roewe for his exemplary leadership and service. He further said he will informally be a champion of the new Spokane Valley Library. He commented that he has high regard for his successor, Jessica Hanson, and the skills she will bring to the Board. He said five years have flown and been a delight. Chair Craig said it has been great having Mr. Teterud on the board, and expressed his deepest thanks to him.

There was no further discussion.

**New Business
COVID-19 Response
Update
(Item IV.D.6.)**

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Mr. Roewe provided an update on the District's response to the coronavirus pandemic, noting the District opened briefly in compliance with state guidelines for limited in-person services the week of November 9; however, soon thereafter suspended services because of the rapidly changing public health landscape statewide and locally. Staff consulted with the Spokane Regional Health District prior to the determination, and will maintain the suspension through at least January 4, 2021. Mr. Roewe also noted the District recently had its first positive test for the virus among staff, resulting in a brief suspension of curbside services due to the CDC-recommended isolation period for potentially exposed staff. Curbside services District-wide continues to go well otherwise. There was no discussion.

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

Mr. Roewe reviewed forthcoming agenda items for the next two months. Among other items, the January 19 meeting will be held remotely and include an update on the new Spokane Valley Library, two policy reviews, and welcome of new Trustee Jessica Hanson, who was appointed to the Board of Trustees at 2 p.m. today by the Board of County Commissioners. Mr. Roewe said he plans to send Ms. Hanson a welcome letter, with information about a forthcoming orientation to the District. Trustees said they were pleased to hear their recommendation was accepted by the Board of County Commissioners. There was no further discussion.

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

Trustees expressed happy holiday wishes to all.

There were no other reports.

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

The Executive Director's written report for November 2020 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe commented it has been a challenging year and shared expressions of gratitude. He thanked the Board of Trustees for their leadership, support, and encouragement during the pandemic, and for their confidence, which enabled Mr. Roewe,

Meeting Minutes - Board of Trustees

December 15, 2020

Page 6

**Executive Director’s
Report, Nov. 2020
(Item VI.B.)**

Leadership Team, and staff to meet necessary challenges. He expressed appreciation to Mr. Teterud for his engagement with the District and staff, and his preparation for meetings. He further wished Mr. Teterud the best in his next chapter, noting he will be missed. He thanked the Leadership Team for their counsel and diligent work to find the District’s path forward amid ongoing uncertainty, and all staff for their flexibility and ability to adapt to changes along the way, noting their innovation, grit, and perseverance made plans happen on the front lines. He wished everyone in attendance a happy holiday season, and said he looks forward with hope to 2021. There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for November 2020, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to report, yet thanked Mr. Roewe and the Board of Trustees for their support, and retiring trustee Wes Teterud for the additional support he also provided to the District before he was appointed to a five-year term as Trustee. He echoed Mr. Roewe’s praise for the work of staff during this interesting year, commenting that staff had been incredibly resilient. He also said how glad he was for the District staff’s ability to carry out plans in response to the pandemic. There was no further discussion.

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

Revenue and Expenditure Statement through November 30, 2020.

<u>Fund 001</u>	
Revenues	\$ 15,284,572
Expenditures	\$ 12,469,127
Ending Fund Balance	\$ 7,952,872
Fund Budget Expended	80.49%

Mr. Knorr congratulated and thanked Mr. Teterud for his work and support of the District. There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 4:50 p.m. The next Board Meeting was scheduled for Tuesday, January 19, 2021, at 4:00 p.m., in a public meeting room at North Spokane Library. It has since been pre-determined and now confirmed the meeting will be held via teleconference due to Proclamation 20-28, as extended, by the governor.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees