

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: MARCH 17, 2020**

A special meeting of the Board of Trustees of Spokane County Library District was held in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 4:00 p.m., Tuesday, March 17, 2020.

Present: John Craig - Chair
 Mark Johnson - Vice Chair (via teleconference)
 Ami Calvert - Trustee
 Wes Teterud - Trustee
 Kristin Thompson - Trustee (via teleconference)
 Patrick Roewe - Executive Director and Secretary

Excused: None.

Also Present: Toni Costa, Human Resources Director; Rick Knorr, Finance Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

Guests: None.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:00 p.m., and welcomed everyone in attendance. Mr. Craig also noted Vice Chair Johnson and Trustee Thompson joined the meeting via teleconference.

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

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

Approval of Feb. 18, Regular, and Feb. 25 Special Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the Feb. 18, regular, and Feb. 25 special meeting minutes. The minutes stand approved as written.

Approval of Feb. 2020, Payment Vouchers (Item III.B.) Mr. Teterud moved and Ms. Calvert seconded approval of the February 2020 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Feb. - L01	56939-57053 and W00774-W00782	\$736,785.83	\$736,785.83
	02102020PR and 022520120PR	\$414,532.21	\$414,532.21
L01		Total	\$1,151,318.04

In response to queries from Mr. Teterud, Mr. Stumbough responded about a payment voucher issued to outreach vehicle consultant, Michael

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**Approval of
Feb. 2020,
Payment Vouchers
(Item III.B.)**

Swendrowski, who will assist with development of a future mobile library program. Mr. Stumbough said although the independent consultant was not from the area, he has worked with other libraries in the northwest and has excellent references.

There was no further discussion.

The motion was unanimously approved.

**Unfinished Business
None
(Item III.C.1)**

NONE.

**New Business
Financial
Management Policy
(Item IV.D.1.)**

FINANCIAL MANAGEMENT POLICY. Ms. Calvert moved and Mr. Johnson seconded approval of the Financial Management policy, as revised. The proposed changes were mostly for clarification, yet Mr. Knorr noted the required timeline for the annual budget adoption process has now been separated into actions required every year and those required only when necessary. The suggested revisions were also reviewed by District legal counsel. There were no questions.

There was no further discussion.

The motion was unanimously approved.

**New Business
COVID-19 Response
(Item IV.D.2.)**

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Mr. Roewe provided a handout outlining the District's Infectious Disease Outbreak Response Plan. He further explained how decisions were made to invoke the Emergency Closure of Facilities policy, which is Level 3 of five response levels, and enables staff to be placed on paid administrative leave, if necessary. Staff will continue to work onsite and remotely performing primary business functions and will explore innovative ways to provide and/or expand services, such as Storytime, during closure. Social media will be used to encourage use of digital materials from home. An uptick has already been seen in hoopla, and prices for digital books have come down from one publisher. Due dates for materials previously checked out and expiring library cards were moved to May 2. Overdue fines were also suspended until May 2. In response to a query from Mr. Craig, Ms. Costa said at this time approximately 20 percent of staff (35 employees) requested administrative leave or remote work assignment, though staff still have the opportunity to submit requests. In response to Mr. Johnson's query about the remodel at North Spokane, Mr. Roewe said the project can continue as planned, noting minimal staff will be on site with the contractor. Mr. Roewe said it was a monumental decision to close libraries, but it was the right one for the District to make in support of public health. Mr. Roewe said the decision was further validated by the recent proclamation from Governor Inslee closing various places of public accommodation, and he anticipates further directives from government agencies to have an impact in the near future.

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**New Business
COVID-19 Response
(Item IV.D.2.)**

Ms. Thompson thanked Mr. Roewe for making tough decisions. In turn, Mr. Roewe thanked the staff for their resilience, and his team, as they worked together to make difficult decisions involving the response plan.

There was no further discussion.

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

There were no reports.

**Executive Director's
Report, Feb. 2020
(Item V.B.)**

The Executive Director's written report for February 2020 provided prior to the meeting, included information on the Business Office, Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Regarding the upcoming restroom remodel project at North Spokane Library, Mr. Roewe said staff chose floor- over ceiling-mounted partitions for greater longevity and durability. Mr. Roewe further reported the required Public Records and Open Public Meetings Act(s) training that was part of the preliminary agenda for this meeting can be conducted individually online. He will subsequently send a link via email for Trustees to access the training.

There was no further discussion.

**Operations Report,
Feb. 2020
(Item V.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for February 2020, with data for customer use measures, programming, and library activities. In response to Mr. Teterud's query regarding The BookEnd library at Spokane Valley Mall, Mr. Knorr said he received notification that mall operating hours would be reduced because of the pandemic.

There was no further discussion.

**Fiscal Report,
Final Feb. 2020
(Item V.D.)**

Revenue and Expenditure Statement through February 29, 2020.

<u>Fund 001</u>	
Revenues	\$ 1237,619
Expenditures	\$ 2,432,655
Ending Fund Balance	\$ 2,952,392
Fund Budget Expended	14.97%

In response to queries from the Board, Mr. Knorr said for now he does not think the current six-week closure of libraries will noticeably impact the financial report. Janitorial and courier services will continue during this time.

There was no further discussion.

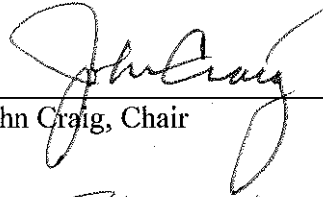
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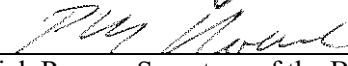
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**Adjournment
(Item VI.)**

Chair Craig adjourned the meeting at 4:24 p.m. Although the next Board Meeting was scheduled for Tuesday, April 21, 2020, at 4:00 p.m., in the public meeting room at Moran Prairie Library, with libraries closed through April 24, it will likely move to an online format.



John Craig, Chair



Patrick Roewe, Secretary of the Board of Trustees