

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JANUARY 19, 2021**

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, January 19, 2021.

Present: Via Zoom Teleconference

John Craig - Chair
Mark Johnson - Vice Chair
Ami Calvert - Trustee
Jessica Hanson - 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: Nine (9).

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 Ms. Thompson seconded approval of the agenda. The motion was unanimously approved.

Welcome Incoming Trustee (Item III.) WELCOME INCOMING TRUSTEE JESSICA HANSON. Trustees joined Chair Craig in welcoming new trustee Jessica Hanson. Ms. Hanson was appointed by the Spokane County Board of Commissioners to a five-year term on the Board of Trustees, effective January 1, 2021, through December 31, 2025.

There was no further discussion.

Public Comment (Item IV.) Mr. Roewe read aloud five (5) public comments received via email prior to the noon deadline today. Comments were submitted by Richie F. Brower, Timari Brower, Jennifer Jensen, Lisa Messinger, and Emily Thomas. All comments were requests for reinstatement of a staff member at Fairfield Library. In response to Ms. Thompson's query, Mr. Roewe explained although decisions involving relocation of staff have been unpopular at times, it was necessary to maximize staff schedules in response to state guidelines amid the coronavirus pandemic. The relocations were temporary and not permanent reassignments.

There was no further public comment.

Approval of Dec. 15, 2020, Regular Meeting Minutes (Item V.A.)

Mr. Craig called for corrections to the December 15, 2020, regular meeting minutes. There were no corrections; the minutes stand approved as written.

**Approval of
 December 2020,
 Payment Vouchers
 (Item V.B.)**

Ms. Calvert moved and Mr. Johnson seconded approval of the December 2020 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Dec. - L01	57948-58079 and W00881-W00889	\$1,154,404.06	\$1,154,404.06
	12102020PR and 12232020PR	\$419,397.91	\$419,397.91
L01		Total	\$1,573,801.97

There was no discussion.

The motion was unanimously approved.

**Unfinished Business
 New Spokane
 Library Project:
 Updates
 (Item V.C.1.)**

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATES. Mr. Roewe provided status updates and details about the Office of the State Treasurer LOCAL Program financing, Library Capital Improvement Program grant, future suggested amendment to the Interlocal Agreement with the city of Spokane Valley, and Request for Qualifications (RFQ) for Architectural Services. At this time, future Board approval will be requested to approve a potential amendment to the Interlocal Agreement with the city of Spokane Valley, first approved in 2012, and amended in 2017. The primary purpose for the amendment was to accommodate the shift in District funding away from the voted bond approach stated in the current iteration of the agreement. Mr. Roewe further said the city of Spokane Valley has provided ongoing support of the library project, and noted Deputy City Manager John Hohman will participate in the Architectural Services Review Committee, along with Mr. Craig, Mr. Johnson, Mr. Hammond, and staff. Mr. Roewe further reported the RFQ was published yesterday, January 18, in The Spokesman-Review, and will close to respondents on Friday, February 5. The Board of Trustees will be requested to approve the contract award for architectural services in the near future. In response to Ms. Hanson's query, Mr. Roewe said space allocation planning had not as yet taken place.

There was no further discussion.

**New Business
 Personnel Policy
 HR05 - Leave
 Addendum
 (Item V.D.1.)**

PERSONNEL POLICY HR05 LEAVE ADDENDUM. Ms. Thompson moved and Ms. Calvert seconded approval of Personnel Policy HR05-Leave Addendum, as revised. Ms. Carnell reported the Families First Coronavirus Response Act (FFCRA), put into effect April 1, 2020, expired at the end of 2020. Given the ongoing impact of the COVID-19 pandemic, the District extended similar benefits through June 30, 2021. Ms. Carnell further clarified the extension is only for the benefit; it does not expand entitlement. She explained the qualifying reasons for leave and corresponding pay rates vary. She further said as of December 2020, nearly 30 employees had used some aspect of FFCRA leave.

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**New Business
Personnel Policy
HR05 - Leave
Addendum
(Item V.D.1.)**

There was no discussion.

The motion was unanimously approved.

**New Business
Bulletin Boards and
(Item V.D.2.)**

BULLETIN BOARDS AND COMMUNITY INTEREST PUBLICATIONS POLICY.

Mr. Johnson moved and Ms. Thompson seconded approval of the Bulletin Boards and Community Interest Publications policy, as revised. Mr. Roewe said the recommended revisions were to provide greater flexibility in application of the policy.

There was no further discussion.

The motion was unanimously approved.

**New Business
Computer, Wireless
Network and
Internet Use Policy
(Item V.D.3.)**

COMPUTER, WIRELESS NETWORK AND INTERNET USE POLICY. Ms. Calvert moved and Ms. Hanson seconded approval of the Computer, Wireless Network and Internet Use policy, as revised. Mr. Stumbough said the suggested revisions were prompted by the recent addition of wireless hotspots. He said while there is not a technological method for the District to filter hotspots, a third-party device, the District has limited check-out to adults (18+) residing in the District's service area, who are responsible for compliance with District policies and all applicable local, state, and federal laws. Mr. Stumbough also clarified E-rate funding was not used for hotspots, as only in-library items qualify for those funds. Mr. Roewe further said the recommended revisions were reviewed by District legal counsel.

There was no discussion.

The motion was unanimously approved.

**New Business
COVID-19 Response
Update
(Item V.D.4.)**

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Mr. Roewe provided an update on the District's response to the coronavirus pandemic, noting changes in services in response to Healthy Washington—Roadmap to Recovery, which became effective January 11, 2021, and uses new public health metrics for determining when regions can move forward toward reopening. Spokane County is now part of the East Region, currently in Phase I, and provides curbside services only. Mr. Roewe further explained what the metrics mean for libraries and an eventual return to in-person services. The District will likely wait several weeks before returning to limited in-person services once the East Region progresses to Phase 2 in order to better confirm phase stability, as expanding services is considerable to implement and a quick return to Phase 1 would be disruptive for customers and staff. In response to queries from Trustees, Mr. Roewe said when libraries reopened briefly, in-person capacity was 25%, or lower, depending on the various sizes of District facilities. Staff counted customers who entered and explained restrictions. Masks and hand sanitizer were also made available. In response to Ms. Hanson's query, Mr. Roewe said to maximize air filtration and transfer at District facilities, HVAC filtering levels were increased to MERV 13 where possible, and

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New Business COVID-19 Response Update (Item V.D.4.)

supplemented by portable HEPA air filters. In response to Ms. Calvert's queries, Mr. Roewe said only one library employee, thus far, has tested positive for COVID-19, and further provided details about safety protocols the District has implemented. Currently there are no mandates in place to require staff to become vaccinated, yet the Leadership Team is exploring ways to encourage and facilitate vaccination of staff.

There was no further discussion.

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

Mr. Craig reviewed forthcoming agenda items for the next two months. Among other items, the February 16 meeting agenda will include an update on the new Spokane Valley Library project, city of Spokane Valley/SCLD Interlocal Agreement Amendment, two policy reviews—Collection Development and Exhibits and Displays, Reciprocal Use of Libraries 2020 report, and Coronavirus Response Update. Mr. Roewe reported future board meetings will be held remotely, as the state senate and house recently adopted Resolution 8402, which extends all of Governor Inslee's emergency proclamations indefinitely throughout the coronavirus state of emergency.

There was no further discussion.

Trustees' Reports (Item VII.A.)

Ms. Thompson and Ms. Calvert reported on personal events that occurred over the holidays. There were no other reports.

Executive Director's Report, Dec. 2020 (Item VII.B.)

The Executive Director's written report for December 2020 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. On behalf of staff and the Leadership Team, Mr. Roewe welcomed Ms. Hanson, and expressed how staff were looking forward to working with her. He further reported Customer Services Manager Gina Rice recently retired after 35 years of service to the District. During those years she helped shape circulation functions and customer service on the front lines in lasting and positive ways. Kris Barnes, former library supervisor at Deer Park, was welcomed into the customer service role. Mr. Roewe further reported he is reviewing proposed legislation submitted during the current legislative session, noting none of the bills submitted thus far is of immediate concern to libraries. He also said he will provide an update to the Spokane Valley City Council on Tuesday, January 26, on the status of the new Spokane Valley Library and funding plan. In response to Mr. Craig's query, Human Resources Director Toni Carnell said Jennie Anderson will replace Kris Barnes at Deer Park, and Autry Lehman will replace Ms. Anderson as library supervisor at Airway Heights. There was no further discussion.

Operations Report, December 2020 (Item VII.C.)

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for December 2020, with data for customer use measures, programming, and library activities. Mr. Stumbough further reported Airway Heights, Cheney, and

**Operations Report,
December 2020
(Item VII.C.)**

Medical Lake libraries were closed on Wednesday, January 13, because of power outages caused by the windstorm on January 12. The Medical Lake Library remained closed January 16-19 because a felled tree blocked use of the library parking lot. Mr. Roewe noted since the District does not own the Medical Lake Library facility, the city of Medical Lake will coordinate clean up as per the Interlocal Agreement with the city. There was no further discussion.

**Fiscal Report,
December 2020
(Item VII.D.)**

Revenue and Expenditure Statement through December 31, 2020.

<u>Fund 001</u>	
Revenues	\$ 15,929,907
Expenditures	\$ 15,160,944
Ending Fund Balance	\$ 5,906,391
Fund Budget Expended	93.29%

Mr. Knorr reported the first draft of year-end budget results for 2020 was included in this month's meeting packet, and said he was pleased with the results for both the General and Capital Projects funds. There was no further discussion.

**Adjournment
(Item VIII.)**

Chair Craig adjourned the meeting at 4:59 p.m. The next Board Meeting was scheduled for Tuesday, February 16, 2021, at 4:00 p.m., in a public meeting room at North Spokane Library. It has since been 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