

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 16, 2021**

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, February 16, 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 4:00 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 Jan. 19, 2021, Regular Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the January 19, 2021, regular meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of January 2021, Payment Vouchers (Item IV.B.) Ms. Calvert moved and Ms. Hanson seconded approval of the January 2021 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Jan. - L01	58080-58141 and W00890-W00901	\$723,472.07	\$723,472.07
	01082021PR and 01252021PR	\$409,327.71	\$409,327.71
L01		Total	\$1,132,799.78

Meeting Minutes - Board of Trustees

February 16, 2021

Page 2

**Approval of
January 2021,
Payment Vouchers
(Item IV.B.)**

In response to Trustee queries, Mr. Knorr said because of staff schedules during January, invoices were paid biweekly instead of weekly. Thus, there were fewer than usual payment vouchers issued for the month and only two payments to Overdrive. He further reported the Argonne Library roof replacement project is complete except for the required inspections, which will be conducted when the weather improves.

There was no further discussion.

The motion was unanimously approved.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Prior to today's meeting, Mr. Roewe provided a written update by email regarding status of the request for qualifications (RFQ) for architectural services, which closed Feb. 5, statement of qualifications (SOQ) scoring, and confirmed participants of the Architectural Services Selection Committee. The next step is to interview the short list of selected firms, which includes ALSC Architects, Integrus Architecture, and MMEC Architecture & Interiors. Mr. Roewe said in-person interviews will likely be conducted at CenterPlace at the end of the month now that Spokane County is in Phase 2. Mr. Craig said scores were close among respondents. Mr. Roewe further said the field of eight (8) respondents was strong, though the committee arrived at consensus quickly.

There was no further discussion.

**New Business
City of SV/SCLD
Interlocal
Agreement
Amendment
(Item IV.D.1.)**

CITY OF SPOKANE VALLEY/SCLD INTERLOCAL AGREEMENT AMENDMENT. Mr. Johnson moved and Ms. Thompson seconded approval of the 2021 Addendum to the Interlocal Agreement for Acquisition of Real Estate between City of Spokane Valley and Spokane County Library District, as amended. Mr. Roewe reiterated the inception of the agreement was in 2012, with the first amendment in 2017. Mr. Roewe said the primary purpose of this second amendment was to accommodate the shift in District funding away from the voted bond approach to fund a new library. He further noted there were additional clarifications, including an extension of the agreement to 2024. The District's legal counsel reviewed the amendment as well.

There was no further discussion.

The motion was unanimously approved.

**New Business
2020 Reciprocal Use
of Libraries Report
(Item IV.D.2.)**

2020 RECIPROCAL USE OF LIBRARIES REPORT. Operations Director Doug Stumbough said given the unusual circumstances of the coronavirus pandemic, analysis of data for the Reciprocal Use Report for 2020 was impacted. He further reviewed the usage results between SCLD and Spokane Public Library (SPL), and SCLD and Liberty Lake Municipal Library (LLML), noting an annual report is required per agreement, and reciprocal use data has historically been comparable. For 2020, however, circulation was significantly down, yet number of cardholders increased. Mr. Stumbough reiterated LLML has not been able to provide complete reciprocal use statistics since the inception of the agreement, yet did report

**New Business
2020 Reciprocal Use
of Libraries Report
(Item IV.D.2.)**

that 2,345 of its 6,417 registered cardholders live outside of Liberty Lake. However, its integrated library system (ILS) was not able to provide how many of those cardholders specifically reside in the District's service area or the actual number of items District residents have checked out. In response to Mr. Craig's query, Mr. Stumbough said he thinks the reciprocal use agreements remain beneficial to the mission of SCLD. Possible explanations of the skewed customer usage statistics were that customers used libraries in closest proximity to their homes during the shutdown, and closure of SPL libraries for renovations could have impacted use of District libraries as well.

There was no further discussion.

**New Business
Collection
Development Policy
(Item IV.D.3.)**

COLLECTION DEVELOPMENT POLICY. Ms. Calvert moved and Mr. Johnson seconded approval of the Collection Development policy, as revised. Mr. Roewe reviewed the significant changes, and Collection Development Director Andrea Sharps clarified the reasons for extending the review of library materials timeline from 14 days to 15 business days for purposes of a more thorough review process. In response to Ms. Calvert's query, Ms. Sharps said responses to customer requests for material purchases are sent weekly via email or USPS. If the District is unable to obtain a requested item, staff will attempt to order via interlibrary loan if the customer is a resident of the District's service area.

There was no further discussion.

The motion was unanimously approved.

**New Business
Exhibits and
Displays Policy
(Item IV.D.4.)**

EXHIBITS AND DISPLAYS POLICY. Ms. Hanson moved and Ms. Thompson seconded approval of the Exhibits and Displays policy, as revised. Mr. Roewe said the recommended revisions were intended to directly identify potential audiences, and provide more specific guidance on content that would not be permitted. Mr. Roewe further said the recommended revisions were drafted in collaboration with the District's legal counsel.

There was no discussion.

The motion was unanimously 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 changes in services in response to Healthy Washington—Roadmap to Recovery, which became effective January 11, 2021, and on February 14, because of improved metrics, the East Region moved to Phase 2. At this time, Mr. Roewe said the District plans to return to limited in-person services on Monday, March 8, and provided further details about the plan for reopening, noting curbside services will continue. In response to Ms. Hanson's query, Mr. Roewe said other libraries in Washington state are on a similar trajectory, noting Spokane Public Library and Stevens County libraries will likely have similar rollouts. Mr. Roewe further reported

Meeting Minutes - Board of Trustees

February 16, 2021

Page 4

**New Business
COVID-19 Response
Update
(Item IV.D.5.)**

there was a second positive COVID-19 diagnosis among staff that resulted in temporary suspension of curbside services at Argonne Library and impacted some functions of the District Administrative Offices.

There was no further discussion.

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

Mr. Craig reviewed forthcoming agenda items for the next two months. Among other items, the March 16 meeting agenda will include an update on the new Spokane Valley Library project, requested approval for the architectural services contract award, Children's Safety in Libraries policy review, District brand refresh presentation (tentative), and Coronavirus Response update. In response to Trustee queries, Human Resources Director Toni Carnell confirmed Staff Day will be held remotely on Monday, Oct. 11, via the Whova app. Ms. Carnell further said because of the coronavirus pandemic, staff determined October would likely be too early for 150 or more staff to meet for an in-person meeting.

There was no further discussion.

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

There were no reports.

**Executive Director's
Report, Jan. 2021
(Item VI.B.)**

The Executive Director's written report for January 2021 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe further said he will provide an update next month regarding legislative bills that have potential to affect the business of libraries. He also noted the status of the Library Capital Improvement Program grant will likely not be announced until the end of the 2021 session. There was no further discussion.

**Operations Report,
January 2021
(Item VI.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for January 2021, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to report, and there was no discussion.

**Fiscal Report,
Final Dec. 2020
(Item VI.C.)**

Revenue and Expenditure Final 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 reiterated the positive year-end results for 2020, and provided an update on the HVAC upgrades at Otis Orchards (OT), Airway Heights (AH), and North Spokane (NS). Mr. Knorr said he expected OT and AH to be completed today, and NS in approximately four weeks.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 4:35 p.m. The next Board Meeting was scheduled for Tuesday, March 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