

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MARCH 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, March 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; Amanda Flanery, Graphic Designer; Renee Klemmer, Graphic Design Assistant; 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.

Public Comment (Item III.) Mr. Roewe read aloud one (1) public comment received via email prior to the noon deadline today. The comment was submitted by a customer named Dave who requested an extension of the current 30-minute time limit for use of District computers. Mr. Roewe briefly responded to Trustee queries about the 30-minute limit and said further information would be provided during the COVID-19 Response Update, Agenda item IV.D.3. There was no further public comment.

Approval of Feb. 16, 2021, Regular Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the February 16, 2021, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Feb. - L01	58142-58271 and W00902-W00910	\$938,066.17	\$938,066.17
	02102021PR and 02252021PR	\$397,008.93	\$397,008.93
L01		Total	\$1,335,075.10

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

Mr. Roewe further reported a correction to the description for voucher #058236, noting payment of \$7,894.17, to Pro Mechanical Services, Inc., was for elevator repairs at Spokane Valley Library, not parking lot lighting upgrades as described. In response to Trustee queries, Mr. Knorr explained the repair was recommended for fire safety reasons as a result of a recent inspection.

There was no further discussion.

The motion was unanimously approved.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE – ARCHITECTURAL SERVICES CONTRACT AWARD. Ms. Hanson moved and Ms. Calvert seconded approval of the architectural services contract award to Integrus Architecture PS. In summary, Mr. Roewe said eight proposals for architectural services were received. Three firms were shortlisted and interviewed. Although all three firms appeared capable of successfully designing the new Spokane Valley Library, the interview committee selected Integrus Architecture as its first choice for three reasons: It has current library experience, a reputation for excellent construction documents and budget reliability, and prior successful experience with the District. Upon approval by the Board of Trustees, contract negotiation with Integrus will ensue to reach an agreement about scope of work, schedule, and fees. The District’s legal counsel will also conduct a contract review. If, however, negotiations are unsuccessful, the District would enter negotiations with the firm in second place, MMEC Architecture & Interiors. In response to Mr. Johnson’s queries, Mr. Knorr said costs will incur when the contract is signed, and preconstruction costs are negotiable, not fixed. Mr. Roewe further said funding sources for the project include the Capital Projects Fund, city of Spokane Valley for site improvements, and the Washington State Treasurer’s Office LOCAL program, although staff does not plan to draw funds before 2022.

There was no further discussion.

The motion was unanimously approved.

**New Business
District Brand
Identity Refresh
Presentation
(Item IV.D.1.)**

DISTRICT BRAND IDENTITY REFRESH PRESENTATION. Communication and Development Director Jane Baker reviewed the inception and purpose of the District’s brand identity refresh and said the project includes updates of the logo, colors, and fonts that visually represent the Library District. She introduced project lead Amanda Flanery, graphic designer, and Renee Klemmer, graphic design assistant. Ms. Flanery reviewed the multi-phase design process, which included feedback from a staff advisory committee, Board of Trustees, Leadership Team, staff, and feedback from 1,770 respondents via a customer survey on brand perception, which had a completion rate of 88 percent. Progress to date includes creation of three stylescapes, of which one would ultimately be selected to best represent the visual direction of the District in 2021, bring ease to wayfinding, and help set the District apart from other library systems. Next, stakeholders’ preferences of stylescapes will be compiled to determine project direction

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**New Business
District Brand
Identity Refresh
Presentation
(Item IV.D.1.)**

and applied to comprehensive design concepts. Staff can expect to see an internal rollout of the new brand identity in May. The public launch is planned for June. Trustees expressed appreciation for the presentation and said they look forward to the next update.

There was no further discussion.

**New Business
Children's Safety in
Libraries Policy
(Item IV.D.2.)**

CHILDREN'S SAFETY IN LIBRARIES POLICY. Mr. Johnson moved and Ms. Hanson seconded approval of the Children's Safety in Libraries policy, as revised. Mr. Roewe said the recommended revisions were made primarily for clarity and to update nomenclature. The policy was also reviewed by the District's legal counsel. In response to Mr. Johnson's query, Mr. Roewe said the policy was established to provide guidelines for staff to respond appropriately to assist at-risk children or anyone vulnerable, as these situations arise occasionally. Mr. Roewe said a District procedure is also in place for additional guidance.

There was no further discussion.

The motion was unanimously approved.

**New Business
COVID-19 Response
Update
(Item IV.D.3.)**

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Mr. Stumbough provided an update on the District's response to the coronavirus pandemic, noting changes in services in response to Healthy Washington—Roadmap to Recovery, and the move to Phase 2 on February 14. Mr. Stumbough reported the District reopened to limited in-person services on Monday, March 8, and reviewed the plan first used briefly by the District last November. New services included the addition of an early one-hour opening for high-risk or limited-mobility customers on Tuesdays and Saturdays from 11 a.m. to noon, and reduction of the library materials quarantine period from 72- to 24-hours. Mr. Stumbough further noted although industry guidelines are not yet available for the move to Phase 3 planned for March 22, in-person maximum capacity and time limits could expand. Mr. Roewe added the District will address computer time limits when in-person capacity increases in the next phase. Mr. Roewe also reported to help encourage COVID-19 vaccination rates and maintain a healthy and functioning workplace, the Leadership Team will enable staff to use up to two hours of Administrative Leave for their vaccine appointments. There was no further discussion.

Chair Craig noted Ms. Thompson was excused at 5:13 p.m. to attend a previously scheduled commitment.

**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 April 20 meeting agenda will include an update on the new Spokane Valley Library project, review of the Confidentiality of Library Records policy, and Coronavirus Response update.

There was no further discussion.

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

There were no reports.

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

The Executive Director's written report for February 2021 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe commented this month marks an entire year of what was first anticipated to be a three-week shutdown. He said we can all attest to the disruptions the coronavirus pandemic has caused, yet progress has been heartening and will hopefully continue. Mr. Roewe thanked all staff for their perseverance and grit, and noted the District was one of the last larger library systems to close and among the first to reopen. Trustees commented the silver linings were implementation of curbside pickup and the responsive, great work of staff. In response to Mr. Craig's query, Mr. Stumbough said delivery of the new 34-foot mobile library van is scheduled for July, with implementation of services planned for late summer or fall. Mr. Roewe provided an update on legislative bills that could potentially affect the business of libraries. He also said status of the Library Capital Improvement Program grant is yet to be announced. In consideration of the recent announcement by Dr. Seuss Enterprises, Mr. Roewe said in response to a query from Ms. Calvert that the District has no plans at this time to remove the books from the library collection. Collection Services Director Andrea Sharps said the collection has all six titles except On Beyond Zebra. And although the holds list jumped after the March 2nd announcement, the books will not be shared by libraries via interlibrary loan. Mr. Roewe reiterated the Collection Development policy's focus on intellectual freedom and stated the District's goal is to provide a collection that meets the needs of its community. Communication and Development Director Jane Baker said thus far the District had not received customer feedback about the Dr. Seuss announcement.

There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for February 2021, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to report, yet said he looks forward to providing more extensive Operations reports now that libraries are open. There was no further discussion.

**Fiscal Report,
Feb. 2021
(Item VI.D.)**

Revenue and Expenditure Final Statement through February 28, 2021.

<u>Fund 001</u>	
Revenues	\$ 2,501,866
Expenditures	\$ 15,160,944
Ending Fund Balance	\$ 3,813,385
Fund Budget Expended	14.99%

Mr. Knorr provided an update on the HVAC upgrade at North Spokane (NS), noting completion is anticipated by month's end. Upgrades at Otis Orchards and Airway Heights libraries were completed last month. The anticipated inspection and follow up to finish the new roof installed at Argonne Library was completed. Mr. Knorr will provide a final report at the

**Fiscal Report,
Feb. 2021
(Item VI.D.)**

April meeting.
There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:27 p.m. The next Board Meeting was scheduled for Tuesday, April 20, 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