

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: MAY 18, 2021**

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A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, May 18, 2021.

**Present:** Via Zoom Teleconference

John Craig - Chair  
 Mark Johnson - Vice Chair  
 Ami Calvert - Trustee  
 Jessica Hanson - Trustee  
 Kristin Thompson - Trustee

**Excused:** Patrick Roewe, Executive Director and Secretary

**Also Present via Conference Call:** Jane Baker, Communication & Development Director; Toni Carnell, Human Resources Director; Amanda Flanery, Graphic Designer; Patrick Hakes, IT Manager; Rick Knorr, Finance Director; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Amber Williams, Strategic Project Manager; and Patty Franz, Executive Assistant.

**Guest Presenters via Conference Call:** Integrus Architects Mark Dailey and Steven Clark.

**Guests via Conference Call:** Six (6).

**Call to Order (Item I.)** Chair John Craig called the meeting to order at 4:02 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.

**Approval of April 20, 2021, Regular Meeting Minutes (Item III.A.)** Mr. Craig called for corrections to the April 20, 2021, regular meeting minutes. There were no corrections; the minutes stand approved as written.

Ms. Calvert moved and Ms. Hanson seconded approval of the April 2021 bill payment vouchers as follows:

**Approval of April 2021, Payment Vouchers (Item III.B.)**

Fund	Voucher/Payroll Numbers	Subtotal	Total
April - L01	58385-58501 and W00920-W00934	\$945,344.27	\$945,344.27
	04092021PR and 04232021PR	\$416,614.23	\$416,614.23
L01		Total	\$1,361,958.50
L02	09592 HFC Services – (Capital Projects Fund)	Total	\$3,473.52

In response to Ms. Thompson’s query regarding payment to Apollo Mechanical Contractors for the HVAC Renovation Project, Mr. Knorr said

**Approval of  
April 2021,  
Payment Vouchers  
(Item III.B.)**

he anticipates an additional payment of \$26,000 to complete upgrades at Airway Heights, Otis Orchards, and North Spokane libraries. In response to Ms. Hanson's query, Mr. Knorr said Maureen Regalado has been a social media consultant to the District for several years. However, payments recently changed from a bimonthly to monthly schedule.

There was no further discussion.

The motion was unanimously approved.

**Unfinished Business  
New Spokane Valley  
Library Project  
Update  
(Item III.C.1.)**

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Mr. Stumbough welcomed Architects Mark Dailey and Steven Clark of Integrus Architecture to the meeting. The contract negotiation process with Integrus was completed and the contract signed on April 21, 2021. The initial work of the District's space planning team discussed last month transitioned to workshops led by Integrus as part of the programming phase of the project. Via PowerPoint, Messrs. Dailey and Clark shared results of the three workshops conducted with the space planning team, as well as guiding principles and design inspiration images for the new library. Emphasis was placed on how the culture of the District would be reflected by the new library and how the new library would reflect the character and history of its Spokane Valley community. Three concepts for development of the site were reviewed, which included general schematic layout of the space, volumetric feel and physical orientation of the building and parking in relation to Balfour Park, Sprague Avenue, and City Hall, and potential use of south-facing screening/signage to help create a town center or civic campus. Q&A and discussion ensued among Messrs. Dailey and Clark, Trustees, and staff. Topics included the potential for shared parking with city of Spokane Valley, planning for flexibility to enable repurposing of space allocations into the future, and potential for a drive-up window and/or book collection. Trustees indicated they were enthusiastically on board regarding the orientation of the library to the park. Next steps include programming and schematic design for completion by the end of May. The next phase is design development and user group meetings, with the preliminary cost estimate to follow by the end of June. Plans are to go out to bid early next year because of concerns about the current market cost conditions. In response to Mr. Craig's query, Mr. Dailey said promotional materials were expected to be available in a couple of weeks, to include boards for placement at the current Spokane Valley Library, and digital outreach for feedback from staff at large.

There was no further discussion.

**Unfinished Business  
District Brand  
Identity Refresh  
Update  
(Item III.C.2.)**

DISTRICT BRAND IDENTITY REFRESH UPDATE. Communication and Development Director Jane Baker reported the Communication Department continued toward the District's new brand identity since its presentation in March. Graphic Designer and Project Lead Amanda Flanery presented the three design concepts, all of which were based on feedback from various stakeholders, including staff. Trustees shared their individual preferences for all three concepts. Next, after staff selects their favorite concept, the overall

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**Unfinished Business  
District Brand  
Identity Refresh  
Update  
(Item III.C.2.)**

avored design will be refined for an internal rollout of the new brand identity in June and public launch to follow.

There was no further discussion.

**New Business  
EV Charging  
Stations Update  
(Item III.D.1.)**

ELECTRIC VEHICLE CHARGING STATIONS PROPOSAL. Mr. Johnson moved and Mr. Craig seconded approval of the Electric Vehicle Charging Stations proposal, as presented. Strategic Project Manager Amber Williams described the inception of the proposal, by first reiterating the new Mobile Services truck selected and approved by the Board of Trustees in July 2020 was a plug-in hybrid that will need an AC Level 2 electric vehicle (EV) charger. While discussions with Avista began in preparation for delivery of the new truck this summer, they evolved to include as part of a regional grant the possibility of installing EV charging stations at several library locations where the District is an Avista customer, and potentially at the future site of the new Spokane Valley Library, which will not be in Avista's service territory. Ms. Williams provided a detailed review of the proposed District charger sites for two types of EV chargers, and associated costs to the District and/or Avista for installation and ongoing maintenance and electricity costs, as well as the 10-year easement agreement and what comes next. Pending Board of Trustees' approval of the proposal, the District will sign master contracts followed by site evaluations and plans that will be conducted and submitted by Avista. If the District decides to proceed, Avista will install the chargers at predetermined locations, as proposed. Q&A and discussion ensued among Trustees and staff about charger selection, confirmation of total costs, and potential approval/involvement of cities. Chair Craig commented his prior concerns had been addressed and Trustees expressed their overall enthusiasm for what they viewed as a project beneficial to the District. Mr. Stumbough noted the project could also be beneficial toward achieving LEED Silver certification at the new Spokane Valley Library. Ms. Williams further reported Avista has offered the District a free, secure parking lot with camera security and charger through September 2021 for the new truck prior to completion of the new Spokane Valley Library where it will be housed.

There was no further discussion.

The motion was unanimously approved.

**New Business  
Personnel Policy  
HR05-Leave  
Addendum  
(Item III.D.2.)**

PERSONNEL POLICY. Ms. Hanson moved and Ms. Thompson seconded approval of Personnel Policy HR-05 Leave Addendum, as revised. Ms. Carnell said the recommended revisions were made to align with updated federal guidelines following the recent passage of the American Rescue Plan Act (ARPA) of 2021. Ms. Carnell further said these changes add two new potential reasons for taking leave and removes the link between leave taken for expanded Family Medical Leave. Provisions have been updated to sunset on September 30, 2021. The policy was also reviewed by the District's legal counsel. There was no further discussion.

The motion was unanimously approved.

**New Business  
WSIPC - SCLD  
Interlocal  
Agreement  
(Item III.D.3.)**

WSIPC-SCLD INTERLOCAL AGREEMENT. Ms. Thompson moved and Ms. Calvert seconded approval of the Washington School Information Processing Cooperative (WSIPC) and SCLD Interlocal Agreement, as presented. Mr. Stumbough said the WSIPC is a public non-profit cooperative that provides a variety of technology services to K-12 public and private schools and public agencies in Washington state. The program connects members to a network of technology partners, providing access to competitively-bid goods and services at a reasonable cost. Mr. Stumbough further said this agreement would enable the District to forego the request for proposal (RFP) process for certain purchases. IT Manager Patrick Hakes confirmed there is no annual fee to be part of the cooperative.

There was no further discussion.

The motion was unanimously approved.

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

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Mr. Stumbough said the District currently awaits formal guidelines from the state regarding the unanticipated announcement by the Governor on May 13 about the statewide reopening date of June 30 and adoption of new CDC guidelines for mask wearing. Meanwhile, the Leadership Team apprised staff on May 12 the District would expand its hours on June 21 from 10 a.m. to 6 p.m. on days each library is open and the high-risk hour would then be discontinued. In response to Ms. Thompson's query, Mr. Stumbough said at this time, Board of Trustees meetings would continue to be held remotely.

There was no further discussion.

**Public Comment  
(Item IV.)**

Mr. Stumbough 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 had comments about the District's response to the coronavirus pandemic restrictions.

There was no further public comment.

**Discussion Items,  
Possible Action  
Summer 2021  
Meeting Schedule  
(Item V.A.)**

Following a brief discussion, by consensus the Board of Trustees agreed to hold meetings as scheduled over the next three months. Ms. Thompson noted the June meeting could present a potential conflict for her schedule, but was unable to confirm at this time.

There was no further discussion.

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

Mr. Craig reviewed forthcoming agenda items for the next two months. Among other items, the June 15 meeting agenda will include updates on the new Spokane Valley Library project and Coronavirus Response as well as reviews of Procurement, Travel, and Memberships in Organizations policies.

There was no further discussion.

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

Ms. Calvert announced her resignation from the Board of Trustees. Her final meeting will be June 15, as she and her family will soon relocate to another state. Ms. Calvert said her time on the Board had been a pleasure and she expressed thanks to Trustees for welcoming her and making her feel part of the team. Chair Craig thanked Ms. Calvert for her participation and wished her the best of luck. Discussion ensued among Trustees regarding the position vacancy and search for a replacement via the Spokane Board of County Commissioners. This topic will be added to the June agenda for continued discussion.

There was no further discussion.

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

The Executive Director's written report for April 2021 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. In Mr. Roewe's stead, Mr. Stumbough had nothing further to report. There was no further discussion.

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

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

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

Revenue and Expenditure Final Statement through April 30, 2021.

<u>Fund 001</u>	
Revenues	\$ 6,478,253
Expenditures	\$ 4,966,634
Ending Fund Balance	\$ 7,375,102
Fund Budget Expended	29.75%

Mr. Knorr had nothing further to report. There was no further discussion.

**Adjournment  
(Item VII.)**

Chair Craig adjourned the meeting at 5:59 p.m. The next Board Meeting was scheduled for Tuesday, June 15, 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.



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John Craig, Chair



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Patrick Roewe, Secretary to the Board of Trustees