

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JUNE 15, 2021**

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, June 15, 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; Doug Hammond, Owner’s Representative; and Patty Franz, Executive Assistant.

Guests via Conference Call: Eight (8).

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.) Ms. Hanson moved and Mr. Johnson seconded approval of the agenda. The motion was unanimously approved.

Approval of May 18, 2021, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the May 18, 2021, regular meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of May 2021, Payment Vouchers (Item III.B.) Ms. Calvert moved and Ms. Thompson seconded approval of the May 2021 bill payment vouchers as follows.

Fund	Voucher/Payroll Numbers	Subtotal	Total
May - L01	58502-58601 and W00929-W00943	\$671,882.56	\$671,882.56
	05102021PR and 05252021PR	\$399,091.88	\$399,091.88
L01		Total	\$1,070,974.44
L02	09593 HFC Services – (Capital Projects Fund)	Total	\$2,951.88

Meeting Minutes - Board of Trustees

June 15, 2021

Page 2

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

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. Roewe said the Schematic Design and Programming document for the new library was distributed last week by Integrus Architecture, and the Design Committee met earlier today for a presentation on the design concepts. Via PowerPoint, Mr. Roewe presented exterior and interior schematic design slides from the comprehensive design book, noting designs were based on feedback, yet conceptual and not the finished product. Q&A and discussion ensued among Trustees and staff. Ms. Hanson commented on the efficient use of square footage, which lowered the cost per sq. ft. and created more usable spaces for customers and staff. Mr. Roewe further presented the preliminary project budget from June 2020 and updated budget for June 2021, which demonstrated a slight increase of anticipated costs. Messrs. Roewe and Knorr said the District was prepared for construction costs increases by way of the Capital Projects Fund reserve. Mr. Roewe said next steps include determination of materials costs and direction from the Commerce Department, Tribes, and more information about LEED certification. Overall, the Board and Leadership Team were supportive of the design direction for the project and enthusiastic for the how the community will ultimately benefit from the new building.

There was no further discussion.

**Unfinished Business
Upcoming Trustee
Position Vacancies
(Item III.C.2.)**

UPCOMING TRUSTEE POSITION VACANCIES-DISCUSSION. Following a brief discussion, by consensus the Board of Trustees directed staff to proceed as usual to notify the Board of County Commissioners about the current vacancy. Trustees also decided applicant interviews will be held in person.

There was no further discussion.

**New Business
Resumption of In-
Person BoT
Meetings
(Item III.C.3.)**

RESUMPTION OF IN-PERSON BOARD OF TRUSTEES MEETINGS. Following a brief discussion, by consensus the Board of Trustees chose to resume in-person meetings at its next meeting. Mr. Roewe said a resolution would be required to change meeting locations for the remainder of 2021, as North Spokane Library was selected as the meeting venue for 2021 because of space limitations at other libraries. Although it was determined the North Spokane Library will be the venue for July and August, with the quarantine requirement of library materials recently lifted, meetings could be held at other libraries. Monthly reports presented by staff about library programs and activities will resume in September as well. Regarding the move to in-person meetings, Mr. Roewe said masking requirements remain the same depending on vaccination status, as directed by the state.

There was no further discussion.

Meeting Minutes - Board of Trustees

June 15, 2021

Page 3

**New Business
Travel Policy
(Item III.D.2.)**

TRAVEL POLICY. Ms. Thompson moved and Mr. Johnson seconded approval of the Travel policy, as revised. Mr. Roewe said most suggested changes were to include specific procedural details about expense reimbursement to demonstrate stewardship of public funds. The policy was also reviewed by the District's legal counsel.

There was no further discussion.

The motion was unanimously approved.

**New Business
Memberships in
Organizations Policy
(Item III.D.3.)**

MEMBERSHIPS IN ORGANIZATIONS POLICY. Ms. Calvert moved and Ms. Hanson seconded approval of the Memberships in Organizations policy, as revised. The recommended revisions were made primarily for clarification and were reviewed by the District's legal counsel. Mr. Roewe said the Board of Trustees review and approve all organizational memberships paid by the District as part of the annual budget process.

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. Roewe reviewed the new state guidelines regarding face coverings announced May 13, and the resulting changes for customers and staff. The District also followed guidance from the Washington Department of Labor & Industries (L&I) regarding verification of vaccination status, with staff visually demonstrating to customers they were fully vaccinated by wearing a required District-provided button on an ID badge or lanyard. Preparations are underway for libraries to expand open hours on July 6. A return to in-person programming and after-hours meeting room use are planned for fall.

There was no further discussion.

**Public Comment
(Item IV.)**

Mr. Roewe read aloud two (2) public comments received via email prior to the noon deadline today. The first was submitted by Anonymous who commented about aspects of the Board of Trustees meeting held May 18. The second was submitted by customer Linda Smith who commented about the District's response to the coronavirus pandemic.

There was no further public comment.

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

Mr. Craig reviewed forthcoming agenda items for the next two months. The next meeting will be held at North Spokane Library on July 20. Among other items, the agenda will include updates on the new Spokane Valley Library project and Coronavirus Response as well as reviews of Procurement, Code of Conduct, and Volunteer Program policies. Also, with recent approval of Juneteenth as a state holiday, Mr. Roewe said a resolution will be presented for approval to formally establish all District holidays. In addition, Board approval is tentatively planned for a pending interlocal agreement with Spokane Regional Clean Air Agency.

Meeting Minutes - Board of Trustees

June 15, 2021

Page 4

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

Mr. Stumbough provided further information about the external air quality monitors planned for future installation at Argonne and Otis Orchards libraries.

There was no further discussion.

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

In lieu of reports, Trustees again expressed best wishes to Ms. Calvert, as this was her final meeting as a District trustee and Spokane County resident. Mr. Roewe expressed his appreciation for her service to the District and wished her the best with future travels.

There was no further discussion.

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

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

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for May 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,
May 2021
(Item VI.D.)**

Revenue and Expenditure Final Statement through May 31, 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 further reported the State Auditor's Office had begun its biennial financial and compliance audit of the District for years 2019 and 2020. The entrance document was sent via email to the Board of Trustees on June 7, and an exit conference could be scheduled before month's end, for which an invitation will be extended to Trustees. Mr. Knorr further reported the external painting project is underway at Argonne Library and is anticipated to be completed within four weeks.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 4:50 p.m. The next in-person Board Meeting is scheduled for Tuesday, July 20, 2021, at 4:00 p.m., in a public meeting room at North Spokane Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees