

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JULY 20, 2021**

A regular meeting of the Board of Trustees of Spokane County Library District was held in-person and via teleconference at North Spokane Library at 4:00 p.m., Tuesday, July 20, 2021.

Present: In-Person and via Zoom Teleconference

John Craig - Chair
 Mark Johnson - Vice Chair
 Jessica Hanson - Trustee
 Kristin Thompson - Trustee (via Teleconference)
 Patrick Roewe - Executive Director and Secretary

Excused: None.

Also Present: 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: Five (5).

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. Hanson seconded approval of the agenda. The motion was unanimously approved.

Public Comment (Item III.) There was no public comment.

Approval of June 15, 2021, Regular Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the June 15, 2021, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
June-L01	58602-58703 and W00944-W00953	\$681,699.17	\$681,699.17
	06102021PR and 06252021PR	\$410,063.64	\$410,063.64
L01		Total	\$1,091,762.81
L02	09594 HFC Services – (Capital Projects Fund)	\$2,642.92	\$2,642.92

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

	09595 Void Voucher – (Printer Alignment Error)	0.00	0.00
	09596 Integrus Architecture – Pmts 1&2 (New SV Library Design)	\$160,931.37	\$160,931.37
L02		Total	\$163,574.29

There was no further discussion.

The motion was unanimously approved.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Via PowerPoint, Mr. Roewe shared the design progress update of the new library and preliminary park concept from Integrus Architecture. The updated renderings provided several views of the building, sense of scale, layout, and how the library will fit into the park. Messrs. Roewe and Knorr updated the Board on the anticipated cost increases for the new library. The current budget for the project is now approximately \$14.8 million, an increase of about \$650,000 from the initial budget. Although the District will be able to absorb the increase without borrowing additional funds, value engineering is being conducted. Mr. Roewe noted Integrus architects will attend another board meeting when the design element is completed. He also noted that he and Mark Dailey will give a presentation to the Spokane Valley City Council on Tuesday, July 27. In response to Mr. Craig’s query, Mr. Roewe said PEX is considered a durable long-term product. Ms. Hanson commented it was wise to find other ways to lower costs but not sacrifice square footage.

There was no further discussion.

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

DISTRICT BRAND IDENTITY REFRESH UPDATE. Ms. Baker officially announced the new brand to the Board of Trustees, noting the new look was revealed internally on July 2 and announced to the public on July 8. The website has been updated as well. The Brand Refresh project included soliciting input from all stakeholders. On behalf of the Communication Department and Leadership Team, Ms. Baker expressed thanks to Trustees for their valuable commentary and discussion during the design phase.

There was no further discussion.

**Unfinished Business
 Upcoming Trustee
 Position Vacancies
 (Item IV.C.3.)**

UPCOMING TRUSTEE POSITION VACANCIES-DISCUSSION. Mr. Roewe said six of the nine applications received for the position vacancy had residences in the District’s service area and were therefore eligible for the position. The other three applicants were city of Spokane residents and unfortunately not eligible. Following a brief discussion, Trustees decided by consensus to hold an in-person special meeting to conduct six interviews on Monday, August 9, at 3 p.m., in the meeting room at Argonne Library. The interview questions used in 2020 were determined sufficient to be used again. Trustees will ask two questions each of the six candidates. Mr. Roewe will distribute application packets to Trustees following adjournment of this meeting. There was no further discussion.

**New Business
Establishing District
Holidays
(Item IV.D.1.)**

ESTABLISHING DISTRICT HOLIDAYS (RESOLUTION No. 21-01). Mr. Johnson moved and Ms. Thompson seconded approval of Resolution No. 21-01, Establishing Spokane County Library District Holidays. Mr. Roewe reiterated the background for Juneteenth, which will go into effect next year in accordance with newly revised state law. Staff worked with the District's legal counsel to develop the resolution. Mr. Roewe also pointed out nomenclature for Native American Heritage Day was adopted for what was formerly the day after Thanksgiving holiday, also in accordance with state law.

RESOLUTION No. 21-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ESTABLISHING A HOLIDAY SCHEDULE; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no further discussion.

The motion was unanimously approved.

**New Business
SRCAA and SCLD
Interlocal
Agreement
(Item IV.D.2.)**

INTERLOCAL AGREEMENT BETWEEN SPOKANE REGIONAL CLEAN AIR AGENCY AND SPOKANE COUNTY LIBRARY DISTRICT. Ms. Hanson moved and Mr. Johnson seconded approval of the Interlocal Agreement between Spokane Regional Clean Air (SRCAA) and Spokane County Library District. Mr. Stumbough said the District was contacted by the SRCAA to ask if it would collaborate with them to install outdoor air quality sensors at Argonne and Otis Orchards libraries. The air quality sensors would be part of a network of sensors that provide real-time, publicly accessible monitoring of airborne particulate matter such as dust and smoke particles. The District will host the sensors and provide power and a Wi-Fi connection. SRCAA will install and maintain the sensors and provide training for staff. SRCAA will also coordinate with the District for educational opportunities that focus on air quality. The District's legal counsel reviewed the interlocal agreement.

There was no further discussion.

The motion was unanimously approved.

**New Business
Procurement Policy
(Item IV.D.3.)**

PROCUREMENT POLICY. Ms. Thompson moved and Ms. Hanson seconded approval of the Procurement policy, as revised. Mr. Knorr said the purpose of the policy is to provide basic rules for all District purchases of goods and services, noting the substantive primary changes were the proposed revisions to minimal and informal competition levels and the reasons behind the suggested changes, including increased flexibility. In response to Mr. Johnson's query, Mr. Knorr said the District will continue to follow the procedure for informal competition and increase Board awareness of projects in that level of competition, such as in the budget planning process. In response to Mr. Craig's query about documenting, Mr. Roewe said staff would evaluate if there were a means to procedurally

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**New Business
Procurement Policy
(Item IV.D.3.)**

document purchases on the higher end of the minimal competition range.
There was no further discussion.

The motion was unanimously approved.

**New Business
Volunteer Program
Policy
(Item IV.D.4.)**

VOLUNTEER PROGRAM POLICY. Mr. Johnson moved and Ms. Thompson seconded approval of the Volunteer Program policy, as revised. Ms. Carnell said there were no substantive changes to the policy, yet it was scheduled for biennial review.

There was no further discussion.

The motion was unanimously approved.

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

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. In response to Mr. Roewe, the Board of Trustees approved this as the final standalone report on the District's response to the coronavirus pandemic unless public health circumstances change. The monthly Executive Director's report will incorporate future updates. In response to Ms. Hanson's query, Mr. Roewe said in-person programming is anticipated to begin this fall and will hopefully dovetail with vaccine availability for children under 12 years of age. Mr. Stumbough further said there will be a significant impact on customer-use statistics when programs again draw customers inside libraries.

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. The next meeting will be held at North Spokane Library on August 17. Among other items, the agenda will include updates on the new Spokane Valley Library project as well as reviews of the Code of Conduct and Customer Privileges and Responsibilities policies. There will also be a resolution to reestablish Board of Trustees meeting locations for the remainder of 2021, now that in-person meetings have resumed.

There was no further discussion.

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

Regarding the Positive Interactions reports, Mr. Craig gave a shoutout to Medical Lake Library employees for their swift service to provide manga books to teenagers outside the library. Mr. Johnson said he also enjoyed the reports.

There was no further discussion.

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

The Executive Director's written report for June 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 shared photos of the recently painted Argonne Library, noting the new colors mesh well with the stone exterior. Staff were pleased with results. Regarding the performance review of the Executive Director scheduled for September, Human Resources

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

Director Toni Carnell reviewed the upcoming process and said Trustees will have all needed information by September.

There was no further discussion.

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

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

Revenue and Expenditure Final Statement through June 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%

Regarding the state audit, Mr. Knorr said an exit conference is anticipated to be scheduled by mid-August, for which the Board will be invited to attend. In response to Mr. Johnson's query, Mr. Knorr said he was aware of only one item from the SAO auditor regarding electronic fund transactions (EFT), suggesting the District should have a policy documenting its internal controls of EFT.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:15 p.m. The next in-person Board Meeting is scheduled for Tuesday, August 17, 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