

BOARD OF TRUSTEES MEETING MINUTES: AUGUST 17, 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, August 17, 2021.

Present: In-Person and via Zoom Teleconference

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

Excused: None.

Also Present: Jane Baker, Communication & Development Director; Toni Carnell, Human Resources Director; Rick Knorr, Finance Director; Jill-Lynn Nunemaker, Development Manager; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

Guests via Conference Call: Two (2).

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:04 p.m., and welcomed everyone in attendance.

Agenda (Item II.) Ms. Thompson 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 July 20, Regular, and August 9, Special Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the July 20, regular, and August 9, 2021, special meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
July-L01	58704-58808 and W00954-W00970	\$653,337.12	\$653,337.12
	07092021PR and 07232021PR	\$408,582.95	\$408,582.95
L01		Total	\$1,061,920.07
L02	09597 GeoEngineers – (Geotechnical Survey)	\$4,600.00	\$4,600.00

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

	09598 HFC Services – (Owner’s Representative)	\$3,026.32	\$3,026.32
	09599 Integrus Architecture – Pmt. 3 (New SV Library Design)	\$58,788.56	\$58,788.56
L02		Total	\$66,414.88

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. Mr. Roewe reported work on the new Spokane Valley Library transitioned from the schematic design phase to the design development phase, which will continue through the end of summer. In this phase, the schematic plans are reviewed, revised, and expanded, and many of the prominent features of the design will be finalized. Mr. Roewe shared updated images from the design site and pointed out changes in the ceiling beams from single to double beams. He also provided an outline for what comes next before the contracting phase. Mr. Roewe gave advance notice of what will likely be a special meeting scheduled before month’s end for the Board of Trustees to approve a right of way deed and utility access easements on the Balfour Park property. Next steps include an online-based opportunity for staff District-wide to view progress and provide feedback. Information boards for the public will be placed in the current Spokane Valley Library later this year.

There was no further discussion.

Unfinished Business 2021 Board Meeting Schedule and Locations Approval (Item IV.C.2.)

2021 BOARD MEETING SCHEDULE AND LOCATIONS (RESOLUTION NO. 21-02). Ms. Hanson moved and Mr. Johnson seconded that Resolution No. 21-02, on the Subject of Providing the Regular Board Meeting Schedule and Locations for the remainder of the Calendar Year, be adopted. Mr. Roewe noted if the public coronavirus landscape changes, future meetings could again be held remotely.

RESOLUTION NO. 21-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ON THE SUBJECT OF PROVIDING THE DATE, TIME, AND LOCATION OF THE REGULAR MEETINGS OF THE SPOKANE COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES FOR THE REMAINDER OF THE CALENDAR YEAR; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no further discussion.

The motion was unanimously approved.

**New Business
Library Foundation
of Spokane County
and Spokane Valley
Library Capital
Campaign
(Item IV.D.1.)**

LIBRARY FOUNDATION OF SPOKANE COUNTY AND SPOKANE VALLEY CAPITAL CAMPAIGN. Development Manager Jill Nunemaker introduced via PowerPoint the newly formed Library Foundation of Spokane County for the District, including its mission, goals, and current members. An overview of the Capital Campaign timeline for Spokane Valley Library, with a goal of one million dollars was also presented. The new foundation and nine-member board developed over the past eighteen months has a District-wide focus and multifaceted fundraising approach. In September it will apply for 501(c)(3) status, which would expand its ability to raise funds to further the District's mission. The Foundation plans to also expand donation methods in the future. In response to a query from Ms. Thompson, Ms. Nunemaker said she anticipates the Foundation to obtain 501(c)(3) status by mid-December 2021, with a campaign kickoff planned for March 2022.

There was no further discussion.

**New Business
Agreement between
Library Foundation
and SCLD
(Item IV.D.2.)**

AGREEMENT BETWEEN LIBRARY FOUNDATION OF SPOKANE COUNTY AND SPOKANE COUNTY LIBRARY DISTRICT. Mr. Johnson moved and Ms. Thompson seconded approval of the agreement between the Library Foundation of Spokane County and Spokane County Library District. This agreement defines the relationship between the Foundation and the District and the responsibilities of each entity in the mutual exchange of services. Ms. Baker said the District's legal counsel also reviewed the agreement, which was written for flexibility into the future as the Foundation continues to grow. Ms. Baker said the Foundation Board also approved the agreement, and pointed out the Board's diverse demographics and work experience.

There was no further discussion.

The motion was unanimously approved.

**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 Moran Prairie Library on September 21. Among other items, the agenda will include updates on the new Spokane Valley Library project and reviews of the Emergency Closure of Facilities and Use of 3D Printing and Cutting Equipment policies. There will also be an overview of the integrated library system (ILS) and an approval recommendation for the ILS products and services contract award. The Executive Director's annual performance review will also be held. In response to Mr. Roewe's reminder, Ms. Thompson said she would be interested in an overview of The Studio at Spokane Valley Library, and Mr. Craig requested an overview be scheduled when the two new trustees are in place on the topic of staff, positions, and salaries.

There was no further discussion.

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

Ms. Thompson commented that while conducting research she noticed two library districts in Western Washington have reverted to requiring face coverings as of August 13 and asked if the District planned to do so as well. There was no further discussion.

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

The Executive Director's written report for July 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 reported a recommendation letter was sent to the Board of County Commissioners following the special meeting held August 9, and the Board of Trustees will be apprised as soon as a trustee appointment is scheduled. Regarding COVID-19 updates, although vaccine mandates from the Governor's Office do not apply to the District, a decision will soon be made regarding face coverings for staff and customers. In response to Ms. Hanson's query, Ms. Carnell said informational material has and will continue to be provided to keep staff informed regarding the WA Cares Fund, which goes into effect January 1, 2022.

There was no further discussion.

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

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

Revenue and Expenditure Final Statement through July 31, 2021.

<u>Fund 001</u>	
Revenues	\$ 9,806,911
Expenditures	\$ 8,292,754
Ending Fund Balance	\$ 7,398,112
Fund Budget Expended	49.68%

Regarding recent changes in janitorial services at the District, Mr. Knorr said ABM has been in place on a month-to-month basis since July 1, as the previous provider was not able to dependably provide adequate staffing nor consistently meet the requirements of the contract. Mr. Knorr said a janitorial services contract request for proposal (RFP) announcement is planned for September.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:16 p.m. The next in-person Board Meeting is scheduled for Tuesday, September 21, 2021, at 4:00 p.m., in a public meeting room at Moran Prairie Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees