

BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 21, 2021

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via teleconference at Moran Prairie Library at 4:00 p.m., Tuesday, September 21, 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; Sheri Boggs, Collection Development Librarian; Toni Carnell, Human Resources Director; Patrick Hakes, IT Manager; Rick Knorr, Finance Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

Guest Presenters: Steven Clark and Katie Vingelen of Integrus Architecture.

Guests via Conference Call: Four (4).

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.) 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 Aug. 17, Regular, and Aug. 30, Special Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the August 17, regular, and August 30, 2021, special meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Aug. - L01	58809-58895 and W00971-W00980	\$565,709.40	\$565,709.40
	08102021PR and 08252021PR	\$402,656.39	\$402,656.39
L01		Total	\$968,365.79

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

L02	9600 HFC Services – (Owner’s Representative)	\$3,822.75	\$3,822.75
	9601 Green Business Certification	\$1,500.00	\$1,500.00
	9602 Integrus Architecture – Pmt. 4 (New SV Library Design)	\$51,851.04	\$51,851.04
	9603 GeoEngineers Inc. – (Balance of Geotechnical Survey)	\$6,900.00	\$6,900.00
L02		Total	\$64,073.79

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 welcomed Steven Clark and Katie Vingelen from Integrus Architecture, who joined the meeting to provide an update on the new Spokane Valley Library. The schematic plans were revised and expanded, and design development is now complete. Mr. Clark reported the Integrus team endeavored to incorporate all design themes and feedback received from Owner’s Representative Doug Hammond and District staff. Additional input from the Leadership Team is anticipated. He also noted project points toward LEED Silver continue to be documented, with plans to submit for certification in the future. The pre-application meeting with the city of Spokane Valley was recently completed, with plans to submit building permit documents during the second week of December. Bid openings will be advertised in January and a four-week bid period will follow into February. Ms. Vingelen said floor plans were updated based on staff feedback and now offer more future flexibility. Mr. Clark also reported a budget update was recently completed post-design phase. Building costs were projected to have increased from five to eight percent year over year. In response to queries by Ms. Hanson and Mr. Craig, Mr. Clark said the planned mechanical system will be an electric commercial version of a heat pump, and signage and other materials are planned for wayfinding and to enhance the new library building from Sprague Avenue.

There was no further discussion.

**New Business
Emergency Closure of Facilities Policy (Item IV.D.1.)**

EMERGENCY CLOSURE OF FACILITIES POLICY. Ms. Thompson moved and Ms. Hanson seconded approval of the Emergency Closure of Facilities policy, as revised. Mr. Roewe said one substantive change to the policy was to include air quality as a condition that could require closure. He further said there have been noted improvements of air quality in library facilities owned by the District because of the addition of MERV 13 filters.

There was no further discussion.

The motion was unanimously approved.

**New Business
Use of 3D Printing
and Cutting
Equipment Policy
(Item IV.D.2.)**

USE OF 3D PRINTING AND CUTTING EQUIPMENT POLICY. Ms. Hanson moved and Mr. Johnson seconded approval of the Use of 3D Printing and Cutting Equipment policy, as revised. Mr. Stumbough said the purpose and key elements of the policy remain unchanged. Revisions reflected preferred nomenclature and modifications to staff time and building space, as related to customer projects. In response to Ms. Hanson's query, Mr. Stumbough said 3D printing is conducted at The Studio located at Spokane Valley, and Glowforge, a 3D laser printer, is available at The Lab at North Spokane. Overviews of these subjects will be added to future meeting agendas.

There was no further discussion.

The motion was unanimously approved.

Vice Chair Mark Johnson excused himself from the meeting at 4:25 p.m.

**New Business
Overview – ILS
(Item IV.D.3.)**

INTEGRATED LIBRARY SYSTEM (ILS) OVERVIEW. Operations Director Doug Stumbough introduced IT Manager Patrick Hakes and Collection Development Librarian Sheri Boggs who joined the meeting to provide an overview of the District's Integrated Library System (ILS). Ms. Boggs described the ILS as the backbone of the Collection Services Department, and reviewed its multiple core functions, which included library materials, customer accounts, circulation, the online catalog, and customer access to online resources. On the business side of the District, ILS is also used for building and tracking the collection, cataloging, inventory control, acquisitions, and statistics. Mr. Hakes reviewed how the IT Department utilizes the software to test new features, record customer transactions, create and manage reports, process customer payments, and troubleshoot system issues to keep systems running smoothly for frontline staff. Messrs. Stumbough and Roewe said the ILS is critical to the work of staff and what District libraries provide. In response to Mr. Craig's query, Mr. Stumbough explained how nontraditional items are catalogued, such as a telescope or hotspot, and how several items were made unavailable during the pandemic because of special handling and cleaning needs.

There was no further discussion.

**New Business
ILS Contract Award
(Item IV.D.4.)**

INTEGRATED LIBRARY SYSTEM (ILS) CONTRACT AWARD. Ms. Thompson moved and Ms. Hanson seconded approval of the seven-year contract award for hosted Integrated Library System (ILS) products and services to SirsiDynix, as recommended. Mr. Stumbough said District staff periodically reviews use of SirsiDynix and have been satisfied with the product and overall services. He also reported staff recently evaluated an option to migrate to a Software-as-a-Service (SaaS) hosted solution for Symphony ILS. In gathering the information and comparing security, recoverability, and cost, staff looked at what a move to a multi-year contract for a hosted SaaS solution would be compared to the current ongoing annual renewals of the platform hosted on District premises. Regarding the increase in cost to lock-in the agreement for a seven-year contract, Mr. Knorr said an increase of four to five percent is realistic and not uncommon. In response

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**New Business
ILS Contract Award
(Item IV.D.4.)**

to Ms. Thompson's query about the \$65,000 increase in cost for the new products, Mr. Hakes explained the incurred cost will be paid to SirsiDynix to upgrade our service. Q & A ensued regarding IT measures toward District security. Mr. Hakes said there are many safeguards in place to mitigate system attacks, although the District's system would have greater security housed elsewhere. The subject of District security will be added to a future agenda as an overview topic.

There was no further discussion.

The motion was 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 Spokane Valley Library on October 19. Among other items, the agenda will include updates on the new Spokane Valley Library project, Personnel Policy review, a Public Hearing on Authorized Revenue sources and 2022 Preliminary Budget presentation. A janitorial contract award and an overview of The Studio will also be presented.

There was no further discussion.

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

Mr. Craig noted Ellen K. Clark was appointed to the Board of Trustees by the Board of County Commissioners on September 14.

There was no further discussion.

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

The Executive Director's written report for August 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 welcome letter was sent to Ellen Clark following her appointment to the Board, which included an invitation to join the October 19 meeting at Spokane Valley Library.

There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for August 2021, with data for customer use measures, programming, and library activities. In response to Ms. Thompson's query, Mr. Stumbough said both mobile vehicles are anticipated to arrive in November, and a tour of the new van will be provided at a future meeting.

There was no further discussion.

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

Revenue and Expenditure Final Statement through August 31, 2021.

<u>Fund 001</u>	
Revenues	\$ 10,102,654
Expenditures	\$ 9,458,361
Ending Fund Balance	\$ 6,548,722
Fund Budget Expended	61.06%

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

Mr. Knorr said a janitorial services request for proposal (RFP) was announced earlier this month and bids will close September 30. A suggested janitorial contract award and request for approval will be presented to the Board in October. He also briefly shared several aspects of what can be anticipated regarding revenue and expenses for the 2022 preliminary budget.

Mr. Roewe said the SAO audit of the District for period ending Dec. 31, 2020, went well, and praised Mr. Knorr and the Business Office team for their support of the process. The SAO exit recommendations, which will be implemented, included the addition of a dated signature line to all future leave cash out documents, and a Financial Management policy revision in 2022 for electronic funds transfer (EFT) transactions for compliance with BARS 3.8.11.30 and RCW 39.58.750.

There was no further discussion.

**Executive Session
(Item VII.A.)**

REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE. Ms. Thompson moved and Ms. Hanson seconded for the Board to commence an executive session at 5:14 p.m. Mr. Craig stated the purpose of the executive session was to review the performance of the Executive Director, with the duration of the meeting anticipated as 45 minutes. Human Resources Director Toni Carnell provided informational review materials in advance of the meeting, and Mr. Stumbough provided technical assistance to limit the virtual session to include only Mr. Roewe and Trustees. The Board returned from executive session and resumed the public meeting at 6:09 p.m. Chair Craig will complete a summary of Mr. Roewe's evaluation to submit for District personnel files.

There was no further discussion.

**Adjournment
(Item VIII.)**

Chair Craig adjourned the meeting at 6:10 p.m. The next in-person Board Meeting is scheduled for Tuesday, October 19, 2021, at 4:00 p.m., in a public meeting room at Spokane Valley Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees