

BOARD OF TRUSTEES MEETING MINUTES: OCTOBER 19, 2021

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via teleconference at Spokane Valley Library at 4:00 p.m., Tuesday, October 19, 2021.

Present: In-Person and via Zoom Teleconference

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

Excused: None.

Also Present: Jane Baker, Communication & Development Director; Mary Ellen Braks, Public Services Manager; Toni Carnell, Human Resources Director; Rick Knorr, Finance Director; Sarah Rooney, Technology Programs Specialist; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

Guests via Conference Call: Four (4).

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:06 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.

Welcome New Trustee (Item III.) New Trustee Ellen Clark was welcomed to the Board of Trustees and Library District. Ms. Clark was appointed by the Board of County Commissioners on September 14, 2021.

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

Approval of Sept. 21 Regular Meeting Minutes (Item V.A.) Mr. Craig called for corrections to the September 21, 2021, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

| Fund | Voucher/Payroll Numbers | Subtotal | Total |
|------|---------------------------|--------------|----------------|
| L01 | 09102021PR and 09232021PR | \$429,575.72 | \$429,575.72 |
| L01 | | Total | \$1,063,770.10 |
| L02 | 9604 HFC Services – | \$3,671.17 | \$3,671.17 |

Meeting Minutes - Board of Trustees

October 19, 2021

Page 2

**Approval of
Sept. 2021,
Payment Vouchers
(Item V.B.)**

| | | | |
|-----|---|-------------|-------------|
| | (Owner's Representative) | | |
| | 9605 Integrus Architecture – Pmt. 5 (New SV Library Design) | \$76,188.60 | \$76,188.60 |
| L02 | | Total | \$79,859.77 |

In response to Trustee queries about the Libraries Build Business grant, Mr. Stumbough said the grants were established and funded as part of a Google initiative and awarded by the American Library Association to 13 public libraries nationwide. An open house was held at Deer Park Library last month in celebration of the six program finishers.

There was no further discussion.

The motion was unanimously approved.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Mr. Roewe provided an update on the new library, noting construction documents are in progress, along with selection of building finishes and materials, and determination of workspaces for staff. Mr. Roewe also reported the District had responses from two of three regional Tribes, which concurred with no cultural resource impacts from the project. Staff is drafting a required unanticipated discovery plan to move the project toward eligibility.

There was no further discussion.

**New Business
2022 Budget
(Item V.D.1a.)**

2022 BUDGET. Via PowerPoint, Finance Director Rick Knorr summarized development of the preliminary budget for 2022. He noted the preliminary budget for next year was formulated on the approved 2021 budget, as well as the anticipated final budget results for 2021 and previous years. Mr. Knorr reviewed revenue and expenditure comparative summaries for 2021 and 2022. Revenue for 2022 is comprised of property taxes and payments in lieu of property taxes, fines and fees, E-rate reimbursements, interest earnings, grants, and other. Discussion ensued over a list of key assumptions, all of which will impact the 2022 budget, which included General and Capital Projects funds balance targets, salaries and benefits, and other expenses for janitorial services, grounds maintenance, courier services, and mobile nightly security patrol. Regarding salaries and benefits, Messrs. Knorr and Roewe reviewed the compensation study conducted and approved in 2017, and resulting position classification bands and steps. They further explained the current potential compression of salary bands and proposed additional step. In response to Trustee queries, Mr. Roewe said employee benefits other than salary to reward years of service include additional time off, training, and tuition reimbursement. Regarding the 2022 budget decrease for library programs, Mr. Knorr said other than expiration of the Libraries Build Business grant, the budget for library programs remains the same.

There was no further discussion.

Meeting Minutes - Board of Trustees

October 19, 2021

Page 3

**New Business
2022 Budget
(Item V.D.1a.)**

PUBLIC HEARING ON AUTHORIZED 2022 PROPERTY TAX REVENUE AND OTHER REVENUES. Chair Craig called the required Public Hearing on Authorized 2022 Property Tax Revenue and Other Revenues to order at 4:11p.m., and called for public testimony. Via PowerPoint, Mr. Knorr reviewed sources of revenue for the Library District. Property taxes and payments in lieu of property taxes, contracted city payments from the city of Airway Heights and annexation mitigation payments for Moran Prairie from the city of Spokane, comprise 98 percent of the 2022 budget revenue of \$17,247,000, and all other comprise 2 percent. There was no testimony. The hearing closed to those attending in person at 4:20 p.m., and online at 4:22 p.m.

**New Business
2022 Budget
(Item V.D.1b.)**

ORGANIZATIONAL MEMBERSHIPS REVIEW. Ms. Hanson moved and Ms. Thompson seconded to approve inclusion of the presented organizational memberships and associated fees in the 2022 General Operating Fund budget. Mr. Knorr said the number of organizational memberships had not increased since last year. In response to Mr. Johnson's query, Mr. Knorr said the annual cost for all memberships is approximately \$10,000. In response to Trustee queries, Mr. Roewe said staff are responsible for their individual professional memberships costs, and by request, staff will review the cost and value of individual Trustee memberships to the American Library Association (ALA).

There was no further discussion.

The motion was unanimously approved.

**New Business
2022 Budget
(Item V.D.1c.)**

BOARD DIRECTION. Trustees agreed by consensus for staff to go forward with planning and completion of the final 2022 General Operating and Capital Projects funds budgets as discussed. Direction included for staff to budget an annual cost of living salary adjustment of 4.00%, based upon the August 2021 CPI-W and District Personnel Policy, HR03. Additional budget-related information requested by the Board will be provided at the November meeting.

**New Business
2022 Budget
(Item V.D.1d.)**

PERSONNEL POLICY. Mr. Johnson moved and Ms. Clark seconded approval of the new Personnel Policy Inclusion Statement, as well as revisions to sections HR02 Hiring & Employment, HR05 Leave, HR05 Leave Addendum, and HR06 Employee Conduct, as suggested. Ms. Carnell reviewed the new policy, and all suggested changes to existing policies, noting several were pandemic-related sunset provisions. In response to Ms. Hanson's query, Ms. Carnell said at this time, no vaccines are mandatory; however, the hepatitis B vaccine is offered to staff and paid for by the District. Formerly, flu shots were made available at Staff Day, yet in recent years the District has not been able to obtain a provider. Regarding the new policy, Ms. Carnell said the inclusion statement builds on the District's equity commitment it has established over the past year, with required training on inclusion topics. In response to Ms. Clark's query, Ms. Carnell defined a safe avenue as no one would be penalized for bringing equity concerns forward.

Meeting Minutes - Board of Trustees

October 19, 2021

Page 4

**New Business
Personnel Policy
(Item IV.D.2.)**

There was no further discussion.

The motion was unanimously approved.

**New Business
Janitorial Services
Contract Award
(Item V.D.3.)**

JANITORIAL SERVICES CONTRACT AWARD. Ms. Thompson moved and Ms. Hanson seconded approval of the janitorial services contract award to American Building Maintenance (ABM) for one year, effective January 1, 2022, through December 31, 2022, with potential for four (4) additional one-year extensions. Mr. Knorr provided background of the RFP announced in September, for which there were two respondents. The two bids were ranked, with selection based on quantitative and qualitative results. ABM was determined to have the most responsive bid. Mr. Knorr noted ABM has provided janitorial services on a temporary basis to the District since July 1, 2021, and cleaning hours were recently changed to begin two hours earlier than usual. In response to Ms. Hansen's query, Mr. Knorr said cleaning hours could again change if after-hours use of meeting rooms resumes as the pandemic landscape changes.

There was no further discussion.

The motion was approved.

Mr. Johnson was excused from the meeting at 5:48 p.m., and Chair Craig called for a five-minute recess. The meeting resumed at 5:53 p.m.

**New Business
Overview –
The Studio
(Item V.D.4.)**

THE STUDIO OVERVIEW. Mr. Roewe introduced Public Services Manager Mary Ellen Braks and Technology Programs Specialist Sarah Rooney, who joined the meeting to provide an overview of The Studio, which provides space and equipment at Spokane Valley Library for video creators. Ms. Braks said The Studio, a partnership among the District, Community-Minded Television (CMTV14), and city of Spokane Valley, opened in 2017. Ms. Rooney said project and event (PEG) grants and the District facilitated equipment purchases to create video production kits made available for check out. Ms. Rooney created a video to demonstrate projects developed in The Studio, both pre-pandemic and current, noting staff learned how to film remotely and gained other new skills over last 18 months. In response to Mr. Craig's query, Ms. Rooney provided more information about how a green screen works.

There was no further discussion.

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

Mr. Craig reviewed forthcoming agenda items for the next two months. The next meeting will be held at Argonne Library on November 16. Among other items, the agenda will include updates on the new Spokane Valley Library project, 2022 Budget, and Library Meeting Room Use policy. An overview of the use of 3D printing and cutting will also be presented.

There was no further discussion.

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

Trustees briefly discussed their availability should a special meeting need to be scheduled for trustee candidate interviews during the first two weeks of November. There was no further discussion.

**Executive Director's
Report, Sept. 2021
(Item VII.B.)**

The Executive Director's written report for September 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 updated electric vehicle charging station contracts were received and are now under District legal counsel review.

There was no further discussion.

**Operations Report,
Sept. 2021
(Item VII.C.)**

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

Revenue and Expenditure Final Statement through September 30, 2021.

| | |
|----------------------|---------------|
| <u>Fund 001</u> | |
| Revenues | \$ 10,532,825 |
| Expenditures | \$ 10,470,789 |
| Ending Fund Balance | \$ 5,966,465 |
| Fund Budget Expended | 67.60% |

Mr. Knorr had nothing further to report.

There was no further discussion.

**Adjournment
(Item VIII.)**

Chair Craig adjourned the meeting at 6:14 p.m. The next in person Board Meeting is scheduled for Tuesday, November 16, 2021, at 4:00 p.m., in the public meeting room at Argonne Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees