

## BOARD OF TRUSTEES MEETING MINUTES: NOVEMBER 16, 2021

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A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via teleconference in the public meeting room at Argonne Library, Tuesday, November 16, 2021, at 4:00 p.m.

**Present:** In Person and via Zoom Teleconference

John Craig - Chair  
Ellen Clark - Trustee  
Kristin Thompson - Trustee  
Patrick Roewe - Executive Director and Secretary

**Excused:** Mark Johnson - Vice Chair  
Jessica Hanson - Trustee

**Also Present:** Jane Baker, Communication & Development Director; Gwendolyn Haley, Public Services Manager; Toni Carnell, Human Resources Director; Rick Knorr, Finance Director; Erin Haight, Technology Programs Specialist; 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 4:05 p.m., and welcomed everyone in attendance.

**Agenda (Item II.)** Ms. Clark moved and Ms. Thompson seconded approval of the agenda. The motion was approved.

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

**Approval of Oct. 19 Regular Meeting Minutes (Item IV.A.)** Mr. Craig called for corrections to the October 19, 2021, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Oct. - L01	59018-59114 and W00992-W001005	\$723,848.74	\$723,848.74
	10082021PR and 10252021PR		\$413,552.69
L01		Total	\$1,137,401.43
L02	9606 HFC Services – (Owner’s Representative)	\$4,272.29	\$4,272.29

There was no further discussion.

The motion was approved.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Mr. Roewe provided updated renderings of the new Spokane Valley Library, noting the shape, structure, and volume has mostly been determined. Furniture, fixtures, and equipment remain to be determined. Xeriscape is planned for landscaping, which will contribute to the pursuit of LEED silver certification. A mutually agreeable boundary line adjustment is currently in process with the city of Spokane Valley. The Board can anticipate an agreement between the District and the City regarding payment of the City's contribution to the project in the coming weeks. An updated estimate for construction costs is anticipated next month. In response to Ms. Clark, Mr. Roewe said the new library will not have a basement, yet will have sufficient storage.

There was no further discussion.

**New Business  
2022 Budget  
(Item IV.D.1.)**

2022 BUDGET. Via PowerPoint, Finance Director Rick Knorr summarized development per board direction of the 2022 final budget and provided expanded details with comparison summaries of changes since the October meeting. Notably, the Mobile Services truck is anticipated to be purchased by year end. Therefore, those costs were removed from the 2022 budget. In response to Ms. Thompson's query regarding an expansion of the salary schedule up to an including a 9<sup>th</sup> step for all positions in the A2 band and higher, Mr. Roewe said the increase will not cause further compression to A3 because of a sufficient gap between the two bands. In response to Mr. Craig's query regarding the 2022 budget amount for Capital Campaign donations, Mr. Roewe said there are currently two commitments for sponsorships, and smaller scale donations will soon begin as well.

There was no further discussion.

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

COST OF LIVING ADJUSTMENT (COLA) FOR 2022. Ms. Thompson moved and Ms. Clark seconded to approve a cost-of-living adjustment of 4.00 percent for eligible District staff in 2022. During discussion, Trustees and staff agreed that aligning the cost-of-living adjustment with the CPI-W at 4.00 percent was the appropriate course of action for 2022.

There was no further discussion.

The motion was approved.

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

ADOPTING A 2022 BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION NO. 21-03). Ms. Thompson moved and Ms. Clark seconded that Resolution No. 21-03, Adopting a 2022 Budget and Certifying it to the Board of County Commissioners, be adopted.

**RESOLUTION NO. 21-03**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2022 BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2022 BUDGET; AND PROVIDING FOR

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

OTHER MATTERS PROPERLY RELATING THERETO.

There was no discussion.

The motion was approved.

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

AUTHORIZING 2021 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2022 (RESOLUTION No. 21-04). Ms. Clark moved and Ms. Thompson seconded that Resolution No. 21-04, Authorizing a 2021 Property Tax Levy Increase for Collection in 2022, be adopted. The resolution authorizes an increase in the regular property tax levy to be collected in 2022 in the amount of \$175,047, which is a percentage increase of 1.094% from the previous year.

**RESOLUTION No. 21-04**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2021 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2022; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

There was no discussion.

The motion was approved.

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

LEVYING THE REGULAR PROPERTY TAXES FOR SCLD FOR COLLECTION IN 2022 (RESOLUTION No. 21-05). Ms. Thompson moved and Ms. Clark seconded that Resolution No. 21-05, Levying the Regular Property Taxes for SCLD for Collection in 2022, be adopted.

**RESOLUTION No. 21-05**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2022 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2022 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no discussion.

The motion was approved.

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

BOARD DIRECTION TO STAFF. Trustees indicated they were satisfied with the balanced budget for 2022. Mr. Roewe commented a transfer of funds from the General Fund to the Capital Projects Fund is anticipated for next month to adjust the current 2021 budget. Trustees agreed by consensus it would be appropriate to place the transfer of funds on the agenda for December 21.

There was no further discussion.

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### **New Business Library Meeting Room Use Policy (Item IV.D.2.)**

LIBRARY MEETING ROOM USE POLICY. Ms. Thompson moved and Ms. Clark seconded approval of the Library Meeting Room Use policy, as suggested. Mr. Roewe said the policy was last revised in November 2019, which included review by the District's legal counsel. Substantive changes at that time included specific statements affirming open access, greater emphasis of time, place, and manner restrictions, and the requirement of a promotion disclaimer for customers when advertising use of the space. The only substantive change for this review was inclusion of the Library Foundation of Spokane County as eligible for preferential scheduling. In response to Ms. Clark, Mr. Roewe said although demand is high, there is usually not conflict over use of spaces. However, four conference rooms are planned for the new Spokane Valley Library.

There was no further discussion.

The motion was approved.

Chair Craig called for a recess at 5:16 p.m. The meeting resumed at 5:19 p.m.

### **New Business Overview – 3D Printing and Cutting (Item V.D.3.)**

3D PRINTING AND CUTTING OVERVIEW. Public Services Manager Gwendolyn Haley and Technology Programs Specialist Erin Haight presented via PowerPoint an overview of The Studio, including samples of what 3D printing and cutting can produce and how these tools provide customers access to new technologies and learning experiences. There is no charge for the service. Ms. Haley reported the District received 1,500 print requests since 2015 when the 3D printer became available. She explained how the printer works, applications for its use, and noted the District also has a portable printer for events. Mr. Haight reviewed the District's Glowforge Pro 3D laser printer acquired in early 2019. He said staff was trained over several months to use the powerful laser to ensure its safe use, which requires a blend of technical skill and creativity. In fall of 2019, programs were rolled out to the public and augment other library programs. Although the program hasn't been available during the pandemic, starting tomorrow programs will again be offered to customers. Ms. Haley shared a letter of thanks from a customer about an award her teenager had won because he was able to use the District's 3D printer, which supported his interest in physics. Ms. Haley further noted these tools are an essential service to our community, as they open doors to education and future careers. In response to Trustee queries, Mr. Haight said customers sign up for programs via the District website. Ms. Haley said staff has discretion over what projects can be printed at District facilities for compliance with state laws and has thus far rejected only those projects that were too large or time consuming to print. Mr. Haight said the forge will etch but not cut glass. Mr. Roewe said District legal counsel helped to develop the policy for this program.

There was no further discussion.

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**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 Argonne Library on December 21. Among other items, the agenda will include updates on the new Spokane Valley Library project, 2022 Budget, and Code of Conduct policy. There was no further discussion.

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

Ms. Thompson said she would possibly be unable to attend the December meeting. There was no further discussion.

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

The Executive Director's written report for October 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 former Trustee and Board Chair Ann Apperson passed away recently, noting she was an ardent District supporter, most recently with the Foundation, and will be missed. The District staff's thoughts go out to Ann and her family and friends.

Mr. Roewe also reported Librarian Dana Mannino was awarded an Outstanding Service Award for 2021 by the Washington Library Association for her exemplary work in serving Spanish-speaking communities and making the District's spaces, services, and collections more welcoming and responsive to this growing population. Mr. Roewe further pointed out from his October report that the Development Team is recruiting for a Capital Campaign Steering Committee and would welcome one or two Trustees to participate in the committee. In response to Ms. Thompson, Mr. Roewe said applications for the trustee vacancy will be accepted through this Friday, November 19, and forwarded to the District the first of next week. Trustees briefly discussed their availability for a special meeting to preferably conduct applicant interviews in person.

There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for October 2021, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to report. Mr. Craig commented it was nice to read the complimentary remark made by a customer about Public Services Specialist Don, a longtime member of staff.

There was no further discussion.

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

Revenue and Expenditure Final Statement through October 31, 2021.

<u>Fund 001</u>	
Revenues	\$ 15,667,921
Expenditures	\$ 11,610,511
Ending Fund Balance	\$ 9,961,840
Fund Budget Expended	74.95%

Mr. Knorr had nothing further to report.

There was no further discussion.

**Adjournment  
(Item VII.)**

Chair Craig adjourned the meeting at 5:49 p.m. The next in-person Board Meeting is scheduled for Tuesday, December 21, 2021, at 4:00 p.m., in the public meeting room at Argonne Library.



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John Craig, Chair



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Patrick Roewe, Secretary to the Board of Trustees