

## BOARD OF TRUSTEES MEETING MINUTES: DECEMBER 21, 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, December 21, 2021, at 4:00 p.m.

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

John Craig - Chair  
Mark Johnson - Vice Chair  
Jessica Hanson - Trustee  
Ellen Clark - Trustee  
Patrick Roewe - Executive Director and Secretary

**Excused:** Kristin Thompson - Trustee

**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:** Six (6).

**Call to Order (Item I.)** Chair John Craig called the meeting to order at 4:01 p.m., and welcomed everyone in attendance.

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

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

**Approval of Nov. 16 Regular, and Dec. 7 Special Meeting Minutes (Item IV.A.)** Mr. Craig called for corrections to the November 16, regular, and December 7 special meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Nov. - L01	59115-59204 and W001008-W001016	\$641,448.97	\$641,448.97
	11102021PR and 11242021PR	\$413,801.33	\$413,801.33
L01		Total	\$1,055,250.30
L02	9607 HFC Services – (Owner’s Representative)	\$3,806.74	\$3,806.74

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

	9608 Integrus Architecture – Pmt. 5 (New SV Library Design)	\$75,863.29	\$75,863.29
L02		Total	\$79,670.03

There was no further discussion.

The motion was approved.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Messrs. Roewe and Knorr provided a revised Source of Funds and Construction Budget for the new Spokane Valley Library, showing an overall increase of just over 1% from the September 2021 estimate, while noting the presence of an 8% inflation contingency in the budget. In response to a question from Ms. Hanson, Mr. Knorr provided examples of amounts in several subcategories that were dialed in to provide a more accurate estimate. In response to a question from Ms. Hanson, Mr. Roewe stated that multiple inquiries about the project have been made by local and regional contractors. In response to a question from Mr. Craig, Mr. Knorr stated that the overall furniture, fixtures, and equipment budget was \$1,000,000, but a specific amount for the children’s area was yet to be determined. Regarding a proposed MOU between the District and city of Spokane Valley, Mr. Roewe stated that District staff are working with both city staff and the District’s legal counsel to finalize the agreement. Mr. Roewe reiterated what items qualify as frontage improvements and joint site amenities as defined in the 2012 interlocal agreement, as amended. Mr. Roewe further stated the permitting process with the city of Spokane Valley was initiated, and the plan to publish the bid in mid-January was still on target. He also provided updated architectural renderings.

There was no further discussion.

**Unfinished Business  
New Spokane Valley  
Library BLA App  
(Item IV.C.2.)**

NEW SPOKANE VALLEY LIBRARY—BOUNDARY LINE ADJUSTMENT APPLICATION: APPROVAL RECOMMENDATION. Ms. Hanson moved and Ms. Clark seconded approval of the boundary line adjustment application, which authorizes staff to sign the application on the District’s behalf. Mr. Roewe provided more information about the boundary line adjustment application and reviewed boundaries of the property parcels. He further noted this as a good step for the District, with zero net change to square footage of the parcels of either party. In response to Ms. Hanson’s query about parking availability, Mr. Roewe said street parking will also be available on Main Avenue and Herald Road, which will help mitigate parking concerns during events at both the library and park.

There was no further discussion.

The motion was approved.

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**Unfinished Business  
2021 Budget –  
Transfer of Funds  
from the General  
Fund to the Capital  
Projects Fund  
(Item IV.C.3.a)**

2021 BUDGET—AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND (RESOLUTION NO. 21-06). Mr. Johnson moved and Ms. Hanson seconded approval of Resolution No. 21-06, Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund, be adopted. Mr. Knorr noted the amendment will increase the Capital Projects Fund by \$1,201,800, with General Fund revenues over expenditures sufficient to allow for the originally budgeted transfer amount to occur as planned.

**RESOLUTION NO. 21-06**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND IN THE 2021 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no further discussion.

The motion was approved.

**Unfinished Business  
2021 Work Plan –  
Year in Review  
(Item IV.C.4.)**

2021 WORK PLAN – YEAR IN REVIEW. Mr. Roewe reviewed the work plan from 2021, noting projects accomplished as well as those not completed for pandemic-related reasons. The latter were moved to next year's work plan.

There was no further discussion.

**New Business  
2022 Work Plan  
(Item IV.D.1.)**

2022 WORK PLAN. Mr. Roewe reviewed the new Spokane Valley Library project and aspects of other projects in support of it. Regarding the category of Updates and Upgrades to improve customer experience, MERV 13 recommendations came about because of the COVID-19 pandemic and successfully resulted in a cleaner, more filtered air quality for disease abatement. Therefore, next year all remaining libraries will be converted to MERV 13 filtration, if possible. Mr. Knorr further said the filters work extremely well on smoky days.

There was no further discussion.

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

PERSONNEL POLICY HR05 LEAVE ADDENDUM. Ms. Hanson moved and Ms. Clark seconded approval of HR05 Leave Addendum, as suggested. Ms. Carnell said the suggestion to extend pandemic-related leave provisions until March 31, 2022, would enable staff to receive vaccinations or boosters and recover from any side effects. In response to Ms. Clark's query, Ms. Carnell said the revised date bridges the gap between anticipated federal and state mandates until further information becomes available.

There was no further discussion.

The motion was approved.

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**New Business  
Code of Conduct  
Policy  
(Item IV.D.3.)**

CODE OF CONDUCT POLICY. Ms. Clark moved and Mr. Johnson seconded approval of the Code of Conduct policy, as suggested. Mr. Stumbough noted this policy was scheduled for its biennial review and the revisions suggested by staff were reviewed by District legal counsel. The most substantive changes included language that addresses behavior-related interactions with customers and the potential for exclusion if the policy is not followed.

There was no further discussion.

The motion was approved.

**New Business  
2022 Board Meeting  
Schedule and  
Locations  
(Item IV.D.4.)**

MEETING SCHEDULE AND LOCATIONS FOR 2022 (RESOLUTION NO. 21-07). Ms. Hanson moved and Ms. Clark seconded that Resolution No. 21-07, on the Subject of Providing the Regular Board Meeting Schedule and Locations for 2022, be adopted. Mr. Roewe noted the schedule has an annual pattern, with Argonne Library scheduled for January and other community libraries scheduled on a rotation basis throughout the remainder of the year.

**RESOLUTION NO. 21-07**

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 2022 CALENDAR YEAR; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no further discussion.

The motion was approved.

**New Business  
2022 Board Meeting  
Content Review -  
Discussion  
(Item IV.D.5.)**

2022 BOARD MEETING POLICY REVIEWS, OVERVIEWS, AND SPOTLIGHTS.

Mr. Roewe explained policy reviews and meeting content and pointed out overviews and spotlights were reinstated for 2022, except for fourth quarter meetings. He further said several topics were suggested by Trustees, while others were by staff for educational purposes. In response to Ms. Hanson's suggestion regarding the State of the Buildings report scheduled for September, Mr. Roewe stated that reporting in September would allow more time to complete projects and identify future needs prior to the start of budget discussions in October. Mr. Knorr said the report was originally scheduled to be held two years ago and canceled because of the pandemic. He said many building projects were accomplished over that time and he looked forward to providing the report.

There was no further discussion.

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**New Business  
2022 Board Officers  
Election  
(Item IV.D.6.)**

2022 BOARD OF TRUSTEES OFFICERS' ELECTION. Mr. Johnson nominated Mr. Craig to serve as Chair. Ms. Hanson moved to approve the nomination and Ms. Clark seconded the motion.

In Favor: Mark Johnson, Jessica Hanson, and Ellen Clark.

Abstention: John Craig.

Absent: Kristin Thompson.

The motion was approved.

There was no further discussion.

Mr. Craig nominated Ms. Thompson to serve as vice chair. Ms. Hanson moved to approve the nomination, and Ms. Clark seconded the motion.

In Favor: John Craig, Mark Johnson, Jessica Hanson, and Ellen Clark.

Abstention: None.

Absent: Kristin Thompson.

The motion was approved.

There was no further discussion.

**New Business  
Recognition of  
Retiring Trustee  
Mark Johnson  
(Item IV.D.7.)**

RECOGNITION OF RETIRING TRUSTEE MARK JOHNSON (RESOLUTION NO. 21-08). Ms. Clark moved and Ms. Hanson seconded that Resolution No. 21-08, Recognition of Retiring Trustee Mark Johnson, be adopted.

**RESOLUTION No. 21-08**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING RETIRING TRUSTEE MARK JOHNSON'S SERVICE TO SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS.

Mr. Craig read the resolution aloud to Mr. Johnson and those in attendance.

In Favor: John Craig, Jessica Hanson, and Ellen Clark.

Abstention: Mark Johnson.

Absent: Kristin Thompson.

The motion was approved.

There was no further discussion.

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

Mr. Roewe reviewed forthcoming agenda items for the next two months. The next meeting will be held at Argonne Library on January 18. Among other items, the agenda will include updates on the new Spokane Valley Library project, Friends of the Library policy review, and an overview profile of District staff. New Trustee Jon Klapp will also be welcomed to the Board and District.

There was no further discussion.

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

There were no reports or further discussion.

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

The Executive Director's written report for November 2021 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe expressed thanks to Mr. Johnson for his service to the District, noting he set the stage well for those Trustees to follow him. Mr. Roewe further said Mr. Johnson was a great asset and will be missed. Regarding 2021, Mr. Roewe said much like 2020, the year has been challenging. He expressed thanks to the Trustees, Leadership Team, and staff, and wished everyone happy holidays.

There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for November 2021, with data for customer use measures, programming, and library activities. Mr. Stumbough expressed thanks for the work of staff and Trustees, and said he looked forward to the potential for good things to come in 2022.

There was no further discussion.

**Fiscal Report,  
Nov. 2021  
(Item VII.D.)**

Revenue and Expenditure Final Statement through November 30, 2021.

<u>Fund 001</u>	
Revenues	\$ 16,980,158
Expenditures	\$ 12,667,867
Ending Fund Balance	\$ 10,216,721
Fund Budget Expended	75.89%

Mr. Knorr expressed thanks to Mr. Johnson as well, noting building of the new Spokane Valley Library will begin next year. Mr. Johnson commented on how much progress the District has made in ten years. Discussion ensued about how to apprise the public about construction progress and to not miss the opportunity to record the initial movement of land.

There was no further discussion.

**Adjournment  
(Item VIII.)**

Chair Craig adjourned the meeting at 4:50 p.m. The next in-person Board Meeting is scheduled for Tuesday, January 18, 2022, 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