

BOARD OF TRUSTEES MEETING MINUTES: JANUARY 18, 2022

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, January 18, 2022, at 4:00 p.m.

Present: In Person and via Zoom Teleconference

John Craig - Chair
Kristin Thompson - Vice Chair (via teleconference)
Jessica Hanson - Trustee (via teleconference)
Jon Klapp - Trustee
Patrick Roewe - Executive Director and Secretary

Excused: Ellen Clark - 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: Four (4).

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 Mr. Klapp seconded approval of the agenda. The motion was approved.

Welcome New Trustee (Item III.) New Trustee Jon Klapp was welcomed to the Board of Trustees and Library District. Mr. Klapp was appointed by the Board of County Commissioners on December 14, 2021.

Public Comment (Item IV.) Mr. Roewe read aloud for the record one public comment received via email prior to the noon deadline today. It was submitted by Wyatt Boies, a Spokane resident, who inquired about property owned by the District at 1414 E. Hastings Rd., in which he had interest. Mr. Roewe further said Mr. Boies had sent several email inquiries to the Trustees, and one directed to Board Chair John Craig, as well as a letter of inquiry to Mr. Roewe. Mr. Roewe said he had already provided a response, which stated the property in question is part of the District's long-term facilities plan and will be the location of a new library at some point in the future. Consequently, the District is not interested in selling the property for the foreseeable future. There was no further public comment.

Approval of Dec. 16 Regular Meeting Minutes (Item V.A.) Mr. Craig called for corrections to the December 21, 2021, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Dec. - L01	59205-59321 and W001017-W001030	\$943,352.73	\$943,352.73
	12102021PR and 12232021PR	\$429,458.18	\$429,458.18
L01		Total	\$1,372,810.91
L02	9609-9611 Void Check (wrong format selected)	\$0.0	\$0.0
	9612 City of Spokane Valley – 1/3 payment for Building permit for new SV Library	\$24,208.69	\$24,208.69
	9613 HFC Services – (Owner’s Representative)	\$3,533.91	\$3,533.91
	9614 Integrus Architecture – Pmt. 6 (New SV Library Design)	\$143,597.63	\$143,597.63
	9615 TestComm, LLC. LEED Consultant and Commissioning Services	\$1,000.00	\$1,000.00
L02		Total	\$172,340.23

In response to Ms. Hanson’s query, Mr. Stumbough said Unique Management Services, Inc., provides services to help the District connect with its customers about library holds, fines, and materials recovery.

There was no further discussion.

The motion was 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 Spokane Valley Library project, noting a request for bids will be published January 20 and 27 in The Spokesman-Review. Staff anticipates bringing a construction contract for Board approval to the meeting on March 15. Ground breaking is also anticipated for March, with construction to begin April 1 or sooner. In response to Trustee requests, Mr. Roewe will provide pre-bid meeting dates via email. In response to Ms. Hanson’s query, Mr. Roewe said the Little Free Library located at the new library site was sponsored by the Friends of Spokane Valley Library to help spark interest in the project. Mr. Roewe further reported the status of the deed restriction, which was recorded before the deadline of December 31, 2021; the memorandum of understanding with the city of Spokane Valley, as defined by the 2012 interlocal agreement, as amended; the LCIP grant pre-contracting insurance requirement; boundary line adjustment application, for which confirmation of receipt was received from

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

city of Spokane Valley, and information about Intermountain Materials Testing, which was contracted by the District to perform required inspections and a host of materials testing throughout the construction project.

There was no further discussion.

**New Business
Friends of the
Library Policy
(Item V.D.1.)**

FRIENDS OF THE LIBRARY POLICY. Ms. Hanson moved and Mr. Klapp seconded reaffirmation of the Friends of the Library policy, as suggested. Mr. Roewe said there were no recommended changes for this biennial policy review, noting Friends' activities have been restricted because of the pandemic. Currently, there are eight active Friends groups, with three not as active. Staff is working toward Friends' memorandum of understanding signings, with anticipation to complete by March. Ms. Baker provided confirmation and had nothing further to add. In response to Mr. Klapp's query about Friends' meetings attended by District staff, Mr. Roewe said meetings are typically attended by library supervisors in their role as liaisons for the District.

There was no further discussion.

The motion was approved.

**New Business
Overview – District
Staff Profile
(Item V.D.2.)**

DISTRICT STAFF PROFILE OVERVIEW. Human Resources Director Toni Carnell provided an overview of District staff via PowerPoint. The presentation included structure of the District and its five divisions, number of staff and job titles for each division, and how the latter fit within the designated salary bands. Ms. Carnell also reviewed percentages of positions vacated in 2021 and reasons for leaving the District, noting separation from the District is at its lowest since 2011, at 8.31 percent. In comparison, internal movement, or churn, is at its highest rate at more than 17 percent. Average years of service is 11.11 years, which exceeds the average number of service years for a government employee by three years. Discussion ensued regarding academic and work backgrounds of staff and how those might align with those of customers served by District staff.

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 North Spokane Library on February 15. Among other items, the agenda will include updates on the new Spokane Valley Library project, review of the Facility Use for Political Purposes and Public Records policies, a 2021 Reciprocal Use of Libraries report, and spotlight on North Spokane Library. Mr. Roewe further reported WLA Library Legislative Day moved to a virtual format and will now be held over the week of January 24-28, to include presentations and an opportunity to interface with legislators. Mr. Roewe welcomed Trustees, if interested, to attend on behalf of the District. He further reported a first naming rights contract for The Studio will be brought forward for approval at the next meeting. He and Ms. Baker further said STCU will provide a donation to have naming rights for The Studio for 15 years. There was no further discussion.

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**Trustee Reports,
(Item VII.A.)**

In lieu of reports, Ms. Thompson announced she will be unable to attend the March 15 regular meeting at Airway Heights Library.

There was no further discussion.

**Executive Director
Report, Dec. 2021
(Item VII.B.)**

The Executive Director's written report for December 2021 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe welcomed Trustee Jon Klapp to the District and said he looks forward to working with him. Mr. Roewe further reported it was necessary for the District to close a library for insufficient staffing because of the omicron variant and reduce open hours for all libraries through at least Saturday, February 5, for the same reason. Reduced hours enable staff to adapt to changes, while continuing to provide service to the community. Additional service reductions such as offering curbside only or other closures are possible. CDC recommended masks were ordered for staff and were expected to arrive in the next couple of weeks. Discussion ensued among Trustees and staff about the vaccination status of staff. Mr. Roewe said the staff survey was reissued and most staff are fully vaxxed and boosted, although fifty are yet to respond. He also confirmed the District utilizes the survey results for contact tracing. In response to Ms. Hanson's query, Mr. Roewe said the District encourages vaccination, but it is not required at this time.

There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for December 2021, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to add.

There was no further discussion.

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

Revenue and Expenditure Final Statement through December 31, 2021.

<u>Fund 001</u>	
Revenues	\$ 17,090,144
Expenditures	\$ 15,255,168
Ending Fund Balance	\$ 7,739,406
Fund Budget Expended	91.39%

Mr. Knorr reiterated the District ended 2021 with six months cash on hand and is in good financial shape to build a new Spokane Valley Library in 2022. In response to Ms. Thompson's query about the location of and potential tour of the new Mobile Services van, Mr. Roewe said when not in use the van is stored at a secured parking facility. He will check to see if its schedule could accommodate a visit to North Spokane Library next month. Regarding status of the new Mobile Services truck, Mr. Stumbough said the truck is currently in Maryland and about six weeks from completion. In response to Mr. Craig's query, Mr. Knorr said payment for the truck will be sent upon approval by our consultant, following review of the finishing work

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

done by TechOps Specialty Vehicles.
There was no further discussion.

**Adjournment
(Item VIII.)**

Chair Craig adjourned the meeting at 4:46 p.m. The next in-person Board Meeting is scheduled for Tuesday, February 15, 2022, at 4:00 p.m., in the public meeting room at North Spokane Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees