

BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 15, 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 North Spokane Library, Tuesday, February 15, 2022, at 4:00 p.m.

Present: In Person and via Zoom Teleconference

John Craig - Chair
Kristin Thompson - Vice Chair
Ellen Clark - Trustee
Jessica Hanson - Trustee
Jon Klapp - Trustee
Patrick Roewe - Executive Director and Secretary

Excused: None.

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Operations Manager; Rachel Edmonson, Librarian; Rick Knorr, Finance Director; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Brian Vander Veen, Library Manager; Corinne Wilson, Librarian; 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 4:00 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.) Mr. Roewe read aloud for the record one public comment received via email prior to the noon deadline today. It was submitted by Brandon Garcia-Acain, a library customer, regarding the state mandate for use of facial coverings as it pertains to library meeting and conference rooms.

There was no further public comment.

Approval of Jan. 18 Regular Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the January 18, 2022, regular meeting minutes. There were no corrections; the minutes stand approved as written.

Ms. Clark moved and Mr. Klapp seconded approval of the January 2022 bill payment vouchers as follows.

Approval of Jan. 2022, Payment Vouchers (Item IV.B.)

Fund	Voucher/Payroll Numbers	Subtotal	Total
Jan. - L01	59322-59408 and W001031-W001041	\$882,192.45	\$882,192.45
	01102022PR and 01252022PR	\$437,635.05	\$437,635.05
L01		Total	\$1,319,827.50

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**Approval of
Jan. 2022,
Payment Vouchers
(Item IV.B.)**

L02	9616 Void Check (Check was corrected and reissued; see below.)	\$0.0	\$0.0
	9617 City of Spokane Valley – Boundary Line Adjustment Application Fee for new SV Library	\$260.00	\$260.00
	9618 HFC Services – (Owner’s Representative)	\$5,444.44	\$5,444.44
	9619 Horrocks Engineers – Civil Engineers for Boundary Line Adj. for new SV Library	\$1,280.00	\$1,280.00
	9620 Integrus Architecture – Pmt. 7 (New SV Library Design)	\$53,367.60	\$53,367.60
	9621 City of Spokane Valley – Boundary Line Adj. Recording Fee for new SV Library	\$209.50	\$209.50
L02		Total	\$60,561.54

Mr. Knorr responded to queries from Trustees regarding variances in several payment vouchers made in January for postage, janitorial services, and unemployment benefits. In response to Ms. Hanson’s query, Collection Services Director Andrea Sharps said the payment to Midwest Tape includes physical audiobook, DVD and CD items, and an annual payment for hoopla, the District’s streaming service. In response to Ms. Hanson’s request, a list of District subscriptions will be provided.

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. Mr. Roewe provided an update on the new Spokane Valley Library project, noting the construction bid opening dates were extended to provide potentially interested contractors more time to submit bids. He also said information about the groundbreaking ceremony planned for March 29 is forthcoming. Mr. Roewe further reported the District received an insurance certificate as the final pre-contracting requirement for the LOCAL program grant. A representative from the Office of the State Treasurer will present more information about the program at the March meeting. LOCAL program loan resolutions for Board approval are tentatively planned for April.

There was no further discussion.

**New Business
MOU between SCLD
and the Library Fdn
of Spokane County
(Item IV.D.1.)**

MEMORANDUM OF UNDERSTANDING BETWEEN SCLD AND THE LIBRARY FOUNDATION OF SPOKANE COUNTY. Ms. Hanson moved and Ms. Thompson seconded the memorandum of understanding (MOU) between

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**New Business
MOU between SCLD
and the Library Fdn
of Spokane County
(Item IV.D.1.)**

Spokane County Library District and the Library Foundation of Spokane County, as suggested. Ms. Baker presented information about the MOU and Foundation and pointed out the agreement approved by the Board of Trustees in August 2021 was the primary agreement. This MOU is specifically regarding the Capital Campaign for the new Spokane Valley Library, which has a \$1 million goal and end date, and the terms in which finances are collected and transferred to the District. By request, Ms. Baker provided more information about the role, duties, and anticipated time commitment of members of the future capital campaign steering committee, which is expected to begin in early March.

There was no further discussion.

The motion was approved.

**New Business
Naming Rights
Agreement for The
Studio
(Item IV.D.2.)**

NAMING RIGHTS AGREEMENT FOR THE STUDIO. Ms. Thompson moved and Ms. Clark seconded approval of the naming rights agreement for The Studio, as suggested. Ms. Baker stated naming rights allow for large gift donors to be visually recognized for their contributions over a predetermined length of time and announced STCU has interest in naming rights for The Studio for a 15-year term, beginning July 1, 2022. In response to Mr. Klapp's query, Ms. Baker said STCU has preferential scheduling of The Studio for recording its financial literacy programs.

There was no further discussion.

The motion was approved.

**New Business
Facility Use for
Political Purposes
Policy
(Item IV.D.3.)**

FACILITY USE FOR POLITICAL PURPOSES POLICY. Ms. Hanson moved and Mr. Klapp seconded revisions of the Facility Use for Political Purposes policy, as suggested. Mr. Roewe further said the District cannot restrict use of its facilities for content. Discussion ensued regarding use of outdoor space at the new Spokane Valley Library. Mr. Roewe said per state law, people cannot be within 25 feet of a ballot box, if electioneering, but could be in the park or elsewhere on library property.

There was no further discussion.

The motion was approved.

**New Business
Public Records
Policy
(Item IV.D.4.)**

PUBLIC RECORDS POLICY. Ms. Thompson moved and Ms. Clark seconded reaffirmation of the Public Records policy, as suggested. Mr. Roewe said the policy was completely rewritten in 2020, which included legal counsel review, and was reviewed again this year for biennial review purposes.

There was no further discussion.

The motion was approved.

**New Business
Reciprocal Use of
Libraries Report
(Item IV.D.5.)**

RECIPROCAL USE OF LIBRARIES REPORT. Operations Director Doug Stumbough presented the reciprocal use report for 2021 via PowerPoint, noting this annual report is required per agreement. He further reviewed the key provisions of usage results between SCLD and Spokane Public Library (SPL), and SCLD and Liberty Lake Municipal Library

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**New Business
Reciprocal Use of
Libraries Report
(Item IV.D.5.)**

(LLML), noting results do not include interlibrary loan, digital content, or online learning databases. However, full-service non-resident cards are available for a fee, calculated and paid annually, and can be used at any library in the system. Currently, the cost is \$135 per year. Mr. Stumbough said it was important to note several SPL libraries were closed for remodeling last year, which impacted statistics. In response to Mr. Klapp's query, Mr. Stumbough said when the agreements were entered into there was a conscious decision to share only physical items. Mr. Roewe further said the District invests a lot in its digital resources, so it was an equity concern in favor of District customers to have access. In response to Mr. Craig's query, Mr. Stumbough said he thinks the reciprocal use agreements remain beneficial to the mission of SCLD and the District is satisfied regarding equity.

There was no further discussion.

**New Business
Spotlight – North
Spokane Library
(Item IV.D.6.)**

NORTH SPOKANE LIBRARY SPOTLIGHT. Library Manager Brian Vander Veen introduced himself as well as Rachel Edmondson and Corinne Wilson, who are both District librarians. Mr. Vander Veen, particularly to introduce North Spokane Library to three new Trustees, provided statistics about the library and showed photos of the facility from 1968 to 1972. He also provided historic context regarding facility relocation, expansion, and remodels. For instance, in 2017 the former staff break room became The Lab, where the popular Take It Apart dismantling of everyday items program is held. Ms. Wilson presented information about unique programming such as Goat Yoga, and District partnerships with Whitworth University in support of students. She also said the popular board game and puzzle swap return this month. Ms. Edmondson presented The Lab as a filming headquarters for Storytimes to connect with families throughout the pandemic. To connect with schools, she said the Traveling Lantern Theater Company programs have been a huge hit with Mead School District, and in-person library tours for students have begun again. In response to Mr. Craig's query, Mr. Vander Veen said all Seed Catalog seeds are heirloom and consist of vegetables, flowers, and native plants. In response to Mr. Klapp's query, Ms. Wilson said it was difficult to determine whether online programs were bringing in more customers, but those who have attended have expressed appreciation. Ms. Clark said she and her grandchildren attended the puzzle and game swap and were appreciative also.

There was no further discussion.

**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 Airway Heights Library on March 15. Among other items, the agenda will include updates on the new Spokane Valley Library project, tentative Board approval requested for two contracts involving the new Spokane Valley Library, and an overview of Collection Development and Intellectual Freedom.

There was no further discussion.

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

There were no reports or further discussion.

**Executive Director
Report, Jan. 2022
(Item VI.B.)**

The Executive Director's written report for January 2022 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe further said the District will follow the state mask mandate when it changes and as the pandemic transitions to an endemic. Masks will continue to be offered to staff and customers for the transition. Mr. Roewe expressed thanks to Mses. Baker and Nunemaker on the success of the Capital Campaign thus far, which has reached 17.5% of goal. He also pointed out the recently published new edition of Engage magazine, noting it as a positive step toward a new normal. Ms. Thompson said she enjoyed it being entitled as Re-Engaged.

There was no further discussion.

**Operations Report,
Jan. 2022
(Item VI.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for January 2022, 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 - Final
(Item VI.D.)**

Revenue and Expenditure Final Statement through December 31, 2021.

<u>Fund 001</u>	
Revenues	\$ 17,131,091
Expenditures	\$ 15,255,168
Ending Fund Balance	\$ 7,739,406
Fund Budget Expended	91.39%

Mr. Knorr reiterated final figures for the 2021 budget, noting a slight reduction in new construction that had no adverse effect on the budget.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:10 p.m. The next in-person Board Meeting is scheduled for Tuesday, March 15, 2022, at 4:00 p.m., in the public meeting room at Airway Heights Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees