

## BOARD OF TRUSTEES MEETING MINUTES: MARCH 15, 2022

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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 Airway Heights Library, Tuesday, March 15, 2022, at 4:00 p.m.

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

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

**Excused:** Kristin Thompson - Vice Chair

**Guests:** Steven Clark, Integrus Architecture; Brianna May and Matt Schoenfeld, Office of the State Treasurer LOCAL Program.

**Also Present:** Jane Baker, Communication & Development Director; Sheri Boggs, Collection Development Librarian; Toni Carnell, Human Resources Director; Autrey Jeske, Library Supervisor; Rick Knorr, Finance Director; Doug Stumbough, Operations Director; Cheryl Zobel, Collection Development Librarian; and Patty Franz, Executive Assistant.

**Other Guests via Conference Call:** Four (4).

**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.)**

There was no public comment.

**Approval of  
Feb. 15 Regular  
Meeting Minutes  
(Item IV.A.)**

Mr. Craig called for corrections to the February 15, 2022, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Feb. - L01	59409-59495 and W001045-W001060	\$865,101.14	\$865,101.14
	02102022PR and 02252022PR	\$436,727.58	\$436,727.58
L01		Total	\$1,301,828.72
L02	9622 HFC Services – (Owner’s Representative)	\$2,834.75	\$2,834.75

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

	9623 The S-R for RFP legal notices	\$2,266.45	\$2,266.45
	9624 Witherspoon Brajcich McPhee PLLC – Legal review of construction contracts	\$11,475.50	\$11,475.50
	9625 Horrocks Engineers – Civil Engineers for Boundary Line Adj. final payment	\$900.00	\$900.00
	9626 Integrus Architecture – Pmt. 8 (New SV Library Design)	\$80,916.96	\$80,916.96
L02		Total	\$80,916.96

There was no further discussion.

The motion was approved.

**Unfinished Business  
WA State LOCAL  
Program Financing  
Update  
(Item IV.C.1.)**

OFFICE OF THE WASHINGTON STATE TREASURER LOCAL PROGRAM FINANCING UPDATE. Following introductions by Mr. Roewe of COP Program Administrator Matt Schoenfeld and COP Program Analyst Brianna May, Mr. Schoenfeld defined the LOCAL Program as a cost-effective mechanism for agencies to finance property through the issuance of Washington State Certificates of Participation (COPs), and reviewed benefits of the program. He and Ms. May provided an overview of the program and pointed out the District will soon enter a financing contract, and further reviewed the lease and repayment schedule. The District applied to this program two years ago and the financing documents are in process. Two resolutions, Form of Reimbursement and Authorizing Resolution/Ordinance, which will be made available for approval by the Board of Trustees in April and will be due April 28, 2022. The funds are anticipated to become available by June 28, with the first payment due December 2022. In response to Mr. Craig’s query, Mr. Schoenfeld said the loan term can be adjusted until the beginning of May.

There was no further discussion.

**Unfinished Business  
New Spokane Valley  
Library Project  
Update  
(Item IV.C.2.)**

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. On March 14, Mr. Roewe provided the Board of Trustees the revised library project budget based on the bid received; the anticipated District Capital Projects Fund (CPF) budget, predicated on borrowing \$10 or \$9 million, with a term of 10 or 9 years, and the LOCAL loan amortization schedule options. Trustees were also informed they could provide direction to staff about their preferences regarding the loan term during the meeting. Following the update on the new Spokane Valley Library project by Mr. Roewe, discussion ensued among staff and the Board. Trustees agreed by consensus to provide direction for staff to borrow \$9 million over 9 years. Staff will proceed to arrange for changes to the loan term with the LOCAL program. There was no further discussion.

**New Business  
New Spokane Valley  
Library Construction  
Contract  
(Item IV.D.1.)**

NEW SPOKANE VALLEY LIBRARY CONSTRUCTION CONTRACT. Ms. Hanson moved and Mr. Klapp seconded to award the new Spokane Valley Library construction contract to Kilgore Construction, Inc. Mr. Roewe introduced Steven Clark of Integrus Architecture, who said how pleased he was with the bid turnout and spread, which was testament to the construction documents and getting the word out about the project to potential bidders. In response to Mr. Roewe's request, Mr. Clark explained the necessity of installing a trenching and excavation system to protect workers' safety and for RCW compliance. Mr. Clark further provided the favorable history Integrus has had working with Kilgore and said he and Integrus look forward to working with KCI again. Mr. Roewe further said Owner's Representative Doug Hammond has had positive experiences with Kilgore as well, and said the District was fortunate KCI was the low bidder and came with positive endorsements from its project partners. Next steps include a groundbreaking and shovel ceremony on March 29, followed by 375 calendar days of construction, with anticipation of a grand opening in Summer 2023.

There was no further discussion.

The motion was approved.

**New Business  
Access and  
Intrusion Security  
Upgrades Contract  
(Item IV.D.2.)**

ACCESS AND INTRUSION SECURITY UPGRADES CONTRACT. Mr. Klapp moved and Ms. Clark seconded the motion to award the SCLD security upgrade contract to Power City Electric, Inc. Mr. Clark said Integrus Architecture worked with District facilities staff to develop this upgrade, which was planned to coincide with the new Spokane Valley Library RFP. Although only one bid was received by the February 18 due date and time, Integrus was familiar with and pleased to have Power City Electric as the bidder and was confident in the bid and its competitiveness. Mr. Knorr said the District decided to make good use of all the engineering work that had been done to complete security for all libraries, with consistency across the board. Doing so would eliminate the need for staff keys and be cost effective. Mr. Roewe noted the security upgrade was planned as part of the successful outcome of the 2019 levy lid lift.

There was no further discussion.

The motion was approved.

**New Business  
New SV Library  
Project: LCIP  
Contract  
Certifications  
(Item IV.D.3.)**

NEW SPOKANE VALLEY LIBRARY PROJECT: LIBRARY CAPITAL IMPROVEMENT PROGRAM (LCIP) GRANT CONTRACT CERTIFICATIONS. On March 11, Mr. Roewe apprised the Board of Trustees he was informed about three declarations for Board approval, which would be added to the March 15 meeting agenda to complete the LCIP contract. Both Mr. Roewe and District counsel reviewed the following three pro forma certifications and had no concerns.

1. Ms. Clark moved and Ms. Hanson seconded the motion to approve the Scope of Work for the LCIP grant contract.

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**New Business  
New SV Library  
Project: LCIP  
Contract  
Certifications  
(Item IV.D.3.)**

2. Ms. Hanson moved and Mr. Klapp seconded the motion to approve Certification of the Payment and Reporting of Prevailing Wages for the LCIP grant contract.
3. Mr. Klapp moved and Ms. Clark seconded the motion to approve the Certification of Intent to Enter the Leadership in Energy and Environmental Design (LEED) Certification Process for the LCIP grant contract.

There was no further discussion.

The motions were approved.

**New Business  
Overview –  
Collection Dev. and  
Intellectual  
Freedom  
(Item IV.D.4.)**

**COLLECTION DEVELOPMENT/INTELLECTUAL FREEDOM OVERVIEW.**

Collection Development Librarians Sheri Boggs and Cheryl Zobel described their roles as collection development librarians for youth and adult, respectively, as well as roles of the Collection Development Department team, noting every member of the team is focused on getting materials into the hands of customers, and also noted how collection development is an ongoing balancing act. Ms. Boggs reviewed the use of Interlibrary Loan (ILL). Ms. Zobel further said SCLD is a popular materials district guided by principles of intellectual freedom and the Collection Development policy. The 2022 budget to select and purchase items is \$2.2 million. Ms. Boggs explained the importance of and process used for the Request for Review of materials, noting that parents and guardians make choices regarding their children. Ms. Zobel added intellectual freedom and access is essential to the work of every day. Discussion ensued among staff and Trustees regarding the District's handling of a potentially publicly banned book, the frequency of removal of request for reviewed items, and the life cycle of digital titles and potential for expansion of titles. Trustees asked if staff needed additional support from the Board. Ms. Zobel and Ms. Boggs said although the District has strong documents and policies in place, Trustees can be advocates for the District and could leverage their contacts for support as well. Mr. Roewe further said although a strong foundation is in place, the District plans to review its policies, with additional focus on intellectual freedom because of increased interest in the topic regionally and nationally.

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 Moran Prairie Library on April 19. Among other items, the agenda will include updates on the new Spokane Valley Library for which Board approval will be requested for two resolutions involving funding for the project, four policy reviews, and a spotlight on Moran Prairie Library.

There was no further discussion.

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

There were no reports or further discussion.

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

The Executive Director’s written report for February 2022 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. In the stead of Collection Services Director Andrea Sharps, Mr. Roewe reported that Overdrive reached its 5 million mark, which demonstrates how extensively the digital reading platform was used during the pandemic. He also pointed out the list of District subscriptions provided in the February report, and asked Trustees to let staff know of other publications they might like to add. He also offered Trustees the option to have a District email address. Invitations to the new library groundbreaking and shovel ceremony scheduled for March 29 will be sent tomorrow. A special meeting will be called for a quorum of Trustees to attend. Mr. Roewe thanked Ms. Baker and the Communication and Development teams for coordinating the event. In response to Mr. Roewe, Ms. Hanson volunteered to become involved in the Capital Campaign Steering Committee.

There was no further discussion.

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

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

Revenue and Expenditure Statement through February 28, 2022.

<u>Fund 001</u>	
Revenues	\$ 228,015
Expenditures	\$ 2,721,496
Ending Fund Balance	\$ 5,245,924
Fund Budget Expended	15.76%

Mr. Knorr reiterated effective January 1 this year, the District expanded available employee benefit offerings to include a flexible spending account (FSA). The third-party administrator for the FSA plan is Navia Benefit Solutions, an entity that partners with the Association of Washington Cities Employee Benefit Trust (AWC) and administers most FSA accounts offered by members of AWC. Mr. Knorr further said only six employees enrolled in the plan and will have 15 months to utilize the funds. He also noted the District will be billed weekly by the plan administrator to pay the costs. In response to Mr. Craig’s query, Mr. Knorr explained the differences between a health savings account (HSA) and FSA.

There was no further discussion.

**Adjournment  
(Item VII.)**

Chair Craig adjourned the meeting at 6:04 p.m. The next in-person Board Meeting is scheduled for Tuesday, April 19, 2022, at 4:00 p.m., in the public meeting room at Moran Prairie Library.

A handwritten signature in black ink that reads "John Craig". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

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John Craig, Chair

A handwritten signature in black ink that reads "Patrick Roewe". The signature is written in a cursive style with a large initial "P" and a long, sweeping underline.

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Patrick Roewe, Secretary to the Board of Trustees