

BOARD OF TRUSTEES MEETING MINUTES: APRIL 19, 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 Moran Prairie Library, Tuesday, April 19, 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.

Guests: Attorney Brian M. Werst, Witherspoon Brajcich McPhee, PLLC

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; Cindy Ulrey, Librarian; Caitlin Wheeler, Library Supervisor; and Patty Franz, Executive Assistant.

Other 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. Hanson moved and Ms. Thompson seconded approval of the agenda. The motion was approved.

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

Approval of Mar. 15, Regular, and Mar. 29, Special Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the March 15, regular, and March 29, special meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of March 2022, Payment Vouchers (Item IV.B.) Mr. Klapp moved and Ms. Clark seconded approval of the March 2022 bill payment vouchers as follows.

Fund	Voucher/Payroll Numbers	Subtotal	Total
Mar. - L01	59496-59582 and W001061-W001076	\$708,984.05	\$708,984.05
	03102022PR and 03252022PR	\$424,516.57	\$424,516.57
L01		Total	\$1,133,500.62
L02	9627 HFC Services – (Owner’s Representative)	\$3,732.99	\$3,732.99

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

	9628 The S-R for legal notices	\$ 332.88	\$ 332.88
	9629 Integrus Architecture – Pmt. 9 (New SV Library Design)	\$55,282.32	\$55,282.32
	9630 City of Spokane Valley –Engineered grading permit	\$827.00	\$827.00
	9631 City of Spokane Valley – Balance due on building permit	\$37,433.75	\$37,433.75
L02		Total	\$97,608.94

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 said project construction began April 4, following approval of the building permit. The memorandum of understanding (MOU) between the District and city of Spokane Valley remains pending. Regarding public art for the project, he shared visually via PowerPoint a triptych by late artist Harold Balazs, whose work was featured in exhibits and public art installations throughout the Northwest. The triptych was originally purchased by the District for the Spokane Valley Library in 1955. Mr. Roewe noted the artwork has significant historic and local value and would also be a cost-effective complement to other artwork selections for the new library. In response to Ms. Hanson’s query, Mr. Roewe said a webcam to stream the project in real time will be installed after the worksite is cleared.

There was no further discussion.

**Unfinished Business
 WA State LOCAL
 Program
 Resolutions
 (Item IV.C.2.)**

OFFICE OF THE WASHINGTON STATE TREASURER LOCAL PROGRAM RESOLUTIONS. Mr. Roewe introduced Attorney Brian Werst, legal counsel for the District since 2018, noting Mr. Werst’s background includes local government and finance. Mr. Werst presented further information about the LOCAL program and its resolutions. He emphasized his role in moving the library project forward via the two legal counsel supporting documents backed by his firm, Witherspoon Brajcich McPhee, PLLC.

Ms. Thompson moved and Mr. Klapp seconded approval of Resolution No. 22-01, declaring official intent regarding the reimbursement of certain expenditures undertaken or to be undertaken by the Spokane County Library District and identifying such expenditures.

There was no further discussion.

The motion was approved.

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**Unfinished Business
WA State LOCAL
Program
Resolutions
(Item IV.C.2.)**

Ms. Thompson moved and Ms. Clark seconded approval of Resolution No. 22-02, establishing authorization for the acquisition of real property and execution of a financing contract, site lease, and related documentation relating to the acquisition of said real property.

There was no further discussion.

The motion was approved.

Ms. Thompson moved and Ms. Clark seconded approval to authorize District staff, Messrs. Knorr, Roewe, and Stumbough, as backup, to sign the financing documents necessary to execute the District's participation in the LOCAL financing program.

There was no further discussion.

The motion was approved.

Mr. Roewe provided information regarding next steps and said the interest rate for the project will be available by the end of June.

Prior to his departure from the meeting, Mr. Werst shared his excitement for the project and expressed appreciation to the Board of Trustees and staff for the opportunity to be part of the project team.

There was no further discussion.

Mr. Werst excused himself from the meeting at 4:22 p.m.

**New Business
Access to Library
Services Policy
(Item IV.D.1.)**

ACCESS TO LIBRARY SERVICES POLICY. Ms. Clark moved and Ms. Hanson seconded approval of changes to the Access to Library Services policy, as suggested. Mr. Roewe said the primary revisions were to better align the policy with language regarding gender identity and expression used in RCW 49.60.040, and to reference the statute in particular. While these statutes have always served as the policy basis, staff felt it important to reference the statute specifically in the policy and to mirror the language used in the law.

There was no further discussion.

The motion was approved.

**New Business
Intellectual
Freedom Policy
(Item IV.D.2.)**

INTELLECTUAL FREEDOM POLICY. Ms. Hanson moved and Ms. Clark seconded adoption of the new Intellectual Freedom policy, as written. Mr. Roewe reviewed the foundational concepts and three-part conceptual framework of the policy. The purpose of this policy is to affirm the District's commitment to the principles of intellectual freedom that are fundamental to the role and purpose of public libraries. The District respects the diverse interests, backgrounds, ages, life experiences, and information needs of the communities it serves and provides library resources that are responsive to the information needs of these communities. In response to Mr. Klapp's query, Mr. Roewe said District policies are currently not posted in libraries.

There was no further discussion.

The motion was approved.

**New Business
Collection Development Policy
(Item IV.D.3.)**

COLLECTION DEVELOPMENT POLICY. Ms. Thompson moved and Mr. Klapp seconded approval of revisions to the Collection Development policy, as suggested. The purpose of this policy is to define the District's responsibility to establish and maintain a collection of materials to meet the cultural, informational, educational, and recreational needs of District residents. Mr. Roewe reviewed the key recommended revisions to the policy, noting inclusion of a policy-level statement to reflect that collection development and maintenance authority is vested in District staff, as has been the practice throughout District history, as well as the expansion of the children's use of library resources section that further clarifies and affirms the rights and responsibilities of parents to guide and direct library use of their own minor children. It also further emphasizes that District staff do not stand in loco parentis when exercising their professional duties. Parents monitor and determine what is best for their children.

There was no further discussion.

The motion was approved.

**New Business
Children's Safety in Libraries Policy
(Item IV.D.4.)**

CHILDREN'S SAFETY IN LIBRARIES POLICY. Ms. Thompson moved and Ms. Hanson seconded approval of revisions to the Children's Safety in Libraries policy, as suggested. The purpose of this policy is to define the responsibilities of parents, guardians, and caregivers whose children use District libraries, and to describe how the District responds to situations involving at-risk children. Mr. Roewe reviewed the recommended revisions, most notably, the inclusion of a direct statement that District staff do not stand in loco parentis when exercising their professional duties. While this concept is present in the existing policy, this direct statement further distinguishes the functions of library staff from parental roles.

There was no further discussion.

The motion was approved.

**New Business
Spotlight – Moran Prairie Library
(Item IV.D.5.)**

MORAN PRAIRIE LIBRARY SPOTLIGHT. Early Learning Librarian Cindy Ulrey and Library Supervisor Caitlin Wheeler presented a spotlight of Moran Prairie Library (MP) and its community. Ms. Ulrey shared the history of MP, first as a storefront with a book drop, then at a strip mall, followed by its location today, built in 2005. It is the second youngest library in the District and was the first to offer Wi-Fi. Ms. Wheeler said MP has been used as a safe place for all sorts of outdoor and indoor events. She reviewed library use and shared the gratitude expressed by customers during the pandemic. Ms. Wheeler said creative solutions during the pandemic, such as curbside pickup and take-home kits, are here to stay. In-person Storytimes began last week, the first since March 2020. Other popular programs include AARP Tax-Aide, which assisted 350 people this year, and Vegetable Gardening 101, with Master Gardener Steve Nokes. MP's Friends group is robust and will have another book sale in June. Ms. Ulrey further talked about the library's community connections with the Moran Prairie Grange, including staff participation in its Strawberry Festival. Regarding area schools, while not doing in-person programming with MP Elementary or

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New Business Spotlight – Moran Prairie Library (Item IV.D.5.)

Mullan Road Elementary, staff looks forward to an in-person preschool tour in May, as well as other future opportunities. Trustee Thompson expressed her praise and appreciation for MP, as it is her community library.

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 Deer Park Library on May 17. Among other items, the agenda will include an update on the new Spokane Valley Library, three policy reviews, and an overview of Engage magazine.

There was no further discussion.

Trustee Reports, (Item VI.A.)

There were no reports or further discussion.

Executive Director Report, March 2022 (Item VI.B.)

The Executive Director's written report for March 2022 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Regarding the new Mobile Services truck, LINC, Mr. Roewe reported there was a change order to create more under-carriage storage. Kudos were expressed to Finance Director Rick Knorr, who received an Outstanding Service Award from the Washington Library Association (WLA) for innovative funding for the new Spokane Valley Library. Mr. Roewe noted several staff received WLA service awards in recent years. He further reiterated two pieces of legislation from his March report that were signed into law. Both will impact public meetings. ESHB 1630 establishes restrictions on the possession of weapons in certain locations and will take effect in July. He will work with Mr. Werst to draft language for District signage. The second, ESHB 1329, concerns public meeting accessibility and participation, which has been part of District operations throughout the pandemic. Mr. Roewe announced it will be necessary for him to attend the May 17 Board Meeting remotely.

There was no further discussion.

Operations Report, March 2022 (Item VI.C.)

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for March 2022, with data for customer use measures, programming, and library activities. With the arrival of LINC, the new Mobile Services truck anticipated next week, Messrs. Roewe and Stumbough reviewed next steps. Training on the equipment and how to drive the new vehicle will be conducted for staff before taking the truck into the community. A pop-up event will be held in the near future.

There was no further discussion.

Fiscal Report,
March 2022
(Item VI.D.)

Revenue and Expenditure Statement through March 31, 2022.

<u>Fund 001</u>	
Revenues	\$ 1,391,298
Expenditures	\$ 3,916,669
Ending Fund Balance	\$ 5,214,034
Fund Budget Expended	22.69%

Mr. Knorr had nothing further to report.

There was no further discussion.

Adjournment
(Item VII.)

Chair Craig adjourned the meeting at 5:06 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 Deer Park Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees