

## BOARD OF TRUSTEES MEETING MINUTES: MAY 17, 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 Deer Park Library, Tuesday, May 17, 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; Erin Dodge, Communication Specialist; Rick Knorr, Finance Director; Stacy Loberg, Library Supervisor; Sarah O’Hare, Librarian; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; 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 April 19, Regular Meeting Minutes (Item IV.A.)** Mr. Craig called for corrections to the April 19 meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Apr. - L01	59583-59667 and W001075-W001095	\$630,810.05	\$630,810.05
	04082022PR and 04252022PR	\$459,058.44	\$459,058.44
L01		Total	\$1,089,868.49
L02	9632 HFC Services – (Owner’s Representative)	\$3,416.29	\$3,416.29
	9633 Spokane County Treasurer – Sewer plan review fee	\$ 200.00	\$ 200.00

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

	9634 Modern Electric Water Co – Electric permit application fee	\$ 200.00	\$ 200.00
	9635 Spokane County Environmental Services – Sewer connection fee	\$4,830.00	\$4,830.00
	9636 Integrus Architecture – Pmt. 10 (New SV Library Design)	\$51,560.43	\$51,560.43
	9637 TestComm LLC – Leed consultant and commissioning services	\$ 400.00	\$ 400.00
L02		Total	\$60,606.72

There was no further discussion.

The motion was approved.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Mr. Roewe reported up to date construction photos are anticipated to be available in June. He also suggested Trustees drive by to see the progress. Mr. Knorr provided updated interest rate information from the Office of the State Treasurer and said when the sale of the certificate of participation goes through on June 8, a rate of 3-4% is expected, with funds becoming available June 28. Mr. Roewe stated the District was informed it may be required to complete an additional disclosure form ahead of the sale depending on the inclusion of two state projects, which will be finalized at the end of May. Mr. Roewe said he is pleased with the current project status and shared that Owner’s Representative Doug Hammond said the project is on time, on task, and on budget. Discussion ensued among Trustees and staff about next steps, project completion, and library move-in dates, all of which are yet to be determined.

There was no further discussion.

**New Business  
Financial Mgmt.  
Policy  
(Item IV.D.1.)**

FINANCIAL MANAGEMENT POLICY. Ms. Hanson moved and Ms. Thompson seconded approval of changes to the Financial Management policy, as suggested. Mr. Knorr reiterated the purpose of the policy is to provide guidelines for financial operations of the District. He reviewed suggested changes, which included a statement to establish effective controls to protect EFT transactions, which was recommended by the Washington State Auditor’s Office. He further reviewed the role of the Board during annual budget development. In response to Mr. Klapp’s query, Mr. Knorr said the 14% guidelines for purchase of library materials was established years ago and has been sufficient. Collection Services Director Andrea Sharps confirmed the guidelines have worked well.

There was no further discussion.

The motion was approved.

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**New Business  
Partnership &  
Sponsorship Policy  
(Item IV.D.2.)**

PARTNERSHIP AND SPONSORSHIP POLICY. Ms. Thompson moved and Ms. Clark seconded approval of changes to the Partnership and Sponsorship policy, as suggested. Mr. Roewe reiterated the purpose of this policy is to define the conditions and responsibilities associated with partnerships and sponsorships between the District and community entities. Suggested changes included a statement to clarify use of the term partner and a written and signed memorandum of understanding would now be required between the District and community partners or sponsors. These changes provide a framework for how the District engages with partners for mutual benefit. Ms. Baker further said policy language was also clarified and updated.

There was no further discussion.

The motion was approved.

**New Business  
Social Media Policy  
(Item IV.D.3.)**

SOCIAL MEDIA POLICY. Mr. Klapp moved and Ms. Hanson seconded approval of revisions to the Social Media policy, as suggested. Ms. Baker said other than an update to the related policies section, the content of the policy was not revised.

There was no further discussion.

The motion was approved.

**New Business  
Personnel Policy  
HR 11 - Safety &  
Health  
(Item IV.D.4.)**

PERSONNEL POLICY HR 11. Ms. Hanson moved and Ms. Thompson seconded approval of revisions to Personnel Policy, HR11–Safety & Health, as suggested. In HR Director Ms. Carnell’s stead, Mr. Roewe reported revisions included updated job titles and a boilerplate policy statement, which did not affect policy application.

There was no further discussion.

The motion was approved.

**New Business  
Personnel Policy  
HR 12 - Searches &  
Inspections  
(Item IV.D.4.)**

PERSONNEL POLICY HR 12. Ms. Thompson moved and Ms. Clark seconded approval of revisions to Personnel Policy, HR12– Searches & Inspections, as suggested. Mr. Roewe noted revisions to HR12 were similar to those for HR11 and did not affect policy application.

There was no further discussion.

The motion was approved.

**New Business  
Overview – Engage  
Program and  
Resources Guide  
(Item IV.D.5.)**

ENGAGE PROGRAM AND RESOURCES GUIDE OVERVIEW. Communication & Development Director Jane Baker and Communication Specialist Erin Dodge provided a summary of the Engage program and resources guide production process. Ms. Baker presented the inception of Engage and visually showed via PowerPoint its evolution from program flyers and brochures to the popular and effective resources guide it is today, noting Ms. Dodge and the Communication Department won a Spark award from Marcom for the publication in 2018. Ms. Dodge further presented cover photos of the first editions, the creative and collaborative process for

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**New Business  
Overview – Engage  
Program and  
Resources Guide  
(Item IV.D.5.)**

producing Engage, and the involvement of staff and community partners. Ms. Dodge said the guide also helps to promote regional events, such as Small Business Saturday, and captures historic events, as it did in 2019 with the 75<sup>th</sup> anniversary of the establishment of Hanford. In response to the pandemic-related shutdown, a Digital Resources & Services Issue was produced, which had the longest duration of all editions. The focus looking forward will be on Mobile Services and its new truck and van, cultural passes to the MAC and Mobius now that they are offered again, Summer Reading, and the new Spokane Valley Library. The Summer 2022 edition will be available soon, and can be found online, along with all previous editions of Engage. Ms. Dodge gave a shout-out of appreciation to all District staff who continuously contribute to the production process, which includes the entire Communication Department. Discussion ensued among Trustees and staff about number of print copies produced, 15,000-20,000, the possibility of a future kids' version, and impact of advance planning on programming.

There was no further discussion.

**Discussion Items,  
Possible Action  
Summer Meeting  
Schedule  
(Item V.A.)**

SUMMER MEETING SCHEDULE. Trustees reviewed their schedules to ensure a quorum would be available for meetings held during the summer months and decided by consensus to cancel its August meeting. In response to Mr. Klapp's query, Mr. Roewe said other future agendas would be adjusted accordingly and content from staff would be rescheduled. Per Board direction, staff will move forward to cancel the August regular meeting.

There was no further discussion.

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

FUTURE BOARD MEETING AGENDA ITEMS. Mr. Craig reviewed forthcoming agenda items for the next two months. The next meeting will be held at Otis Orchards Library on June 21. Among other items, the agenda will include an update on the new Spokane Valley Library, one policy review, and an overview of District network security.

There was no further discussion.

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

Ms. Thompson relayed a recent conversation with another library customer of Moran Prairie Library, who expressed appreciation for being able to walk to the library to read the Wall Street Journal. The customer asked for the District to please continue its subscription to the WSJ. Ms. Thompson further said this conversation was another reminder of how libraries serve the entire community.

There was no further discussion.

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

The Executive Director's written report for April 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 reported testing is being conducted on the District's time lapse camera for the construction site. It is anticipated to be online by June. He further said although Proclamation 28

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

expires June 1, remote broadcast will continue to be encouraged, so the current Board Meeting setup will not change. Regarding electric vehicle charging stations, contracts with Avista were recently signed and an update on the program will be provided next month. Also, the new Mobile Services truck, LINC, has arrived and a tour will be scheduled soon.

There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for April 2022, with data for customer use measures, programming, and library activities. Mr. Stumbough further confirmed LINC, the new Mobile Services truck, will be part of the July 19 Board Meeting.

There was no further discussion.

**Fiscal Report, April 2022 (Item VI.D.)**

Revenue and Expenditure Statement through April 30, 2022.

<u>Fund 001</u>	
Revenues	\$ 7,989,874
Expenditures	\$ 4,918,249
Ending Fund Balance	\$ 10,811,031
Fund Budget Expended	28.49%

Mr. Knorr reported the HVAC controls have been updated at Cheney Library. Following installation of the control panel, the system will work as planned.

There was no further discussion.

**Adjournment (Item VII.)**

Chair Craig adjourned the meeting at 4:57 p.m. The next Board Meeting is scheduled for Tuesday, June 21, 2022, at 4:00 p.m., in the public meeting room at Otis Orchards Library.



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John Craig, Chair



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Patrick Roewe, Secretary to the Board of Trustees