

BOARD OF TRUSTEES MEETING MINUTES: JUNE 21, 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 Otis Orchards Library, Tuesday, June 21, 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; Toni Carnell, Human Resources Director; Patrick Hakes, IT Manager; Tammy Henry, Librarian; Rick Knorr, Finance Director; Briana Ruffing, Library Supervisor; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Hannah Tilley, HR Associate; and Patty Franz, Executive Assistant.

Other Guests via Conference Call: Three (3).

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 May 17, Regular Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the May 17 meeting minutes. There were no corrections; the minutes stand approved as written.

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

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
May - L01	59668-59800 and W001096-W001120	\$1,117,429.24	\$1,117,429.24
	05102022PR and 05252022PR	\$428,463.09	\$428,463.09
L01		Total	\$1,545,892.33
L02	9638 Modern Electric Water Co – Fee to provide electric service to new SV Library	\$36,959.78	\$36,959.78
	9639 HFC Services – (Owner’s Representative)	\$4,477.56	\$4,477.56

Meeting Minutes - Board of Trustees

June 21, 2022

Page 2

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

	9640 Kilgore Construction – General Contractor Pmt. 1	\$372,119.09	\$372,119.09
	9641 Horrocks Engrs – Add'l boundary line adjustment work	\$600.00	\$600.00
	9642 Integrus Architecture – Pmt. 11 (New SV Library Design)	\$13,562.67	\$13,562.67
L02		Total	\$427,719.10

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 reiterated project progress remains steady overall, led by general contractor Kilgore Construction. The first change order was approved in May, with no appreciable budget impact. Footings and foundations are currently being placed, with slab pours scheduled for July. Mr. Roewe said a second change order is anticipated, with more information forthcoming. He further expressed appreciation to IT Manager Patrick Hakes for installation of the stop-motion camera, and shared five-minute interval video footage of construction activity at the site. Discussion ensued among Trustees and staff about plans for the multi-phase park project. Mr. Roewe said although Phase 1 of the park project and completion of the library were planned to happen at the same time, delayed development of the park will not impact completion or opening of the library. Mr. Knorr further reported the final interest rate for the nine-year loan, following sale of the certificates of participation on June 8, was 2.47%. An amortization table will be available after the closing date, June 28, and shared at the July meeting.

There was no further discussion.

**New Business
Annexation of Cities
and Towns to the
District Policy
(Item IV.D.1.)**

ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT POLICY. Mr. Klapp moved and Ms. Clark seconded approval of changes to the Annexation of Cities and Towns to the Library District policy, as suggested. Mr. Roewe reiterated the purpose of the policy is to set conditions under which the District may consider a request for annexation into the District by a municipality in Spokane County. Mr. Roewe further explained the background and process for annexation. Mr. Knorr distributed a handout regarding the \$5.90 aggregate limit proration order and explained the aggregate regular levy rate calculations for junior taxing districts, which are legislated at different levels. Using Airway Heights as an example, Mr. Knorr explained how annexation could impact costs. Mr. Roewe said although there are no annexations on the District's horizon, it was helpful to review the background.

There was no further discussion.

The motion was approved.

**New Business
Use of Video
Surveillance
Systems Policy
(Item IV.D.2.)**

USE OF VIDEO SURVEILLANCE SYSTEMS POLICY. Ms. Thompson moved and Ms. Hanson seconded approval of the new policy, Use of Video Surveillance Systems, as written. Mr. Roewe said the purpose of the policy is to outline the manner in which the District employs video surveillance systems and recorded digital video images to enhance the physical security of District customers, employees, and property, while protecting the privacy and confidentiality of District customers pursuant to state and federal laws. Mr. Roewe also stated the six-year retention period for records related to a documented security incident or investigation is compliant with state-issued requirements per the Local Government Common Records Schedule (CORE) 2.11. In response to Mr. Klapp's query, Mr. Roewe said all district-owned and managed properties will have security systems and LINC, the new Mobile Services truck, already has a system on board. The default will be to have maximum coverages as much as possible. In response to Ms. Clark's query, Mr. Roewe confirmed footage would be retained for all categories of incidents and would be held for law enforcement as well.

There was no further discussion.

The motion was approved.

**New Business
Personnel Policy
HR 06 – Code of
Conduct
(Item IV.D.3.)**

PERSONNEL POLICY HR06 – CODE OF CONDUCT. Ms. Hanson moved and Mr. Klapp seconded approval of revisions to Personnel Policy, HR06–Code of Conduct, as recommended. Mr. Roewe pointed out the HR06 revision is a companion to the Use of Video Surveillance Systems policy, which would authorize the District to use surveillance footage when necessary via the policy. He further said these new policies will be shared with employees, with a required follow-up confirmation of their understanding.

There was no further discussion.

The motion was approved.

**New Business
Overview –
Network Security
(Item IV.D.4.)**

DISTRICT NETWORK SECURITY OVERVIEW. IT Manager Patrick Hakes provided an overview via PowerPoint of network security for the District. Mr. Hakes reviewed a list of common attack vectors and provided further details regarding threats from compromised login credentials, insiders, ransomware, phishing, supply vendors, botnet brute-force attacks, and unpatched vulnerability. He further reported the methods of mitigation used by the District, which includes technological methodology and ongoing staff education and biweekly training by email. In response to queries from Trustees, Mr. Hakes explained how the District would respond to a malware attack and the process to restore District systems.

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 Cheney Library on July 19. Among other items, the agenda will include an update on the new Spokane Valley Library, one policy review, and an overview of Mobile Services.

Meeting Minutes - Board of Trustees

June 21, 2022

Page 4

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

There was no further discussion.

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

There were no reports or further discussion.

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

The Executive Director’s written report for May 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 a new state law was now in effect. Pursuant to RCW 9.41.305, open carry of firearms or weapons is prohibited during meetings of public agency governing bodies, such as city councils or Board of Trustees. In response to an uptick of security incident reports, walkthroughs and reviews of Spokane Valley and North Spokane libraries have been conducted by law enforcement and GoJoe Patrol visits will be increased. To prevent further escalation of facility misuse and to keep a safer environment for District employees and customers, restrooms are now lockable at Spokane Valley and shrubbery will soon be trimmed or removed. In response to queries, Mr. Roewe said misuse of facilities has increased since pre-pandemic security incident levels and continues to escalate. Training is ongoing for staff to help manage these situations and all necessary tools will continue to be provided going forward. While it is not the District’s intent to marginalize or discriminate, these steps are necessary to discourage anti-social behaviors that impact library operations.

There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for May 2022, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to report and there were no questions.

There was no further discussion.

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

Revenue and Expenditure Statement through May 31, 2022.

<u>Fund 001</u>	
Revenues	\$ 9,548,886
Expenditures	\$ 6,513,964
Ending Fund Balance	\$ 10,774,328
Fund Budget Expended	37.73%

Mr. Knorr had nothing further to report.

There was no further discussion.

Adjournment
(Item VII.)

Chair Craig adjourned the meeting at 4:48 p.m. The next Board Meeting is scheduled for Tuesday, July 19, 2022, at 4:00 p.m., in the public meeting room at Cheney Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees