

## BOARD OF TRUSTEES MEETING MINUTES: JULY 19, 2022

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A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via Zoom (online meeting platform) in the public meeting room at Cheney Library, Tuesday, July 19, 2022, at 4:00 p.m.

**Present:** In Person and/or via Zoom:

- 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:** Kristy Bateman, Operations Manager; Toni Carnell, Human Resources Director; Rick Knorr, Finance Director; Amy Fair, Library Supervisor; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Hannah Tilley, Human Resources Associate; Amber Williams, Strategic Plan Manager; Danielle Marcy, Mobile Services Supervisor; Crystal Miller, Librarian; Josh Kinney, Mobile Services Logistics Associate; and Koreena Ostashek, Mobile Services Associate and 1 (one) member of the public.

**Other Attendees via Zoom:** Jane Baker, Communication & Development Director; and 2 (two) members of the public.

**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. Hanson and Ms. Clark seconded approval of the agenda. The motion was approved.

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

**Approval of June 21, Regular Meeting Minutes (Item IV.A.)** Mr. Craig called for corrections to the June 21 meeting minutes. There were no corrections; the minutes stand approved as written.

**Approval of June 2022, Payment Vouchers (Item IV.B.)** Ms. Clark moved and Mr. Klapp seconded approval of the June 2022 bill payment vouchers as follows for the General Operating Fund (GF) and the Capital Projects Fund (CPF):

Fund	Voucher/Payroll Numbers	Subtotal	Total
June - GF	59801-59913 and W001121-W001134	\$770,663.17	\$770,663.17
	06102022PR and 06252022PR	\$458,890.70	\$458,890.70
GF		Total	\$1,229,553.87
CPF	9638 GeoEngineers –	\$5,548.15	\$5,548.15

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

	Additional Earthwork Site Testing		
	9639 HFC Services – (Owner’s Representative)	\$5,133.20	\$5,133.20
	9640 Integrus Architecture – Pmt. 12 (New SV Library Design)	\$26,551.50	\$26,551.50
	9641 Intermountain Materials Testing – Special inspections and testing	\$2,810.16	\$2,810.16
	9642 Kilgore Construction – General Contractor Pmt. 2	\$502,848.93	\$502,848.93
CPF		Total	\$542,891.94

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 construction progress remains steady with no major issues encountered. The first section of concrete slab for the building has been poured, with the other two sections to be poured this week. The second change order is being negotiated at present and will likely be signed later in July, but no major increases. The monument sign accepted as an alternate in the bid will likely be finalized later this summer. Mr. Knorr further reported that the LOCAL program loan had closed with the proceeds deposited into a Local Government Investment Pool (LGIP) account. Discussion ensued regarding the way the State structures and reports on the sale of the certificates of participation that fund the loan. Mr. Knorr also reported that the District is required to spend a certain percentage of the loan by certain time frames: 15% in three months, 60% within one year, and 100% in 18 months. Based on the construction schedule, the District will easily draw down the entirety of the proceeds within one year.

**Unfinished Business  
2022 Budget –  
Transfer of Funds  
from the General  
Fund to the Capital  
Projects Fund  
(Item IV.C.2.a)**

2022 BUDGET—AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND (RESOLUTION NO. 22-03). Ms. Thompson moved and Ms. Clark seconded approval of Resolution No. 22-03, Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund, be adopted. Mr. Knorr noted the amendment will increase the Capital Projects Fund by \$2,000,000, with General Fund revenues over expenditures sufficient to allow for the originally budgeted transfer amount to occur as planned.

**Unfinished Business  
2022 Budget –  
Transfer of Funds  
from the General  
Fund to the Capital  
Projects Fund**

**RESOLUTION NO. 22-03**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND IN THE 2022 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING

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**(Item IV.C.2.a)**

THERETO.

There was no further discussion.

The motion was approved.

**Unfinished Business  
Easement Agreement  
for Electric Vehicle  
Charging Station  
MP Library  
(Item IV.C.1.)**

EASEMENT FOR ELECTRIC VEHICLE CHARGING STATION (MP LIBRARY): APPROVAL RECOMMENDATION. Mr. Klapp moved and Ms. Clark seconded approval of the easement agreement for the Electric Vehicle Charging Station at Moran Prairie Library. Mr. Roewe stated that this easement agreement is the next step in the electric vehicle charging stations project the Board of Trustees approved in May 2021 via Master Site Agreements with Avista Corporation. The easement will facilitate the installation of the utility infrastructure necessary for the charger installation. Discussion ensued about the location of the stations and impact of the number of parking spaces impacted, with a net loss of only one space.

There was no further discussion.

The motion was approved.

**New Business  
Fixed Assets Policy  
(Item IV.D.1.)**

FIXED ASSETS POLICY. Ms. Clark moved and Ms. Hanson seconded approval of changes to the Fixed Assets policy, as recommended. Mr. Knorr reiterated the purpose of the policy and stated that the recommended changes were minor in nature and were made primarily for clarity's sake.

There was no further discussion.

The motion was approved.

**New Business  
Spotlight –  
Mobile Services  
(Item IV.D.4.)**

MOBILE SERVICES SPOTLIGHT. Strategic Project Manager Amber Williams and Mobile Services Supervisor Danielle Marcy provided an overview of the District's new Mobile Services Department. They shared the history and process for vehicle acquisition and vehicle features. They also provided details on the services provided by the department, including the number, locations, and types of stops made by Sprinter van and the Freightliner truck, known as the LINC (Libraries in Neighborhoods and Communities). Discussion ensued about how materials are selected, what programmatic offerings are provided now and planned for in the future, and how winter weather may affect service offerings.

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 Fairfield Library on September 20. Among other items, the agenda will include an update on the new Spokane Valley Library, four policy reviews, an overview of District facilities, and review of the performance of a public employee.

There was no further discussion.

**Trustee Reports**

There were no reports or further discussion.

**(Item VI.A.)**

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

The Executive Director’s written report for June 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 that though the expansion of mobile services was delayed due to the pandemic, it was a pledge of the 2019 levy lid lift, and having delivered on that pledge is a noteworthy accomplishment for the District.

There was no further discussion.

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

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

Revenue and Expenditure Statement through June 30, 2022.

<u>Fund 001</u>	
Revenues	\$ 9,811,609
Expenditures	\$ 7,759,985
Ending Fund Balance	\$ 9,791,985
Fund Budget Expended	44.94%

Mr. Knorr provided a facilities project update and reported that the installation of the first new panel for the upgraded intrusion alarm system at Airway Heights has been delayed, but will occur later in July. The HVAC control upgrade and the access control portion of the security upgrade project are both delayed by supply chain issues with the panels and card readers.

There was no further discussion.

**Adjournment  
(Item VII.)**

Chair Craig adjourned the meeting at 4:56 p.m. The next Board Meeting is scheduled for Tuesday, September 20, 2022, at 4:00 p.m., in the public meeting room at Fairfield Library.

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John Craig, Chair

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Patrick Roewe, Secretary to the Board of Trustees