

BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 20, 2022

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 Fairfield Library, Tuesday, September 20, 2022, at 4:00 p.m.

Present: John Craig – Chair
Kristin Thompson – Vice Chair
Jessica Hanson – Trustee
Ellen Clark – Trustee
Jon Klapp – Trustee

Excused: None.

Also Present: Patrick Roewe (Executive Director); Toni Carnell (Human Resources Director); Doug Stumbough (Operations Director); Rick Knorr (Finance Director); Jane Baker (Communication and Development Director); Hannah Tilley (Human Resources Associate); Emily Greene (Administrative Services Manager)

Other Guests via Conference Call: Andrea Sharps (Collections Services Manager); Seven (7) members of the public

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| Call To Order (Item I) | Chair John Craig called the meeting to order at 4:00pm and welcomed all those in attendance. |
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| Agenda Approval (Item II) | Mr. Klapp moved and Ms. Thompson seconded the approval of the meeting agenda as written. The motion was approved. |
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| Public Comment (Item III) | Chair John Craig asked if any public comments had been submitted. There had been one written submission which Mr. Roewe read. The submission regarded the future operation of the BookEnd in the Spokane Valley Mall. |
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| Approval of July 19, Regular Meeting Minutes (Item IV.A) | Chair John Craig asked if there were any corrections to the July 19, 2022 Meeting Minutes. There were no corrections. The minutes stand as written. |
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**Approval of July
Payment Vouchers
(Item IV.B)
AND
Approval of August
Payment Vouchers
(Item IV.C)**

Ms. Hanson moved and Ms. Thompson seconded the approval of both the July and August 2022 Payment Vouches as follows.

| Fund | Voucher/Payroll Numbers | Subtotal | Total |
|-----------|---|--------------|----------------|
| July - GF | 59914-59984 and W001135-W001161 | \$598,486.86 | \$598,486.86 |
| | 07102022PP11 and 07252022PP12 | \$471,409.45 | \$471,409.45 |
| GF | | Total | \$1,069,896.31 |
| CPF | 9648 Geoengineers, Inc – Geotechnical Survey | \$202.25 | \$202.25 |
| | 9649 Hammond Facility Consulting – Owners Rep. | \$5,486.18 | \$5,486.18 |
| | 9650 Intermountain Materials Testing – Testing Fees for June 2022 | \$2,615.12 | \$2,615.12 |
| | 9651 Kilgore Construction Inc – General Contractor | \$515,008.07 | \$515,008.07 |
| CPF | | Total | \$523,311.62 |

| Fund | Voucher/Payroll Numbers | Subtotal | Total |
|-------------|---|--------------|----------------|
| August - GF | 59985-60087 and W001155-W001182 | \$863,138.77 | \$863,138.77 |
| | 08102022PP15 and 08252022 PP16 | \$451,983.87 | \$451,983.87 |
| | | Total | \$1,315,122.64 |
| CPF | 9652 Hammond Facility Consulting – Owners Rep. | \$5,130.86 | \$5,130.86 |
| | 9653 Intermountain Materials Testing – Testing Fees for June 2022 | \$3,625.96 | \$3,625.96 |
| | 9654 Intermountain Materials Testing – Testing Fees for July 2022 | \$2,919.56 | \$2,919.56 |
| | 9655 Kilgore Construction – General Contractor | \$685,954.51 | \$685,954.51 |
| | 9656 Integrus Architecture | \$48,705.43 | \$48,705.43 |
| | 9657 Modern Electric Water Co – Electric Connection Fee | \$31.48 | \$31.48 |
| | 9658 Testcomm, LLC – Leed Consultant and Commissioning Services | \$600.00 | \$600.00 |
| | | Total | \$746,967.80 |

**Unfinished Business
New SV Library Project
July Update
(Item IV.D.1)
AND
Unfinished Business
New SV Library Project
August Update
(Item IV.D.2)**

NEW SPOKANE VALLEY PROJECT UPDATES. Mr. Roewe provided an update covering the last two months on the construction progress of the new Spokane Valley Library. Information included the signing of Change Order 3 and completion reaching 40%. Mr. Roewe stated the construction was on time and on budget. Discussion ensued about the effects of future Sprague Ave. road construction on library traffic. Photos from a construction tour were shown.

There was no further discussion.

**New Business
Gifts Policy
(Item IV.E.1)**

GIFTS POLICY. Ms. Clark moved and Mr. Klapp seconded to approve the Gifts Policy revisions as recommended. Ms. Baker stated there were a few adjustments made for clarity purposes.

There was no other discussion. The motion was approved.

**New Business
Naming and
Recognition Policy
(Item IV.E.2)**

NAMING AND RECOGNITION POLICY. Ms. Thompson moved and Ms. Hanson seconded the approval of revisions to the Naming and Recognition Policy as recommended. Ms. Baker and Mr. Roewe stated there were only minor changes made.

There was no other discussion. The motion was approved.

**New Business
Public Art in District
Facilities Policy
(Item IV.E.3)**

PUBLIC ARTS IN DISTRICT FACILITIES POLICY. Ms. Hanson moved and Ms. Thompson seconded the approval of the reaffirmation of Public Art in District Facilities Policy. Mr. Roewe stated that there were no changes other than the reaffirmation date and the policy had previously been reviewed by an attorney.

There was no other discussion. The motion was approved.

**New Business
Personnel Policy: Hiring
and Employment
(Item IV.E.4.i)**

HIRING AND EMPLOYMENT POLICY. Ms. Hanson moved and Mr. Klapp seconded the approval of revisions made to the Hiring and Employment Policy as recommended. Ms. Carnell stated that there were revisions to wording for clarity and reaffirmation. Trustee Thompson asked if ID Badges had been taken away so that it was no longer part of the policy. Ms. Carnell stated that the ID Badges wording had been removed in order to be better able to adjust as the ID Badges Procedure changes, but identification was still being required for all staff.

There was no other discussion. The motion was approved.

**New Business
Personnel Policy:
Grievance
(Item IV.E.4.ii)**

GRIEVANCE POLICY. Mr. Klapp moved and Ms. Thompson seconded to approve the Grievance Policy revisions as suggested.

There was no other discussion. The motion was approved.

**New Business
Personnel Policy:
Harassment and
Bullying
(Item IV.E.4.iii)**

HARASSMENT AND BULLYING POLICY. Ms. Thompson moved and Ms. Hanson seconded the approval of the revisions made to the Harassment and Bullying policy as recommended.

There was no other discussion. The motion was approved.

**New Business
Personnel Policy:
Discipline
(Item IV.E.4.iv)**

DISCIPLINE POLICY. Ms. Clark moved and Mr. Klapp seconded the approval of the revisions made to the Discipline Policy as recommended.

There was no other discussion. The motion was approved.

**New Business
Naming Rights
Agreement for SV
Community Room
(Item IV.E.5)**

NAMING RIGHTS AGREEMENT FOR SPOKANE VALLEY COMMUNITY ROOM. Ms. Hanson moved and Ms. Thompson seconded the approval of the Naming Rights for the Spokane Valley Community Room. Ms. Baker reiterated the reasons for recommending naming the community room after Diane E. Zahand. This included that the late Diane E. Zahand's devotion to early childhood education, as well as James Zahand's ongoing support of the Spokane County Library District through the Zahand Fund over the last decade. Discussion ensued regarding clarification of one section of the contract. Chair Craig requested the record show that the Board of Trustees are very grateful to Mr. Zahand for the donation.

There was no other discussion. The motion was approved.

**New Business
Overview – Facilities:
State of Buildings
(Item IV.E.6)**

FACILITIES: STATE OF BUILDINGS OVERVIEW. Mr. Knorr discussed the state of the library buildings with the aid of a PowerPoint. Discussion included what updates have been done to up-keep the buildings and what work still needs to be done. Main focuses were on the state of the roof, carpet, landscaping, and HVAC systems. EV Charging Stations are to be installed through Avista, though no date has been set. Discussion ensued over closure plans for implementing updates that were presented. PowerPoint will be sent to Trustees for reference.

There was no further discussion.

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

FUTURE BOARD MEETING AGENDA ITEMS. Chair Craig reviewed the upcoming meeting agenda items for the next two months. The next meeting will be held at the Spokane Valley Library on October 18.

There was no other discussion.

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

There were no trustee reports or further discussion.

**Executive Director
Report, July 2022
(Item VI.B.1)
AND
Executive Director
Report, August 2022
(Item VI.B.2)**

Information was provided about the HVAC system failure at the Deer Park location. Discussion ensued about how the situation was handled. Ms. Clark expressed how impressed she was about the determination to continue services rather than completely closing the facility. The problem has since been resolved. Mr. Roewe echoed the gratitude shown for the donation from James Zahand. Discussion preceded about a request to review of a material.

There was no further discussion.

Operations Report, July 2022
(Item VI.C.1)
AND
Operations Report, August 2022
(Item VI.C.2)

Mr. Stumbough informed the Board of changes for various positions around the District. These changes were primarily due to internal transfers or promotions.

There was no further discussion.

Fiscal Report, July 2022
(Item VI.D.1)
AND
Fiscal Report, August 2022
(Item VI.D.2)

Mr. Knorr stated that the Washington State minimum wage change will be part of the upcoming budget discussions. Mr. Roewe added that revenue will increase but the rate will be the lowest the District has seen. Both Mr. Knorr and Mr. Roewe emphasized that rate is only relevant if it results in a revenue drop, which it will not. Chair Craig asked if new construction will continue to be good which Mr. Knorr responded they will have more information in the upcoming budget months.

There was no other discussion.

Executive Session, Review of a Public Employee
(Item VII.A)

REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE. Mr. Craig announced the executive session at 5:25 p.m.. Mr. Craig stated the purpose of the executive session was to review the performance of the Executive Director and that the Board would be in executive session until 5:40 p.m. Human Resources Director Toni Carnell provided informational review materials in advance of the meeting, and Mr. Stumbough provided technical assistance to limit the virtual session to include only Mr. Roewe and Trustees. At 5:43 p.m., Mr. Craig announced an extension was needed and that the Board would return from executive session at 5:53 p.m. The Board returned from executive session and resumed the public meeting at 5:54 p.m. Chair Craig will complete a summary of Mr. Roewe's evaluation to submit for District personnel files.

There was no further discussion.

Adjournment
(Item VIII)

Chair Craig adjourned the meeting at 5:55pm. The next Board Meeting is scheduled for Tuesday, October 18, 2022, at 4:00pm., in the public meeting room at Spokane Valley Library.



John Craig, Chair



Patrick Roewe, Secretary to the Board of Trustees