

## **BOARD OF TRUSTEES MEETING MINUTES: October 18, 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 Spokane Valley Library, on Tuesday, October 18, 2022 at 4:00pm.

**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), Doug Stumbough (Operations Director), Rick Knorr (Finance Director), Kristy Bateman (Operations Manager), Vincent Davi (Video Production Specialist), Sandy Orr (Collection Services Manager), Patrick Hakes (IT Manager), Emily Greene (Administrative Services Manager), and three (3) members of the public.

**Guests via Zoom:** Jane Baker and Seven (7) members of the public.

**Call to Order (Item I)** Chair John Craig called the meeting to order at 4:00pm and welcomed everyone in attendance.

**Agenda Approval (Item II)** Vice Chair Kristin Thompson moved for the approval of the agenda and Trustee Jon Klapp seconded. The motion was approved.

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

**Approval of September 20, 2022 Regular Meeting Minutes (Item IV.A)** Mr. Craig called for any corrections to the September 20, 2022 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

**Approval of September 30, Special Meeting Minutes (Item IV.B)** Mr. Craig called for any corrections to the September 30, 2022 Special Meeting Minutes. There were no corrections, the minutes stand as written.

**Approval of September 2022 Payment Vouchers (Item IV.C)** Mr. Klapp moved and Ms. Clark seconded the approval of the September Payment Vouchers as follows.

Fund	Voucher/Payroll Numbers	Subtotal	Total
September-GF	60088-60191 and W001178-W001193	\$813,694.36	\$813,694.36
	09092022PR and 09232022PR	\$468,859.13	\$468,859.13
		Total	\$1,282,553.49
CPF	9659 Hammond Facility Consulting Services	\$5,508.41	\$5,508.41

	9660 Integrus Architecture	\$17,283.85	\$17,283.85
	9661 Kilgore Construction Inc Intermountain Materials	\$2,148,128.80	\$2,148,128.80
	9662 Testing (Fees for August 2022)	\$5,946.14	\$5,946.14
		Total	\$2,176,867.20

There was no further discussion. The motion was unanimously approved.

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

NEW SPOKANE VALLEY PROJECT UPDATE. Mr. Roewe stated that the construction of the New Spokane Valley Library has reached 50% completion. Construction continues to stay on schedule, as well as on budget. Discussion ensued about steel prices increasing and a future need to work with the City of Spokane Valley regarding a potential easement agreement for utility access on the eastern edge of the parking lot.

There was no other discussion.

**New Business  
2023 Budget  
(Item IV.E.1.a)**

PUBLIC HEARING ON AUTHORIZED REVENUE SOURCES. Chair Craig called the Public Hearing on Authorized Revenue Sources to order at 4:05pm and called for public testimony. Mr. Knorr presented The District's sources of revenue and information on the tax levy. Property taxes and payments in lieu of property taxes, contracted city payments from the city of Airway Heights, and annexation mitigation payments for Moran Prairie from the city of Spokane, comprise 97 percent of the projected 2023 budget revenue of \$18,034,500. All other comprise 3 percent. There was no public testimony. Mr. Craig adjourned the public hearing at 4:15pm.

**New Business  
2023 Budget  
(Item IV.E.1.b)**

2023 PRELIMINARY BUDGET PRESENTATION. Mr. Knorr presented the 2023 budget. He summarized development of the preliminary budget for 2023. He noted the preliminary budget for next year was formulated on the approved 2022 budget, as well as the anticipated final budget results for 2022 and previous years. Mr. Knorr reviewed revenue and expenditure comparative summaries for 2022 and 2023. Preliminary budget information included cash on hand with the intent to maintain the same amount the District started with each year. Mr. Knorr also reviewed projected increases of expenses, which will be the focus of discussion at the November meeting. Discussion ensued about the impact of new construction and Tax Increment Financing Area (TIFs) on the budget.

Mr. Knorr provided more information on the future of the capital projects fund now that debt service payments for the new Spokane Valley library will be occurring. Discussion ensued regarding the potential impact of future reductions in transfers to the capital projects fund due to debt service payments.

Regarding the recommended 4% cost-of-living adjustment, discussion ensued about how it related to the salary step increases for eligible staff, and whether the recommendation was sustainable in relation to the proposed overall budget.

**New Business  
2023 Budget  
(Item IV.E.1.c)**

ORGANIZATIONAL MEMBERSHIP REVIEW. Ms. Hanson moved and Ms. Thompson seconded to approve inclusion of the presented organizational memberships and associated fees in the 2023 General Operating Fund budget. In response to Trustee queries, Mr. Roewe said that the only new membership was for the Washington Association of Public Records Officers at an annual cost of \$25.00.

There was no further discussion. The motion was unanimously approved.

**New Business  
2023 Budget  
(Item IV.E.1.d)**

ELIMINATING OVERDUE FINES DISCUSSION. Mr. Roewe presented the recommendation to eliminate overdue fines starting in 2023, citing the District's intent to expand access to library resources and address equity concerns. He stated that given the ongoing decline in revenue for overdue fines, their viability as a long-term revenue source is uncertain. Damaged and lost fees will still be assessed, so the customer will still be held accountable for the timely return of items. Mr. Roewe stated based upon the experience of peer libraries across the state and country, eliminating fines has increased customer use and engagement. Discussion ensued about the effects of eliminating the fines. Trustees agreed by consensus to direct staff to return with a formal recommendation to revise the Customer Privileges and Responsibilities policy to eliminate overdue fines at a future Board meeting.

**New Business  
2023 Budget  
(Item IV.E.1.e)**

BOARD DIRECTION TO STAFF. Trustees agreed by consensus for staff to go forward with planning and completing the final 2023 General Operating and Capital Projects funds budgets as discussed. Direction included for staff to budget an annual cost of living salary adjustment of 4.00%, in response to the August 2022 CPI-W and as prescribed by District Personnel Policy, HR03. Staff were also directed to review for accuracy and adjust as needed to the salary budget and capital projects budget. Additional budget-related information requested by the Board will be provided at the November meeting.

**New Business  
Future Operation of the  
BookEnd: Discussion  
(Item IV.E.2)**

FUTURE OPERATION OF THE BOOKEND. Mr. Roewe presented a recommendation to not renew the BookEnd's lease, located in the Spokane Valley Mall, after June 2023. Information presented included how and why the BookEnd was created, as well as statistics of customer use at this location, which demonstrated less use when compared to all other District libraries. Discussion ensued about the redeployment of staff and resources if the BookEnd was closed. The Board requested more information regarding customer demographics and operating costs to be presented for discussion at a future meeting in advance of any final decision.

There was no other discussion.

**Discussion Items  
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 Argonne Library on November 15.

There was no other discussion.

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

There were no trustee reports or further discussion.

**Executive Director  
Report  
(Item VI.B)**

Mr. Roewe provided information on the upcoming replacement process of retiring Trustee Kristin Thompson. Mr. Roewe also provided an overview of upcoming discussion items such as a new TIF agreement located in North Spokane, updates on substance use paraphernalia around the libraries, and the recently completed naming rights contract for the community room in the new Spokane Valley Library.

There was no further discussion.

**Operations Report  
(Item VI.C)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for September 2022, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to report.

There was no further discussion

**Fiscal Report  
(Item VI.D)**

Mr. Knorr provided the Revenue and Expenditure Final Statement through September 30, 2022 prior to the meeting. Mr. Knorr had nothing further to report.

There was no further discussion.

**Adjournment  
(Item VII)**

Chair Craig adjourned the meeting at 6:12pm. The next Board Meeting is scheduled for Tuesday, November 15, 2022, at 4:00pm in the public meeting room at Argonne Library.

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John Craig, Chair

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Patrick Roewe, Secretary to the Board of Trustees