

BOARD OF TRUSTEES MEETING MINUTES: NOVEMBER 15, 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 Argonne Library, Tuesday, November 15, 2022, at 4:00pm.

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

Excused: None.

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Rick Knorr (Finance Director), Vincent Davi (Video Production Specialist), Andrea Sharps (Collection Services Director), Emily Greene (Administrative Services Manager), Amy Fair (Library Supervisor) and one (1) member 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 and Trustee Jon Klapp seconded the approval of the agenda. The motion was approved.

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

Approval of October 18, 2022 Regular Meeting Minutes (Item IV.A) Mr. Craig called for any corrections to the October 18, 2022 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
October - GF	60192-60306 and W001194-W001213	\$719,526.03	\$719,526.03
	10102022PR and 10252022PR	\$445,272.13	\$445,272.13
		Total	\$1,164,798.16
CPF	9663 Hammond Facility Consulting Services	\$5,513.00	\$5,513.00
	9664 Kilgore Construction	\$1,367,634.69	\$1,367,634.69
	9665 Modern Electric Water	\$225.96	\$225.96
	9666 Integrus Architecture	\$24,298.43	\$24,298.43

	9667 Intermountain Materials Testing	\$2,483.70	\$2,483.70
	9668 Testcomm, LLC	\$500.00	\$500.00
		Total	\$1,400,655.78

There was no further discussion. The motion was approved.

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

NEW SPOKANE VALLEY PROJECT UPDATE. Mr. Roewe stated construction has reached 60% completion. Construction continues to stay on schedule and on budget. Discussion ensued about completion of the building's envelope, a future recommendation for public art for the project, and the parking lot paving being delayed due to the earlier than anticipated snow.

There was no further discussion.

**New Business:
2023 Budget
(Item IV.D.1)**

2023 BUDGET. Rick Knorr described the changes made from the October preliminary budget. Significant changes included an increase in the capital project transfer fund and a decrease in salaries and benefits. There were no changes to revenue since October while there were few additional changes to expenses. Changes included reductions in the supply and travel and training budgets since COVID had affected amounts spent, sufficient coverage in coming snow removal fees, increases to security patrols and the cost of the new Spokane Valley Library while maintaining the old Spokane Valley Library building. Information on the levy and its interaction with tax increment financing areas (TIFs) was provided. Discussion ensued about projections for the General Fund and the Capital Project Fund in the next few years.

There was no further discussion.

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

COST OF LIVING ADJUSTMENT FOR 2023. Ms. Thompson moved and Ms. Clark seconded the approval of the proposed cost of living adjustment percentage of 4%. Discussion ensued about the number of full time equivalent (FTE) employees in the District.

There was no further discussion. The motion was approved.

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

ADOPTING A 2023 FINAL BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION No. 22-04). Mr. Jon Klapp moved and Ms. Clark seconded that Resolution No. 22-04, Adopting a 2023 Budget and certifying it to the Board of County Commissioners, be adopted.

RESOLUTION NO. 22-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING THE 2023 BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2023 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no further discussion. The motion was approved.

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

AUTHORIZING 2022 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2023 (RESOLUTION 22-05). Mr. Klapp moved and Ms. Clark seconded that Resolution No. 22-05, Authorizing a 2022 Property Tax Levy Increase for Collection in 2023, be adopted.

RESOLUTION NO. 22-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2022 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2023 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

There was no further discussion. The motion was approved.

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

LEVYING THE REGULAR PROPERTY TAXES FOR SCLD FOR COLLECTION IN 2023 (RESOLUTION 22-06). Ms. Clark moved and Ms. Hanson seconded that Resolution No. 22-06, Levying the Regular Property Taxes for SCLD for Collection in 2023, be adopted.

RESOLUTION NO. 22-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2023 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2023 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no further discussion. The motion was approved.

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

BOARD DIRECTION TO STAFF. The Board had no further direction for staff regarding the 2023 budget. Regarding overall capital fund expenditures spanning both 2022 and 2023, Mr. Knorr stated that due to the New Spokane Valley construction being ahead of schedule, the District has now spent 6 million of the approved 7 million so far in 2022. More information will be provided in the December meeting for a resolution to authorize increasing the capital projects fund spending authority for 2022 due to the library project being ahead of schedule. Mr. Roewe also stated that the presented budget did not include revenue from over due fees.

There was no further discussion.

**New Business:
Revitalization and TIF
(Resolution 22-07)
(Item IV.D.2)**

COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT (RESOLUTION 22-07). Mr. Klapp moved and Ms. Thompson seconded the approval of the Community Revitalization Financing and Tax Increment Area Agreement. Mr. Roewe provided information on what a TIF is and which TIF Agreements the District is already part of. Discussion ensued about the financial aspects of signing onto a TIF. Mr. Craig requested staff to investigate creating a policy regarding this topic.

There was no further discussion. The motion was approved.

**New Business:
Personnel Policy HR05
Leave
(Item IV.D.3)**

PERSONNEL POLICY HR05 LEAVE. Mr. Klapp moved and Ms. Thompson seconded the approval of the changes to the HR05 Policy: Leave. Human Resources Director Toni Carnell presented the changes to the HR Policy Leave. Changes included revisions to the vacation leave accrual and acceptable sick leave options. Discussion ensued about the employee weekly hour expectations.

There was no further discussion. The motion was approved.

**Discussion Items:
Future 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 December 20.

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 a written report prior to the meeting for October 2022, including business office, finance, and facility updates. Mr. Roewe also stated that the trustee vacancy position to replace Vice Chair Kristin Thompson has been published to the Spokane County Commissioners website but there is not yet a first review or closure date.

There was no further discussion.

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

Operations Director Dough Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for October 2022, including 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 October 31, 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 5:09pm. The next Board Meeting is scheduled for Tuesday, December 20, 2022 at Argonne Library.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees