

**BOARD OF TRUSTEES MEETING MINUTES: December 20, 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 the Moran Prairie Library, Tuesday, December 20, 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); Andrea Sharps (Collection Services Manager); Toni Carnell (Human Resources Director); Emily Greene (Administrative Services Manager)

**Guests via Zoom:** Jane Baker (Communication and Development Director) and seven (7) members of the public.

- Call to Order (Item I)**                      Chair Craig called the meeting to order at 4:01pm and welcomed everyone in attendance.
  
- Agenda Approval (Item II)**                      Vice Chair Thompson moved for the approval of the agenda and Trustee Hanson seconded. The motion was approved.
  
- Public Comment (Item III)**                      There was no public comment.
  
- Approval of November 15, 2022 Regular Meeting Minutes**                      Chair Craig called for any corrections to the November 15, 2022 Regular Meeting Minutes. There were no corrections, and the minutes stand as written.
  
- Approval of November 2022 Payment Vouchers**                      Trustee Clark moved and Trustee Klapp seconded the approval of the November Payment Vouchers as follows.

Fund	Voucher/Payroll Numbers	Subtotal	Total
October - GF	60307-60401 and W001214-W001228	\$771,875.12	\$771,875.12
	11092022PR and 11232022PR	\$458,986.88	\$458,986.88
		Total	\$1,230,862.00
CPF	9669 Hammond Consulting Services	\$4,797.63	\$4,797.63
	9670 Integrus Architecture	\$21,190.00	\$21,190.00
	9671 General Contractor	\$1,187,796.91	\$1,187,796.91
	9672 Electric Water Co	\$108.18	\$108.18
	9673 Inspection and Testing Fees	\$1,160.60	\$1,160.60

	9674 Leed Consultant	\$1,500.00	\$1,500.00
		Total	\$1,216,553.32

The motion was approved unanimously and there was no further discussion.

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

Patrick Roewe explained that delivery of the electrical distribution switchgear has been delayed but there have been alternatives discussed by the project team to prevent the delay of both construction progress and the library opening to the public. Discussion ensued about potential costs of a temporary solution.

There was no other discussion.

**Unfinished Business  
2022 Work Plan – Year  
in Review  
(Item IV.C.2.)**

The majority of the project goals were achieved this year aside from security camera installments and the SCLD website refresh. Those two goals will be rolled over to the 2023 Work Plan, and staff plan to return with recommendations in the January regular meeting.

There was no other discussion.

**New Business  
2022 Budget  
Amendment  
Resolution No. 22-08  
(Item IV.D.1.)**

Trustee Hanson moved and Vice Chair Thompson seconded that Resolution No. 22-08, Adopting an Amendment to the 2022 Budget, be adopted.

**RESOLUTION NO. 22-08**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF  
SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE  
COUNTY, WASHINGTON, ADOPTING AN AMENDMENT TO  
THE 2022 BUDGET; AND PROVIDING FOR OTHER MATTERS  
PROPERLY RELATED THERETO.**

**SPOKANE COUNTY LIBRARY DISTRICT**

The motion was approved unanimously and there was no further discussion.

**New Business  
Customer Privileges  
and Responsibilities  
Policy  
(Item IV.D.2.)**

Vice Chair Thompson moved and Trustee Klapp seconded the approval of the changes to the Customer Privileges and Responsibilities policy. Patrick Roewe presented the changes to the policy that reflect the removal of overdue fines effective January 2023. Discussion ensued about plans for communicating this change to the Districts' customers.

The motion was approved unanimously and there was no further discussion.

**New Business  
New Spokane Valley  
Library Public Art:  
Harold Balazs's  
"Figures from Lewis  
Carroll's Alice in  
Wonderland"  
(Item IV.D.3.)**

Trustee Hanson moved and Trustee Clark seconded the approval to select Harold Balazs's "Figures from Lewis Carroll's Alice in Wonderland" as public art for the new Spokane Valley Library. Patrick Roewe and Andrea Sharps presented the historical significance of the artwork to the District and preservation work currently underway. Discussion ensued about the plans for reframing the pieces and where they would be placed in the new library building.

The motion was approved unanimously and there was no further discussion.

**New Business  
Future Operation of  
the Bookend  
(Item IV.D.4.)**

Patrick Roewe and Doug Stumbough presented the requested information regarding user demographics, operational costs, and redeployment of staff and assets of the BookEnd from the October 2022 meeting. Discussion ensued about the redistribution of assets from the BookEnd and comparisons of the demographics of patrons with other District locations. By consensus, Trustees directed staff to bring a formal recommendation to not renew the lease of the BookEnd to the January 2023 meeting.

There was no further discussion.

**New Business  
2023 Work Plan  
(Item IV.D.5.)**

The majority of the project goals in the 2023 Work Plan presented gave been dedicated to completing construction on the new Spokane Valley Library and opening it to the public. Discussion ensued about the previously proposed library refreshes which will be seen on the 2024 Work Plan presented next year.

There was no other discussion.

**New Business  
2023 Board Meeting  
Schedule Resolution  
22-09  
(Item IV.D.6.)**

Trustee Hanson moved and Trustee Clark seconded that Resolution No. 22-09, establishing the Date, Time and Location of the Regular Meetings of the Spokane County Library District Board of Trustees for the 2023 Calendar Year, be adopted.

**RESOLUTION NO. 22-09**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ON THE SUBJECT OF PROVIDING THE DATE, TIME, AND LOCATION OF THE REGULAR MEETINGS OF THE SPOKANE COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES FOR THE 2023 CALENDAR YEAR; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.**

**SPOKANE COUNTY LIBRARY DISTRICT  
Spokane, Washington**

The motion was approved unanimously and there was no further discussion.

**New Business  
Board Meeting Policy  
and Overview  
Schedule  
(Item IV.D.7.)**

Patrick Roewe reviewed the policies needing to be revised over 2023 and informed the Trustees of upcoming mandatory public record training. Discussion ensued about adding a presentation about the description of digital collections vouchers for the Trustees to better understand the expense reports.

There was no other discussion.

**New Business  
2023 Board of  
Trustees' Officers  
Election  
(Item IV.D.8.)**

Vice Chair Thompson moved and Trustee Klapp seconded the election of Jessica Hanson as Vice Chair and John Craig as Chair. Chair Craig abstained from voting for himself.

The motion was approved and there was no further discussion.

**New Business  
Recognition of a  
Retiring Trustee  
Kristin Thompson  
Resolution No. 22-10  
(Item IV.D.9.)**

Trustee Clark moved and Trustee Hanson seconded that Resolution No 22-10, Recognition of Retiring Trustee Kristin Thompson's Service to Spokane County Library District, be adopted.

**RESOLUTION NO. 22-10  
A RESOLUTION OF THE BOARD OF TRUSTEES OF  
SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE  
COUNTY, WASHINGTON, IN RECOGNITION OF RETIRING  
TRUSTEE KRISTIN THOMPSON'S SERVICE TO SPOKANE  
COUNTY LIBRARY DISTRICT AND ITS RESIDENTS.**

**SPOKANE COUNTY LIBRARY DISTRICT  
Spokane, Washington**

The motion was approved unanimously and there was no further discussion.

**Discussion Items  
Future Agenda Items  
(Item V.A.)**

Chair Craig reviewed the upcoming meeting agenda items for the next two months and noted that Staff Day has been moved from October to May for 2023. The next meeting will be held at the Argonne Library on January 17.

There was no other discussion.

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

There were no Trustee reports or further discussion.

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

Patrick Roewe stated the upcoming January meeting will include a contract for security cameras for the libraries. Discussion ensued about options for purchasing furniture for 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 December 2022, with data for customer use measures, programming, and library activities. Doug Stumbough had nothing further to report.

There was no further discussion.

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

Financial Director Rick Knorr provided the Revenue and Expenditure Final Statement through November 20, 2022 prior to the meeting. Rick Knorr had nothing further to report.

There was no further discussion.

**Adjournment**

Chair Craig adjourned the meeting at 5:02pm. The next Board Meeting is scheduled for Tuesday, January 17, 2022 at the Argonne Library.

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John Craig, Chair

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Patrick Roewe, Secretary to the Board of Trustees