

**BOARD OF TRUSTEES MEETING MINUTES: January 17, 2023**

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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 Argonne Library, Tuesday, January 17, 2023, at 4:00pm.

**Present:** John Craig – Chair  
Jessica Hanson – Vice Chair  
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), Andrea Sharps (Collection Services Director), Emily Greene (Administrative Services Manager), Vinny Davi (Video Production Specialist).

**Guests via Zoom:** Jane Baker (Communication and Development Director), Toni Carnell (Human Resource Director), 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)** Trustee Jon Klapp moved and Trustee Ellen Clark seconded the approval of the agenda. The motion was unanimously approved.

**Public Comment (Item III)** Executive Director Patrick Roewe read two pieces of written public comment, both regarding the District’s undeveloped property on Hastings Road.

There was no further discussion.

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

**Approval of December 19, 2022 Special Meeting Minutes (Item IV.B.)** Chair Craig called for any corrections to the December 19, 2022 Special Meeting Minutes. There were no corrections, the minutes stand as written.

**Approval of Payment Vouchers (Item IV.C.)** Vice Chair Jessica Hanson moved and Trustee Clark seconded the approval of the December 2022 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
December - GF	60381 – 60507 and W001227 – W001242	\$940,514.12	\$940,514.12
	12092022PR and 122320200PR	\$477,616.14	\$477,616.14
		Total	\$1,418,130.26

CPF	9675 Hammond Facility Consulting Services	\$4,800.13	\$4,800.13
	9676 Integrus Architecture	\$17,877.75	\$17,877.75
	9677 General Contractor	\$979,241.83	\$979,241.71
		Total	\$1,001,919.71

There was no further discussion, the motion was unanimously approved.

**Unfinished Business  
New Spokane Valley  
Library: Update  
(Item IV.D.1.)**

Executive Director Patrick Roewe discussed details regarding the delayed electrical power distribution panel for the new Spokane Valley Library. Information included that expected cost of the temporary panel was lower than anticipated, the potential for the grand opening being pushed back, and the need to postpone the transfer of the servers until after the final panel has been installed. Overall, all other construction activities continue to be on time and on budget.

There was no further discussion.

**Unfinished Business  
BookEnd Lease:  
Approval  
Recommendation  
(Item IV.D.2.)**

Executive Director Roewe discussed the written report provided prior to the meeting. Additional information included that if the lease was not renewed, the District would provide two months' notices to staff and the public, as well as an overview of the steps needed to transition operations out of the building. Trustee Klapp moved and Vice Chair Hanson seconded the approval to not renew the BookEnd lease once it ends in June 2023. The motion was unanimously approved.

There was no further discussion.

**New Business  
Security Camera  
Installation Contract:  
Approval  
Recommendation  
(Item IV.E.1.)**

Operations Director Doug Stumbough discussed the quote presented for the security camera installation for the District. Discussion ensued about the requirements needed for the security cameras and the process for retaining video footage. Vice Chair Hanson moved and Trustee Clark seconded the approval of the security camera installation contract. The motion was unanimously approved.

There was no further discussion.

**New Business  
Bulletin Boards and  
Community Interest  
Publications Policy:  
Approval  
Recommendation  
(Item IV.E.2.)**

Executive Director Roewe reported there were no changes to the Bulletin Boards and Community Interest Publication Policy. Trustee Klapp moved and Vice Chair Hanson seconded the approval of reaffirming the policy. The motion was unanimously approved.

There was no further discussion.

**New Business  
Computer, Wireless  
Network, and Internet  
Use Policy: Approval  
Recommendation  
(Item IV.E.3.)**

Executive Director Roewe reported there were changes made to the Computer, Wireless Network, and Internet Use Policy to provide clarity. Discussion ensued about District-provided hot spots. Trustee Clark motioned and Trustee Klapp seconded the approval of the changes to the policy. The motion was unanimously approved.

There was no further discussion.

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

There was a revision to the provided Future Agenda that included a change in meeting location for the March Board of Trustees meeting. There were no other comments or questions about the future agenda. Executive Director Roewe reminded the Trustees that the February meeting will be longer due to mandatory public record video viewing.

There was no further discussion.

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

There were no Trustee reports or further discussion.

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

Executive Director Roewe stated in addition to the report provided prior to the meeting that there will be a future agenda easement agreement for electronic vehicle chargers. Discussion ensued about a potential timeline from the Board of County Commissioners to fill the board vacancy. Collection Services Director Andrea Sharps discussed a recent request for review of library materials.

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. Mr. Stumbough had nothing further to report.

There was no further discussion

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

There was a revision to the provided capital projects fund. One line was missing a description and a correction was distributed. Finance Director Rick Knorr reported Avista has moved up North Spokane Library on their list to install the electric vehicle charges. Discussion ensued about specifics for this plan and more details to come in later meetings. Finance Director Knorr provided the Revenue and Expenditure Final Statement through December 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 4:42pm. The next Board Meeting is scheduled for Tuesday, February 21, 2023 at the North Spokane Library.

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John Craig, Chair

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Patrick Roewe, Secretary to the Board of Trustees