

## **BOARD OF TRUSTEES MEETING MINUTES: February 21, 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 North Spokane Library, Tuesday, February 21, 2023 at 4:00pm.

**Present:** John Craig – Chair  
Jessica Hanson – Trustee  
Ellen Clark – Trustee  
Jon Klapp – Trustee

**Excused:** None.

**Also Present:** Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Andrea Sharps (Collection Services Director), Amber Williams (Strategic Project Manager), Vinnie Davi (Video Production Specialist), Emily Greene (Administrative Services Manager), Brian Vander Veen (Managing Librarian), Corinne Wilson (Librarian), and one (1) member of the public.

**Guests via Zoom:** Jane Baker (Communication and Development Director), Toni Carnell (Human Resource Director), and three (3) 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 Jessica Hanson moved and Trustee Jon Klapp seconded the approval of the meeting agenda.

The motion was unanimously approved.

**Public Comment (Item III)** Executive Director Patrick Roewe read one piece of written public comment regarding stepstools in the library bathrooms.

There was no further discussion.

**Approval of January 17, 2023 Regular Meeting Minutes** Chair Craig called for any corrections to the January 17, 2023 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

**Approval of January, 2023 Payment Vouchers** Trustee Ellen Clark moved and Trustee Klapp seconded the approval of the January 2023 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
January - GF	60508 – 60574 and W001243 – W001260	\$950,524.86	\$950,524.86
	01102023PR and 01252023PR	\$457,318.83	\$457,318.83
		Total	
CPF	9678 Owners Rep Services	5,427.63	5,427.63
	9679 Inspection and Testing Fees	291.12	291.12

	9680 General Contractor	1,057,361.21	1,057,361.21
	9681 Leed Consultant	700.00	700.00
		Total	\$1,063,779.96

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

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

Executive Director Roewe informed the Trustees that the project continues to be on time and on budget. Discussion ensued about the delayed electrical power distribution panel arriving unannounced before the anticipated ship date and the related cost impact. Discussion ensued about the building plaque that will contain the trustee names and a previous tour of the construction site.

There was no further discussion.

**Unfinished Business  
New Spokane Valley  
Library: Memorandum  
of Understanding  
(Item IV.C.2.)**

Finance Director Rick Knorr presented the site plan and cost table for the new Spokane Valley Library regarding the Memorandum of Understanding between the District and the City of Spokane Valley. Discussion ensued about the distribution of cost and the recommendation of District staff feeling that the distribution is fair and reasonable. Vice Chair Hanson moved and Trustee Klapp seconded the approval of the Memorandum of Understanding Between the City of Spokane Valley and Spokane County Library District for Contributions by the Parties to Certain Improvements at the Library Site Located Between Balfour Road and Herald Road.

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

**New Business  
Exhibits and Displays  
Policy: Approval  
Recommendation  
(Item IV.D.1.)**

Executive Director Patrick Roewe presented the reaffirmation of the Exhibits and Displays policy. Discussion ensued about the schedule for reviewing policies. Trustee Klapp moved and Trustee Clark seconded the reaffirmation of the Exhibits and Displays policy.

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

**New Business  
Easement for  
Electronic Vehicle  
Charging Station:  
Approval  
Recommendation  
(Item IV.D.2.)**

Strategic Project Manager Amber Williams discussed the details of the easement for electronic vehicle charging station funded by Avista. Discussion ensued about length of the easement, the number of spots that would be used and where they are located, and the ability to expand the number of electric charger spots in the future. Vice Chair Hanson moved and Trustee Clark seconded the approval for the easement for vehicle charging station.

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

**New Business  
University of  
Washington  
Intergovernmental  
Cooperative  
Purchasing  
Agreement: Approval  
Recommendation  
(Item IV.D.3.)**

Executive Director Roewe discussed the interlocal agreement the District would need to be part of in order to purchase from vendors for the new Spokane Valley Library furniture. Discussion ensued about the implications of being members of the contract. Trustee Klapp moved and Trustee Clark seconded the approval to join the University of Washington Intergovernmental Cooperative Purchasing Agreement.

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

**New Business  
Memorandum of  
Understanding with  
Spokane County  
Regarding Liberty Lake  
Regional Park:  
Approval  
Recommendation  
(Item IV.D.4.)**

Strategic Project Manager Amber Williams presented information on a proposed pop-up library inside the visitor center at the Liberty Lake Regional Park. Discussion ensued about the costs the District would responsible for, ideas for how to operate lending books to patrons, and the second-look collection being the source of materials.. Trustee Klapp moved and Vice Chair Hanson seconded the approval of the Memorandum of Understanding with Spokane County Regarding Liberty Lake Regional Park

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

**New Business  
Reciprocal Use of  
Libraries Report for  
2022  
(Item IV.D.5.)**

Operations Director Doug Stumbough discussed the obligation of the District to provide Spokane Public Libraries and Liberty Lake Library with reciprocal use of the District libraries via respective interlocal agreements. Discussion ensued about the different ways each library system reports customer usage and the spike in usage from city residents due to Spokane Public Library locations closing for renovations. The current agreement between the three library systems is renewed each year and is what allows non-District residents to access the District physical collection.

There was no further discussion.

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

Chair Craig called for questions or concerns for the upcoming meeting agenda items. There were no questions or concerns.

There was no further discussion.

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

There were no Trustee reports or further discussion.

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

In addition to the report provided prior to the meeting, Executive Director Roewe provided additional information regarding is the introduction of the new Kanopy streaming service, the Airway Heights childcare proposal and the anticipated Airway Heights annexation request to the District. Discussion ensued about the interlocal agreement regarding the District owning the Airway Heights Library building and the city owning the land the building is on. Executive Director Roewe stated that more information on the annexation request would be provided at the March meeting.

There was no further discussion.

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

Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for January 2023, with data for customer use measures, programming, and library activities. Operations Director Stumbough had nothing further to report.

There was no further discussion.

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

In addition to the report provided prior to the meeting, Finance Director Knorr presented a recap of the 2022 collection expenditures provided on the voucher list each month in order to provide additional detail on purchase types and frequencies. Discussion ensued about the timelines for paying each vendor such as Overdrive and Hoopla. Collection Services Director Andrea Sharps further explained the process of purchasing materials.

There was no further discussion.

**Adjournment  
(Item VII.)**

Chair Craig adjourned the meeting at 5:33pm. The next Board Meeting is scheduled for Tuesday, March 21, 2023 at the Medical Lake Library.

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John Craig, Chair

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Patrick Roewe, Secretary to the Board of Trustees