

## BOARD OF TRUSTEES MEETING MINUTES: March 21, 2023

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 Medical Lake Library, Tuesday, March 21, 2023 at 4:00pm.

**Present:** John Craig – Chair  
Jessica Hanson – Vice Chair  
Ellen Clark – Trustee (Via Zoom)  
Jon Klapp – Trustee  
Robert Paull – Trustee (Via Zoom)

**Excused:** None.

**Also Present:** Patrick Roewe (Executive Director), Kristy Bateman (Operations Manager), Christie Onzay (Librarian), Carlie Hoffman (Digital Services Manager), Doug Stumbough (Operations Director), Vinnie Davi (Video Production Specialist), Emily Greene (Administrative Services Manager).

**Guests via Zoom:** Jane Baker (Communication and Development Director), Rick Knorr (Finance 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)** Trustee Jon Klapp moved and Vice Chair Jessica Hanson seconded the approval of the meeting agenda. The motion was unanimously approved, there was no further discussion.

**Welcoming a New Trustee (Item III)** New Trustee Robert Paull was welcomed to the Board of Trustees and Library District. Trustee Paull was appointed by the Board of County Commissioners on February 21, 2023.

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

**Approval of February 21, 2023 Minutes (Item V.A.)** Chair Craig called for any corrections to the February 21, 2023 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

**Approval of February 2023 Payment Vouchers (Item V.B.)** Trustee Ellen Clark moved and Trustee Robert Paull seconded the approval of the February 2023 payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
February - GF	60575-60693 and W001257 – W001274	\$820,358.98	\$820,358.98
	02102023 PR and 02242023 PR	\$476,231.42	\$476,231.42
		Total	\$1,296,590.40
CPF	9682 Console for SV Server Room	\$3,597.20	\$3,597.20
	9683 Server Racks for SV Server Room	\$4,774.24	\$4,774.24

	9684 Temporary Internet Server	\$1,238.79	\$1,238.79
	9685 Owners Rep. Services	\$4,778.48	\$4,778.48
	9686 Architecture for New SV Library	\$26,516.48	\$26,516.48
	9687 General Contractor	\$969,745.81	\$969,745.81
	9688 Leed Consultant and Commissioning	\$700.00	\$700.00
	9689 Servers, UPS, and PDU for Server Room	\$51,287.72	\$51,287.72
	9690 Progress Billing for Data Cabling	\$20,081.94	\$20,081.94
	9691 Leed Certification Progress Fee	\$2,325.00	\$2,325.00
	9692 Owners Rep. Services	\$1,980.00	\$1,980.00
	9693 Inspection and Testing Fees	\$44 2.24	\$442.24
	9694 Leed Consultant and Commissioning	\$1,400.00	\$1,400.00
		Total	\$1,088,867.90

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

**New Business  
Resolution 23-01:  
Concurring with the  
Request of the City of  
Airway Heights to Annex  
into the SCLD  
(Item V.C.1.)**

Executive Director Patrick Roewe presented to the Board the request from the City of Airway Heights to put before their voters whether to be annexed into the Spokane County Library District. Discussion ensued about implications of concurring with the request, including financial impacts, timeline of the primary election, and current city levy rate. The District intends to create a factual presentation on the ballot question that will be objective and fair. Vice Chair Hanson moved and Trustee Klapp seconded that Resolution 23-02, Concurring with the Request of the City of Airway Heights to Annex into the SCLD, be adopted.

**RESOLUTION NO. 23-01**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, CONCURRING WITH THE REQUEST OF THE CITY OF AIRWAY HEIGHTS TO ANNEX INTO THE SPOKANE COUNTY LIBRARY DISTRICT; REQUESTING THAT THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY CALL A SPECIAL ELECTION FOR THE PURPOSE OF PERMITTING CONSIDERATION OF THE PROPOSED ANNEXATION BY THE VOTERS OF THE CITY OF AIRWAY HEIGHTS; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

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

**New Business  
Website Development  
Contract: Approval  
Recommendation**

Operations Director Doug Stumbough and Digital Services Manager Carlie Hoffman informed the Board of Trustees that the District Web Team unanimously recommends that Bartlett Interactive be awarded the contract to update the district website. Discussion ensued about the planned changes for

<b>(Item V.C.2.)</b>	the new website and the costs. Trustee Klapp moved and Vice Chair Hanson second the approval of the recommendation to award the Website Development Contract to Bartlett Interactive.
	The motion was unanimously approved, there was no further discussion.
<b>New Business Children’s Safety in the Libraries: Policy Review (Item V.C.3.)</b>	Executive Director Roewe stated the Children’s Safety in the Library Policy had been revised a year ago but was presented for reaffirmation in order to get the policy back on the standard review schedule. Vice Chair Hanson moved and Trustee Clark seconded the approval of the reaffirmation of the policy.
	The motion was unanimously approved, there was no further discussion.
<b>New Business Overview: Medical Lake (Item V.C.4.)</b>	Medical Lake Librarian Christie Onzay presented an overview of 2022 at the Medical Lake Library. A PowerPoint used showed different events including Medical Lake Founders Day Parade, geology walks around the lake, Lego Club after school, and the Puzzle Contest the District held.
	There was no further discussion.
<b>Unfinished Business New Spokane Valley Library: Update (Item V.D.1)</b>	Executive Director Roewe informed the Board of Trustees that the New Spokane Valley Library construction has almost reached 90% completion and continues to be on time and on budget. Discussion ensued about the planned ribbon cutting and city plans for the park construction.
	There was no further discussion.
<b>Discussion Items Future Board Meeting Agenda Items (Item VI.)</b>	Chair Craig called for questions or concerns for the upcoming meeting agenda items. There were no questions or concerns.
	There was no further discussion.
<b>Trustee Reports (Item VII.A.)</b>	There were no Trustee reports or further discussion.
<b>Executive Director Report (Item VII.B.)</b>	In addition to the report provided prior to the meeting, Executive Director Roewe informed the Board that the approved MOU with the City of Spokane Valley and the Interlocal Agreement with Spokane County from last month’s meeting are moving forward.
	There was no further discussion.
<b>Operations Report (Item VII.C.)</b>	Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for February 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 VII.D.)**

Financial Director Rick Knorr provided the Revenue and Expenditure Final Statement through February 2023 prior to the meeting. Rick Knorr had nothing further to report.

There was no further discussion.

**Adjournment  
(Item VIII.)**

Chair Craig adjourned the meeting at 4:51pm. The next Board Meeting is scheduled for Tuesday, April 18<sup>th</sup>, 2023 at the Cheney Library.

---

John Craig, Chair

---

Patrick Roewe, Secretary to the Board of Trustees