

BOARD OF TRUSTEES MEETING MINUTES: April 18, 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 Cheney Library, Tuesday, April 18, 2023 at 4:00pm.

Present: John Craig – Chair
Jessica Hanson – Vice Chair
Jon Klapp – Trustee
Robert Paull – Trustee

Excused: Ellen Clark – Trustee

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Toni Carnell (Human Resources Director), Rick Knorr (Finance Director), Gwendolyn Haley (Public Services Manager), Kristy Bateman (Operations Manager), Jonathan Melcher (Library Supervisor), Emily Greene (Administrative Services Manager)

Guests via Zoom: Andrea Sharps (Collection Services Director), Jane Baker (Communication and Development Director), and five (5) members of the public.

Call to Order (Item I) Chair John Craig called the meeting to order at 4pm 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, and there was no further discussion.

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

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

There was no further discussion.

Approval of March 2023 Payment Vouchers (Item IV.B.) Trustee Robert Paull moved and Trustee Klapp seconded the approval of the March 2023 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
March - GF	60694 – 60798 and W001272 – W001290	\$751,499.49	\$751,499.49
	03102023 PR and 03242023 PR	\$437,481.53	\$437,481.53
		Total	\$1,188,981.02
CPF	9695 Hammond Owners Rep Services	\$4,690.00	\$4,690.00
	9696 Architect for New SV Library	\$16,067.73	\$16,067.73
	9697 Kilgore General Contractor	\$645,637.34	\$645,637.34
	9698 Inspection and Testing Fees	\$527.24	\$527.24

	9699 Leed Consultant and Commissioning Services	\$1,000.00	\$1,000.00
		Total	\$667,922.31

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

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

Executive Director Patrick Roewe presented to the Trustees that the New Spokane Valley Library construction is over 90 percent complete and continues to be on time and on budget. Discussion ensued about the substantial completion date being pushed back to May 15th due to landscaping subcontractor changes, the parking lot being paved, and work on the park beginning by the City of Spokane Valley. Discussion ensued about the interior being move-in ready and a PowerPoint was shown with photos of completed parking lot and approved signage.

There was no further discussion.

**New Business
Confidentiality of
Library Records:
Policy Review
(Item IV.D.1.)**

Executive Director Roewe presented the change made to the Confidentiality of Library Records Policy, which was a sentence added to the policy stating that parents or guardians have access to a minor child's record, thus aligning policy with long standing practice. Vice Chair Hanson moved and Trustee Paull seconded the approval of the changes to the Confidentiality of Library Records Policy.

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

**New Business
Financial
Management: Policy
Review
(Item IV.D.2.)**

Finance Director Rick Knorr presented a change to the Financial Management Policy. This change was made to add the ability to purchase incentives for programs such as the Prime Time Reading Program. Discussion ensued about what the Prime Time Reading Program is, how the program began, and the need for the change in policy to use grant funds for purchasing incentives such as gift cards. Trustee Klapp moved and Trustee Paull seconded the approval of the changes to the Financial Management Policy.

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

**New Business
Library of Things:
Overview
(Item IV.D.3.)**

Public Services Manager Gwendolyn Haley explained about the District's Library of Things. Discussion ensued about the items available for District residents with a District library card to check out, the policy in place for lost or damaged items, and utilization by local day cares and schoolteachers.

There was no further discussion.

**New Business
Recognizing
National Library
Workers Day 2023:
Resolution 23-02
(Item IV.D.4.)**

Executive Director Roewe presented that National Library Workers Day is April 25th, 2023. Discussion ensued about the District informally recognizing this day starting in 2017. Trustee Paull moved and Vice Chair Hanson seconded that Resolution 23-02, Recognizing National Library Workers Day 2023 and Expressing Appreciation to Spokane County Library District Employees be adopted.

RESOLUTION NO. 23-02

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY,
WASHINGTON, RECOGNIZING NATIONAL LIBRARY**

**WORKERS DAY 2023 AND EXPRESSING APPRECIATION TO
SPOKANE COUNTY LIBRARY DISTRICT EMPLOYEES.**

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

**Discussion Items
Summer 2023
Meeting Schedule
(Item V.A.)**

By consensus, the Board directed the discussion be moved to May when all Trustees had the opportunity to be present, with the suggestion that either July or August be considered due to grand opening of the new Spokane Valley Library in June.

There was no further discussion.

**Discussion Items
Future Board
Meeting Agenda
Items
(Items V.B.)
Trustee Reports
(Item VI.A.)**

Chair Craig called for any suggestions or concerns on the future board meeting agenda items. There were no suggestions or concerns.

There was no further discussion.

Trustee Paull reported they had attended a New Trustee Orientation held at the administration office and was impressed by staff. Trustee Paull recognized the great job all the employees involved in the orientation did.

There was no further discussion.

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

In addition to the report provided prior to the meeting, Executive Director Roewe informed the Board that the Board of County Commissioners approved the Annexation of the City of Airway Heights to the District to be placed on the ballot in August. Discussion ensued about a recent security incident report at the North Spokane 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 March 2023, with data for customer use measures, programming, and library activities. In addition to this report, Operation Director Stumbough reported the BookEnd closure date was March 31st, 2023. Discussion ensued about the distribution of the collection and items that had been at this location.

There was no further discussion.

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

Financial Director Knorr provided the Revenue and Expenditure Final Statement through March 2023 prior to the meeting. In addition to this report, Financial Director Knorr reported that the District had received the check from the City of Spokane Valley reported in the MOU discussed in February 2023. Discussion ensued about the financial impacts if the City of Airway Heights annexed into the District.

There was no further discussion.

**Training: Open
Public Meetings Act
and Public Records**

The Board of Trustees viewed two videos regarding the Public Records Act and the Open Public Meetings Act. The Public Records Act training video was provided by Washington State Attorney General's Office. Discussion ensued about the District's

**Act
(Item VII.)**

process with record requests and the State Archives. Discussion ensued about the District Fee Schedule and estimated timelines provided to requestors. The Open Public Meetings Act training video was also provided by Washington State Attorney General's Office. Discussion ensued about why the Board could not have the Trustee Interviews for vacancies as an executive session. Executive Director Roewe expressed gratitude that the District is able to play a part in this process with the Board of County Commissioners.

There was not further discussion.

**Adjournment
(Item VIII.)**

Chair Craig adjourned the meeting at 6:12pm. The next Board Meeting is scheduled for Tuesday, May 16th, 2023 at the Otis Orchards Library.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees