

BOARD OF TRUSTEES MEETING MINUTES: May 16, 2023

A regular meeting of the Board of Trustees of Spokane County Library District was held in the public meeting room at the Otis Orchards Library and via Zoom online meeting platform, Tuesday, May 16, 2023 at 4:00pm.

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

Excused: None.

Also Present: Patrick Roewe (Executive Director), Vinnie Davi (Video Production Specialist), Andrea Sharps (Collection Services Director), Maggie Montreuil (Library Supervisor), Tammy Henry (Librarian), Toni Carnell (Human Resources Director), and Emily Greene (Administrative Services Manager).

Guests via Zoom: Jane Baker (Communication and Development Director), Doug Stumbough (Operations Director), and two (2) members of the public.

Call to Order (Item I) Chair John Craig started the meeting at 4:00pm and welcomed everyone in attendance.

Agenda Approval (Item II) Trustee Ellen Clark moved and Trustee Jon Klapp seconded the approval of the meeting agenda.
The motion was unanimously approved, there was no further discussion.

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

Approval of April 18, 2023 Regular Meeting Minutes (Item IV.A.) Chair Craig called for corrections to the April 18, 2023 Regular Meeting Minutes. There were no corrections, the minutes stand as written.
There was no further discussion.

**Approval of
April, 2023
Payment
Vouchers
(Item IV.B.)**

Vice Chair Jessica Hansen moved and Trustee Robert Paull seconded the approval of the April 2023 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
April - GF	60799-60923 and W001291 – W001308	\$795,626.08	\$795,626.08
	PR04102023 and PP04252023	\$473,963.00	\$473,963.00
		Total	\$1,269,589.00
CPF	9700 Progress Billing	\$3,675.38	\$3,675.38
	9701 Owners Rep Services	\$5,193.48	\$5,193.48
	9702 Integrus Architecture	\$67,798.06	\$67,798.06
	9703 Inspections and Testing Fees	\$788.36	\$788.36
	9704 General Contractor	\$735,433.12	\$735,433.12
		Total	\$812,888.40

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 District has now taken possession of the new Spokane Valley Library Building and the project is 96% complete. Discussion ensued about the upcoming Grand Opening and the construction of the park by the City of Spokane Valley.

There was no further discussion.

**New Business
Travel: Policy
Review
(Item IV.D.1)**

Human Resources Director Toni Carnell presented the minor revisions to the Travel Policy. Trustee Paull moved and Trustee Clark seconded the approval of the reviewed Travel Policy.

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

**New Business
Personnel:
Policy Review:
Hiring and
Employment
(Item IV.D.2.a.)**

Human Resources Director Carnell presented revisions to the Hiring and Employment Policy. Changes included credit checks, a shortened introductory period and information on reviewing personnel files. Vice Chair Hanson moved and Trustee Klapp seconded the approval of the reviewed Hiring and Employment Policy.

The motion was unanimously approved there was no further discussion.

New Business Personnel: Policy Review: Employee Compensation (Item IV.D.2.b.) Human Resources Director Carnell presented the minor revisions to the Compensation Policy. Trustee Klapp moved and Trustee Clark seconded the approval of the reviewed Compensation Policy.

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

New Business Personnel: Policy Review: Leave (Item IV.D.2.c.) Human Resources Director Carnell presented revisions to the Leave Policy. Discussion ensued about processes with vacation and holiday hours, and sick time cash-outs. Trustee Paull moved and Vice Chair Hanson seconded the approval of the reviewed Leave Policy.

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

New Business Future Use of "Old" Spokane Valley Library Building: Discussion (Item IV.D.3.) Executive Director Roewe presented a proposal to convert the "old" Spokane Valley Library building into a service center for the District. Discussion ensued about the uses for a service center and costs of maintaining possession of the building. Trustee Klapp moved and Trustee Paull seconded the approval of using the building as a service center. By consensus, the Board directed staff to present a building conversion plan and insurance costs at a later meeting.

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

New Business Otis Orchards: Overview (Item IV.D.4.) Library Supervisor Maggie Montreuil and Librarian Tammy Henry presented an overview of the Otis Orchards Library to the Board. Discussion ensued about the Lego Free Play after school, the longest running seed library, and storytimes.

There was no further discussion.

Discussion Items Summer 2023 Meeting Schedule (Item V.A.) Trustee Clark moved and Trustee Paull seconded to cancel the regular August 15, 2023 Board of Trustees meeting with direction to staff to reschedule agenda items to a future meeting.

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

Discussion Items Future Board Meeting Agenda Items (Item V.B.) Executive Director Roewe informed the Board of plans to add to the June meeting items about Intellectual Freedom. 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
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 informed the Board that staff would be happy to schedule tours of the new building if there was interest. Collection Services Director Andrea Sharps demonstrated the new Read-Along books. Discussion ensued about the books, the Liberty Lake Regional Park seasonal lending library now being open, and the delay in EV Charging units.

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 April 2023, with data for customer use measures, programming, and library activities. Operations Director Stumbough had nothing further to report.

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

There was no further discussion.

In addition to the Revenue and Expenditure Final Statement through April 2023 provided prior to the meeting, Financial Director Rick Knorr informed the Board of that the regular biennial audit performed by the Washington State Auditor's Office has begun. Discussion ensued about the process for the audit. Discussion ensued about the cash balances in the bank.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:14pm. The next Board Meeting is scheduled for Tuesday, June 20th at the Spokane Valley Library.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees