

**BOARD OF TRUSTEES MEETING MINUTES: June 20, 2023**

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A regular meeting of the Board of Trustees of Spokane County Library District was held in the Diane E. Zahand Community Rom at the Spokane Valley Library, and via Zoom online meeting platform on Tuesday, June 20, 2023 at 4:00pm.

**Present:** John Craig – 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), Toni Carnell (Human Resources Director), Doug Stumbough (Operations Director), Aileen Luppert (Strategic Plan Manager), Danielle Milton (Library Manager), Rick Knorr (Finance Director), Katy Pike (Librarian), and Hannah Tilley (Human Recourses Associate).

**Guests via Zoom:** Jessica Hanson (Vice Chair), Jane Baker (Communications 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 Jon Klapp moved and Trustee Ellen Clark 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 May 2023 Regular Meeting Minutes (Item IV.A.)** Chair Craig called for corrections to the May 16, 2023 Regular Meeting Minutes. There were no corrections, the minutes stand as written.  
  
There was no further discussion.

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

| Fund     | Voucher/Payroll Numbers             | Subtotal     | Total          |
|----------|-------------------------------------|--------------|----------------|
| May – GF | 60924 – 60991 and W001309 – W001324 | \$690,930.66 | \$690,930.66   |
|          | PR05102023 and PR05252023           | \$473,509.06 | \$473,509.06   |
|          |                                     | Total        | \$1,164,439.72 |
| CPF      | 9705 TV Monitors                    | \$10,330.25  | \$10,330.25    |
|          | 9706 Moving Servers                 | \$9,600.00   | \$9,600.00     |
|          | 9707 Electric Company Cables        | \$2,803.57   | \$2,803.57     |
|          | 9708 Progress Review                | \$775.00     | \$775.00       |
|          | 9709 Owners Rep. Services           | \$4,148.47   | \$4,148.47     |

|  |                                   |              |              |
|--|-----------------------------------|--------------|--------------|
|  | 9710 Architect Fees               | \$44,873.44  | \$44,873.44  |
|  | 9711 General Contractor           | \$730,949.90 | \$730,949.90 |
|  | 9712 Energy Code Inspections      | \$3,800.00   | \$3,800.00   |
|  | 9713 Commissioning Fees           | \$6,300.00   | \$6,300.00   |
|  | 9714 Security Camera Installation | \$27,229.85  | \$27,229.85  |
|  | 9715 Architect Fees               | \$3,647.90   | \$3,647.90   |
|  | 9716 Commissioning Fees           | \$5,300.00   | \$5,300.00   |
|  |                                   | Total        | \$849,758.38 |

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

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

Executive Director Patrick Roewe addressed the opening of the Spokane Valley Library. Discussion ensued about the Grand Opening and projected ending costs of the project. Discussion ensued about ongoing issues including landscaping.

There was no further discussion.

**New Business  
2023 Budget Update:  
Authorizing the  
Transfer of Funds  
from the General  
Fund to the Debt  
Service Fund  
(Item IV.D.1.)**

Finance Director Rick Knorr presented to the Board of Trustees a resolution authorizing an interfund transfer of \$1,107,000 from the General Fund to the Debt Service Fund as planned for in the 2023 budget. Discussion ensued about historical use of resolutions for interfund transfers and payment timelines. Trustee Klapp moved and Vice Chair Jessica Hanson seconded that Resolution 23-03, Authorizing the Transfer of Funds from the General Fund to the Debt Service Fund, be adopted.

**RESOLUTION NO. 23-  
03**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE DEBT SERVICE FUND IN THE 2023 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.**

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

**New Business  
Memberships in  
Organizations:  
Policy Review  
(Item IV.D.2.)**

Executive Director Roewe presented the minor revisions to the Memberships in Organizations Policy. Discussion ensued about costs of the memberships. Vice Chair Hanson moved and Trustee Clark seconded the approval of the reviewed policy.

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

**New Business  
Community  
Engagement Plan:  
Discussion  
(Item IV.D.3.)**

Strategic Plan Manager Aileen Luppert presented the draft for the District's Community Engagement Plan. Discussion ensued about what a Community Engagement Plan is, the goals of the plan and the implementation plans. The adoption of this plan will be on the July Regular Meeting Agenda.

There was no further discussion.

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

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.)**

Trustee Paull compliment staff on the Grand Opening of the Spokane Valley Library that took place on Saturday, June 17, 2023.

There were no other report or discussion.

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

In addition to the report provided prior to the meeting, Executive Director Roewe provided additional information regarding payments for security camera systems. Discussion ensued about total payments for the cameras, the length of time required to by the District to keep footage, and circumstances in which such footage might be shared with law enforcement. Executive Director Roewe expressed gratitude to everyone involved in the opening of the new library.

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 May 2023, with data for customer use measures, programming, and library activities. Operations Director Stumbough also expressed gratitude to everyone involved in the opening of the new library.

There was no further discussion.

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

In addition to the report provided prior to the meeting, Finance Director Knorr provided an update on the ongoing Audit. Discussion ensued about where in the Audit the District is and exit conferences.

There was no further discussion.

**Adjournment  
(Item VII.)**

Chair Craig adjourned the meeting at 4:43pm. The next Board Meeting is scheduled for Tuesday, July 18 at the Fairfield Library.

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John Craig, Chair

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Patrick Roewe, Secretary to the Board of Trustees