

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

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

Excused: None.

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Aileen Luppert (Strategic Plan Manager), Gwendolyn Haley (Public Services Manager), Rick Knorr (Finance Director), Vinnie Davi (Video Production Specialist), Emily Greene (Administrative Services Manager)

Guests via Zoom: Jon Klapp (Trustee), Jane Baker (Communication and Development Director), Andrea Sharps (Collection Services Director), Toni Carnell (Human Resources Director), and one (1) member 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 Robert Paull 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 June 20, 2023 Regular Meeting Minutes (Item IV.A.) Chair Craig called for corrections to the June 20, 2023 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

Approval of June 17, 2023 Special Meeting Minutes (Item IV.B.) Chair Craig called for corrections to the June 17, 2023 Special Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

Approval of June 2023 Payment Vouchers (Item IV.C.) Trustee Clark moved and Vice Chair Jessica Hanson seconded the approval of the June 2023 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
June - GF	60992 – 61163 and W001325 – W001344	\$1,028,861.50	\$1,028,861.50
	PR06092023 and PR06232023	\$492,910.99	\$492,910.99

		Total	\$1,521,772.49
CPF	9717 Owners Rep Services	\$4,271.72	\$4,271.72
	9718 Inspection and Testing Fees	\$995.08	\$995.08
	9719 General Contractor	\$331,897.95	\$331,897.95
	9720 Owners Rep Services	\$16,380.12	\$16,380.12
	9721 Moving Company	\$16,380.12	\$16,380.12
	9722 Leed Consultant	\$3,600.00	\$3,600.00
	9723 Furniture Delivery	\$198,491.86	\$198,491.86
		Total	\$556,921.63

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

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

Executive Director Patrick Roewe informed the Trustees that the new Spokane Valley Library building has been operating for a month with only a few things left to finish on the punch list. Discussion ensued about the items on the punch list, a last change order, and the positive public comments on the building.

There was no further discussion.

**Unfinished Business
Community Engagement Plan: Approval
Recommendation
(Item IV.D.2.)**

Executive Director Roewe and Strategic Plan Manager Aileen Luppert presented a small edit on the final copy of the Community Engagement Plan. Trustee Paull moved and Vice Chair Hanson seconded the approval of the final Community Engagement Plan.

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

**New Business
City of Airway Heights:
Potential Interlocal Agreement
Amendment: Discussion
(Item IV.E.1.)**

Executive Director Roewe presented a potential amendment to the Interlocal Agreement between the District and the City of Airway Heights. Discussion ensued about the option to assume ownership of the parcels of land on which the Airway Heights Library sits as payment for contracted library services in 2024. By consensus, staff were directed to work with the City of Airway Heights to get appraisals of the library parcels for inclusion in further discussions at the September meeting.

There was no further discussion.

**New Business
Intellectual Freedom Legal Framework:
Discussion
(Item IV.E.2.)**

Executive Director Roewe presented information on what Intellectual Freedom is and its implications for the District. Discussion ensued about the District being content neutral and parents/guardians being solely responsible for what library materials their children access.

There was no further discussion.

**New Business
Bean Stack: Overview
(Item IV.E.3.)**

Public Services Manager Gwendolyn Haley presented information about the platform Bean Stack. Discussion ensued about different challenges on the platform and statistics the District can see about patron usages.

There was no further discussion.

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

Trustees thanked Finance Director Rick Knorr for the work he has done with the District and wished him well in retirement

There were no other reports or discussion.

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

In addition to the report provided prior to the meeting, Executive Director Roewe informed the Board staff had been approached by the Spokane Valley Arts Council to fund public art in the new Spokane Valley Library building, that a Fairfield resident who recently passed had left the District with a donation, and expressed gratitude to Finance Director Knorr for his work with the District over the past eight years. Executive Director Roewe also reminded the Board the August meeting had been cancelled and discussion ensued about interviews for the Finance Director position coming in August.

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 June 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
(IV.D.)**

In addition to the report provided prior to the meeting, Finance Director Knorr informed the Board they would try to get the audit done before his last day with the District. Discussion ensued about levy rates and the transfer of funds discussion in the last meeting.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:27pm. The next Board Meeting is scheduled for Tuesday, September 19, 2023 at the Moran Prairie Library.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees