

BOARD OF TRUSTEES MEETING MINUTES: March 18, 2025

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 18, 2025 at 4:00pm.

Present: Jessica Hanson – Chair
Jon Klapp – Vice Chair
Ellen Clark – Trustee
Robert Paull – Trustee
Patti Stauffer - Trustee

Excused: None.

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Jason Link (Finance Director), Toni Carnell (Human Resources Director), Jane Baker (Communications & Development Director), Andrea Sharps (Collection Services Director), Vinnie Davi (Video Production Specialist), Cecelia McMullen (Library Supervisor), Crystal Miller (Librarian), Christie Onzay (Librarian), Emily Greene (Administrative Services Manager), and five (5) members of the public.

**Call to Order
(Item I)**

Chair Jessica Hanson called the meeting to order at 4:02pm.

**Agenda Approval
(Item II)**

Trustee Ellen Clark moved and Vice Chair 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 February
18, 2025 Regular
Meeting Minutes
(Item IV.A.1)**

Chair Hanson called for corrections to the February 18, 2025 Regular Meeting Minutes. There were no corrections. The minutes stand as written.

There was no further discussion.

**Approval of February
2025 Payment
Vouchers
(Item IV.A.2)**

Vice Chair Klapp moved and Trustee Robert Paull seconded the approval of the February 2025 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal
February-GF	0063047 – 0063150 and W001656 – W001670	\$745,751.28
	PR02102025 and PR02252025	\$544,097.07
	Total:	\$1,289,848.35

The motion was unanimously approved. There was no further discussion.

Unfinished Business
Airway Heights
Interlocal Agreement
Amendment Update:
Discussion
(Item IV.C.1)

Executive Director Patrick Roewe reviewed the background of the Airway Heights Interlocal Agreement Amendment. Discussion ensued about the current status of the rough draft for the upcoming contract, a review of the terms agreed upon to be included in the contract, and speculations on needs for expansion of the library building in the future.

There was no further discussion.

New Business
Argonne/Administratio
n HVAC Project Status
Report: Discussion
(Item IV.D.1)

Executive Director Roewe and Finance Director Jason Link presented a PowerPoint made by Integrus Architecture to show the different options available to replace the HVAC system currently in the Argonne/Administration building. Discussion ensued about projected timelines depending on how equipment and materials are procured, options for replacing the current electrical panel, and cost estimates for each option. By consensus, staff were directed to proceed with option 1A: Multi-zone to Variable Air Volume (VAV) with terminal unit reheat.

There was no further discussion.

New Business
Children's Safety in
Libraries Policy:
Approval
Recommendation
(Item IV.D.2)

Executive Director Roewe presented revisions to the Children's Safety in Libraries Policy, which included a reference to the Computer, Wireless Network and Internet Use policy. Trustee Paull moved and Trustee Clark seconded the approval of the policy as revised.

The motion was unanimously approved. There was no further discussion.

New Business
Procurement Policy:
Approval
Recommendation
(Item IV.D.3)

Finance Director Link presented changes to the Procurement Policy. Revisions included standardization of approval threshold at the executive director level and clarifying language. Discussion ensued about the policy being reviewed by the District's attorney, and delegating authority processes. Vice Chair Klapp moved and Trustee Paull seconded the approval of the policy as revised.

The motion was unanimously approved. There was no further discussion.

New Business
Fixed Assets Policy:
Approval
Recommendation
(Item IV.D.4)

Finance Director Link presented revisions to the Fixed Assets Policy. Revisions included changes to the small and attractive assets definition as set by the State, and changes to the disposition methods for surplus library materials in order to provide greater flexibility. Discussion ensued about the policy being reviewed by the District's

attorney. Trustee Paull moved and Trustee Clark seconded the approval of the policy as revised.

The motion was unanimously approved. There was no further discussion.

New Business

Recognizing National Library Workers Day 2025 (Resolution 25-01): Approval Recommendation
(Item IV.D.5)

Executive Director Roewe informed the trustees of National Library Workers Day and the tradition of adopting a resolution to recognize staff and their contributions on this day. Trustee Paull moved and Trustee Clark seconded that Resolution No. 25-01 Recognizing National Library Workers Day 2025, be adopted.

RESOLUTION NO. 25-01 A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING NATIONAL LIBRARY WORKERS DAY 2025 AND EXPRESSING APPRECIATION TO SPOKANE COUNTY LIBRARY DISTRICT EMPLOYEES. SPOKANE COUNTY LIBRARY DISTRICT

The motion was unanimously approved. There was no further discussion.

New Business

Overview: Medical Lake
(Item IV.D.6)

Library Supervisor Cecelia McMullen, Librarian Crystal Miller, and Librarian Christie Onzay presented a PowerPoint presentation of the different programs put on by the Medical Lake Library throughout the year. Discussion ensued about staff knowing the names of the customers coming into the library.

There was no further discussion.

New Business

Special Presentation: A Gray Fire Story from Medical Lake Library: Discussion
(Item IV.D.7)

Communication and Development Director Jane Baker presented a video about how the District responded to the Gray Fire and assisted customers in Medical Lake impacted by the fire. The video was produced by Video Production Specialist Vinnie Davi and the Communication Department. Discussion ensued about where the video will be available to view, interviews with some of the victims of the fire, and ways customers used the library following the fire.

There was no further discussion.

Discussion Items

Future Board Meeting Agenda Items
(Item V.A)

Chair Hanson called for any questions or suggestions for the Future Board Meeting Agenda Items. There were no questions or suggestions.

There was no further discussion.

Trustee Reports
(Item VI.A)

Trustee Paull expressed how impressed he was by how staff managed a difficult situation at the Moran Prairie Library and the lengths staff at the Spokane Valley Library went to help him reserve a meeting

room. Trustee Clark informed the board that she had a stranger come up and express love for the Spokane Valley Library based on a t-shirt Trustee Clark was wearing.

There was no further discussion.

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

Executive Director Roewe presented an informational sheet provided by the Washington State Library about how the potential loss of federal funding could affect libraries. Discussion ensued about the \$90,000 total grant funds over the last five years District has received for programs and equipment. These were federal grant dollars provided by the Institute of Museum and Library Services and administered by the Washington State Library. Discussion also ensued about the ongoing review of PERs eligibility at the District by the Department of Retirement Services. He presented a PowerPoint with status updates on House and Senate bills discussed at the last board meeting that have the potential to impact District operations. Discussion ensued about Strategic Initiatives Manager Amber Williams receiving the Excellence in Innovation award from the Child and Adult Care Food Program.

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 February 2025, with data for customer use measures, programming, and library activities.

There was no further discussion.

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

In addition to Finance Director Link providing a draft report of revenues and expenditures for February 2025 prior to the meeting, discussion ensued about the ongoing evaluation of the Deer Park Library HVAC system that will need to be replaced. Discussion also ensued about the reasons behind the North Spokane Library landscaping project.

There was no further discussion.

**Adjournment
(Item VII)**

Chair Hanson adjourned the meeting at 5:35pm. The next Board Meeting is scheduled for Tuesday, April 15, 2025 at the Cheney Library.



Jessica Hanson, Chair



Patrick Roewe, Secretary to the Board of Trustees