

BOARD OF TRUSTEES MEETING MINUTES: May 20th, 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 Fairfield Library, Tuesday, May 20th, 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), Toni Carnell (Human Resources Director), Vinnie Davi (Video Production Specialist), Emily Greene (Administrative Services Manager), Jane Baker (Communication and Development Director), Jason Link (Finance Director), Andrea Sharps (Collection Services Director), and five (5) members of the public.

**Call to Order
(Item I)** Chair Jessica Hanson called the meeting to order at 4pm.

**Agenda
Approval
(Item II)** Trustee Patti Stauffer moved and Trustee Ellen Clark seconded the approval of the meeting agenda.

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

**Approval of April
15, 2025 Regular
Meeting
Minutes
(Item IV.A)** Chair Hanson called for any corrections to the April 15, 2025 Regular Meeting Minutes. There were no corrections, the minutes stand as written.
There was no further discussion.

**Approval of April
2025 Payment
Vouchers
(Item IV.B)** Discussion ensued about usage and purchasing of museum passes. Vice Chair Jon Klapp moved and Trustee Stauffer seconded the approval of the April 2025 Payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal
April - GF	0063295 – 0063383 and W001685 – W001701	\$846,767.46
	PR04102025 and PR 04252025	\$539,142.33
	Total	\$1,385,909.79
CPF	Integrus Architecture	\$23,472.50
	Total	\$23,472.50

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

Unfinished Business

Airway Heights Interlocal Agreement Amendment: Real Estate Purchase and Sale Agreement
(Item IV.C.1)

Executive Director Patrick Roewe presented an update to the Airway Heights Interlocal Agreement Amendment. Discussion ensued about the need for a revised boundary line adjustment due to a change in Airway Heights City Ordinance. Discussion also ensued about potential options if the parcel cannot be subdivided.

There was no further discussion.

Unfinished Business

HVAC Projects Update
(Item IV.C.2)

Finance Director Jason Link presented an update to the HVAC projects occurring at the Argonne/Administration building and the Deer Park Library building. Discussion ensued about estimated arrival dates for procured equipment, types of procurement used for each equipment bought, actual costs of the equipment compared to the estimated cost, and the need for a crane service for deliver of part of the new system for Argonne/Administration. Discussion also ensued about estimated costs for the Deer Park project compared to previously estimated cost and anticipated timeline of payment for the project.

There was no further discussion.

New Business

Personnel Policies
HR02 Hiring and Employment
(Item IV.D.1.a)

Human Resources Director Toni Carnell presented changes to the HR02 Hiring and Employment policy. Revisions included new introduction and closing statements, changes to language to reflect current practices with trial service periods and a revision to submission of appeals of administrative action based upon a recommendation from the District's attorney. Vice Chair Klapp moved and Trustee Robert Paull seconded the approval of the HR02 Hiring and Employment Policy.

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

New Business
Personnel
Policies
HR07 Grievance
(Item IV.D.1.b)

Human Resources Director Carnell presented changes to the HR07 Grievance policy. Revisions included broadening respondents so that department directors have the ability to address staff grievances, types of actions that could be taken, and time limits to appeal to the Executive Director. By consensus, the Trustees amended the policy to strike the word “final” from policy regarding the filing an appeal to the Executive Director. Trustee Stauffer moved and Trustee Clark seconded the approval of HR07 Grievance policy as revised.

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

New Business
Personnel
Policies
HR13 Discipline
(Item IV.D.1.c)

Human Resources Director Carnell presented revisions to the HR13 Discipline policy. Revisions included the addition of allowing staff to bring a representative to meetings in order to codify current practices, and guidelines for when a suspension can be given. Discussion ensued about the role of representatives in the meetings, if meetings are ever allowed to be recorded, and personnel record retention practices. Trustee Stauffer moved and Trustee Clark seconded the approval of the HR13 Discipline policy.

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

New Business
Personnel
Policies HR15
Remote Work
(Item IV.D.1.d)

Human Resources Director Carnell presented changes to the HR15 Remote Work policy. Revisions included making the Human Resources Director solely responsible for remote work approval, employee schedule, duties, and other work expectations outlined, and clarifying language of employees holding responsibility for any furniture and equipment needed to work remote. Discussion ensued about eligible positions being indicated in position descriptions, how many employees are currently remote workers, and commute time not being reimbursed if employees are called to work at a District facility, as per IRS definitions. Trustee Stauffer moved and Trustee Clark seconded the approval of the HR15 Remote Work policy.

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

New Business
Travel Policy
(Item IV.D.2)

Finance Director Link presented revisions to the Travel policy. Revisions included moving the travel policy under Human Resources, renumbering of the policy to reflect the move, clarifying language for eligible reimbursements, and the addition of a section to allow repayment to the District if an employee was over-reimbursed. Vice Chair Klapp moved and Trustee Stauffer seconded the approval of HR18 Travel policy.

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

New Business
Financial
Management
Policy
(Item IV.D.3)

Finance Director Link presented changes to the Financial Management policy. Revisions included a complete overhaul of the financial policies, establishments of objectives for funds and credit limits, addition of custodial funds, and addition of how the yearly budget is built. Discussion ensued about why the custodial funds sections was added. Trustee Stauffer moved and Trustee Clark seconded the approval of the Financial Management policy.

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

New Business
Appeal of
Administrative
Actions
(Item IV.D.4)

Executive Director Roewe presented changes to the Appeals of Administrative Actions procedure based upon recommendations from the District's attorney. Discussion ensued about compliance concerns with executive sessions under the Open Public Meetings Act. Vice Chair moved and Trustee Stauffer seconded the approval of the Appeal of Administrative Actions procedure.

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

New Business
Summer Meeting
Schedule
(Item IV.D.5)

Executive Director Roewe presented the board history of canceling a regular meeting during the summer months. Staff recommended the August meeting to be canceled due to outstanding board action needing to be done for the Airway Heights Interlocal Agreement Amendment. Trustee Paull moved and Trustee Clark seconded the approval to cancel the August 2025 Regular Board meeting.

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

Discussion Items
Future Board
Meeting Agenda
Items

Chair Hanson called for any questions or suggestions of the future board meeting agenda items. Discussion ensued about upcoming training for a possible levy lid lift for staff and board members.

(Item V.A)

There was no further discussion.

Trustee Reports
(Item VI.A)

Trustee Paull informed the board that he joined the virtual Staff Day and was impressed by the summer programs reviewed as well as staff dedication to the mission of the District.

There was no further discussion.

Executive
Director Report
(Item VI.B)

In addition to the report provided prior to the meeting, Executive Director Roewe provided a final review of legislative updates on house and senate bills. Discussion ensued about possible levy lid lift details.

There was no further discussion.

**Operations
Report
(Item VI.C)**

Operations Director Doug Stumbough and Operations Manager Kristy Bateman provided a report prior to the meeting. Discussion ensued about the previously approved contract for hotspots and how recent federal changes have affected the structure of funding for the program. Discussion also ensued about the contract not needing to be upheld if the program funding is ended.

There was no further discussion.

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

Finance Director Link provided a draft of the April fiscal report due to the County Treasurers' Office continued issue with their ERP system and the unavailability of final fiscal numbers.

There was no further discussion.

**Adjournment
(Item VII)**

Chair Hanson adjourned the meeting at 5:24pm. The next Board Meeting is scheduled for Tuesday,

A handwritten signature in blue ink, appearing to read "J. Hanson", is positioned above a horizontal line.

Jessica Hanson, Chair

A handwritten signature in blue ink, appearing to read "P. Roewe", is positioned above a horizontal line.

Patrick Roewe, Secretary to the Board of Trustees