

## **BOARD OF TRUSTEES MEETING MINUTES: June 17<sup>th</sup>, 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 Deer Park Library, Tuesday, June 17<sup>th</sup>, 2025 at 4:00pm.

**Present:** Jon Klapp – Vice Chair  
Ellen Clark – Trustee  
Robert Paull – Trustee

**Excused:** Jessica Hanson – Chair and Patti Stauffer - Trustee

**Also Present:** Patrick Roewe (Executive Director), Vinnie Davi (Video Production Specialist), Doug Stumbough (Operations Director), Toni Carnell (Human Resources Director), Jason Link (Finance Director), Jane Baker (Communication and Development Director), Andrea Sharps (Collection Services Director), Kristy Bateman (Operations Manager), Shannon McMinn (Library Supervisor), Emily Greene (Administrative Services Manager), and one (1) member of the public.

**Call to Order  
(Item I)** Vice Chair Jon Klapp called the meeting to order at 4:00pm.

**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.

There was no further discussion.

**Approval of May 20,  
2025 Regular  
Meeting Minutes  
(Item IV.A)** Vice Chair Klapp called for any corrections to the May 20, 2025 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

**Approval of May  
2025 Payment  
Vouchers  
(Item IV.B)** Trustee Clark moved and Trustee Paull seconded the approval of the May 2025 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal
May - GF	0063384 – 0063501 and W001702 – W001718	\$891,971.95
	PR05092025 and PR05232025	\$545,678.80
	Total	\$1,437,650.75
CPF	Integrus Architecture	\$35,625.03
	Total	\$35,625.03

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 what elements of the interlocal agreement amendment have been completed and what elements remain outstanding.

There was no further discussion.

**Unfinished Business**  
HVAC Projects  
(Item IV.C.2)

Finance Director Jason Link presented an update to the HVAC projects for the Argonne/Administration building and the Deer Park building. Discussion ensued about the electrical panel boxes being received, the chiller order has been placed with a ship date of July 28<sup>th</sup>, and the boiler order has been placed, but there is no ship date yet. Discussion ensued about the Deer Park project changes that are similar to the design of the Argonne/Administration project. Discussion also ensued about a 7-month lead time for equipment which would cause the Deer Park project to roll over into 2026.

There was no further discussion.

**New Business**  
Personnel Policy: HR06  
(Item IV.D.1)

Human Resources Director Toni Carnell presented changes to the HR06 Employee Conduct policy. Changes included language integrated from the existing Standards of Conduct procedure, which would be deleted pending policy approval. Discussion ensued about the process for assigning new shifts on both a planned and ad hoc basis, the District's desire to maintain a typical schedule for staff to the extent operationally possible, and how the possibility of shift changes is both addressed in interviews and in applicable job descriptions.

By consensus, the Trustees amended the heading of section 6.09 of the policy from "Use of Controlled Substances" to "Use of Regulated and Controlled Substances." Trustee Paull moved and Trustee Clark seconded the approval of the HR06 Employee Conduct policy as amended.

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

**New Business**

Appointment of an Agent to Receive Claims (Resolution 25-02)

**(Item IV.D.2)**

Executive Director Roewe presented a resolution to the board designating an agent to receive claims for damages on behalf of the District. Discussion ensued about the resolution being accompanied by a new policy, the process after the resolution is passed, and the purpose of the resolution.

Trustee Clark moved and Trustee Paull seconded that Resolution 25-02 The Appointment of an Agent to Receive Claims for Damages Under Chapter 4.96 RCW be adopted.

RESOLUTION NO. 25-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REGARDING THE APPOINTMENT OF AN AGENT TO RECEIVE CLAIMS FOR DAMAGES UNDER CHAPTER 4.96 RCW.

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

**New Business**

Claims for Damages Policy

**(Item IV.D.3)**

Executive Director Roewe presented a new policy, Claims for Damages, to accompany the preceding resolution for appointing an agent to receive claims. Discussion ensued about the policy including the methodology for how to respond to claims for damages and the claims submission process. Trustee Paull moved and Trustee Clark seconded the approval of the new Claims for Damages policy.

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

**New Business**

Memberships in Organizations Policy

**(Item IV.D.4)**

Executive Director Roewe presented changes to the Memberships in Organizations policy, which included a general clean-up of format and language, and clarification of vendor vs. organization membership. Discussion ensued about whether there was a need to approve memberships more frequently than annually. Trustee Clark moved and Trustee Paull seconded the approval of the changes to the Memberships in Organizations policy.

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

**New Business**

Levy Lid Lift Overview

**(Item IV.D.5)**

Executive Director Roewe presented a PowerPoint of information regarding the background of and the process for a levy lid lift. Discussion ensued about definitions of levy lid lift terms, the process of determining the need for a levy lid lift, and the process of a levy lid lift election. Discussion also ensued about the history of levy lid lifts and their outcomes, and a brief overview of what employees and trustees are allowed to do during a levy lid lift election.

There was no further discussion.

**Discussion Items**

Future Board Meeting  
Agenda Items

**(Item V.A)**

Vice Chair Klapp asked for any questions or suggestions to the future board meeting agenda items. There were no questions or suggestions.

There was no further discussion.

**Trustee Reports****(Item VI.A)**

There were no trustee reports.

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

In addition to the report provided prior to the meeting, Executive Director Roewe informed the Board of additional information to be provided in July on electrical vehicle charging and the recent food drive held by the District. Discussion ensued about construction status of Balfour Park in Spokane valley.

There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for May 2025, with data for customer use measures, programming, and library activities.

There was no further discussion.

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

Finance Director Link provided a report of revenues and expenditures for May 2025 prior to the meeting.

There was no further discussion.

**Adjournment  
(Item VII)**

Vice Chair Klapp adjourned the meeting at 4:59pm. The next Board Meeting is scheduled for Tuesday, July 15<sup>th</sup> at the Airway Heights Library.



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Jessica Hanson, Chair



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Patrick Roewe, Secretary to the Board of Trustees