<u>BOARD OF TRUSTEES MEETING MINUTES: July 15th, 2025</u>

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 Airway Heights Library, Tuesday, July 15, 2024 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), Kristy Bateman (Operations Manager), Toni Carnell (Human Resources Director), Vinnie Davi (Video Production Specialist), Emily Greene (Administrative Services Manager), Crystal Miller (Librarian), Lesa Arrison (Library Supervisor), Christie Onzay (Librarian), and four (4) members of the public.

Call to Order (Item I)	Chair Jessica Hanson called the meeting to order at 4:01pm.
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 IV)	There was no public comment.
Approval of June 17 Regular Meeting Minutes **(Item IV.A)**	Chair Hanson called for any corrections to the June 17th regular meeting minutes. There were no corrections, the minutes stand as written. There was no further discussion.
Approval of June 2025 Payment Vouchers **(Item IV.B)**	Discussion ensued about costs of the state auditor and how the payments are split. Vice Chair Jon Klapp moved and Trustee Patti Stauffer seconded the approval of the June Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal
June - GF	0063502 – 0063597 and W001719 – W001736	$782,589.54
	PR06102025 and PR06252025	$540,124.88
	Total	$1,322,714.42
CPF	009764 Northcoast Electric Company	$1,226.64
	009765 Integrus Architecture	$30,495.42
	Total	$31,722.06
DSF	6012025 State of Washington	$963,000.00
	Total	$963,000.00

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 a PowerPoint to the Board reviewing the history of the Airway Heights Interlocal Agreement Amendment. Discussion ensued about final action still pending at present, and potential options if the parcel split would not meet city ordinance requirements.

There was no further discussion.

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

Executive Director Roewe presented updates to the board about the HVAC projects at the Argonne and Deer Park Libraries. Updates included finalization of construction bid, continued work to limit disruption of services, and an update to the condenser failure at the Deer Park Library with potential repair options until the replacement project can begin in 2026.

There was no further discussion.

New Business
Personnel Policy: HR18 Travel
(Item IV.D.1)

Human Resources Director Toni Carnell presented changes to the HR18 Travel policy. Changes included District vehicles going home with maintenance staff due to storage costs and the employee workday starting when they reach their first location. Discussion ensued about impact to the employee and frequency of staff reporting of trips. Vice Chair Klapp moved and Trustee Clark seconded the approval of the HR18 Travel Policy.

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

New Business
Personnel Policy HR19 Vehicle Use and Safety
(Item IV.D.2)

Human Resources Director Carnell presented changes to the HR19 Vehicle Use and Safety. Changes included defining how District vehicles need to be garaged, how commuting in District vehicles should happen, and asserting vehicles are for District use only. Discussion ensued about how liability is covered and risks to the District.

Trustee Paull moved and Trustee Stauffer seconded the approval of the HR19 Vehicle Use & Safety Policy.

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

New Business
Use of 3D Printing & Cutting Equipment Policy
(Item IV.D.3)

Operations Director Doug Stumbough presented changes to the Use of 3D Printing & Cutting Equipment Policy. Changes included giving the District the ability to limit use of equipment to customers meeting the definition of a District resident if needed, and printers only being allowed to run during normally scheduled staff hours. Discussion ensued about non-residents receiving this information when signing up for a library card. Trustee Stauffer moved and Trustee Clark seconded the approval of the Use of 3D printing & Cutting Equipment.

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

New Business
Emergency Closure of Facilities Policy
(Item IV.D.4)

Executive Director Roewe presented changes to the Emergency Closure of Facilities Policy to the Board. Changes included reformatting and general updates, as well as removing the reference to school closures due to false correlation between the reasons for school and library closures. Discussion ensued about most common causes of the District closing and how employees are compensated when an emergency closure occurs. Trustee Paull moved and Trustee Stauffer seconded the approval of the Emergency Closure of Facilities Policy.

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

New Business
Potential Levy Lid Lift Election
(Item IV.D.5)

Executive Director Roewe showed a PowerPoint presentation to the Board reviewing levy lid lift information provided at the last meeting and new information including types of levy lid lifts, determining need and capacity, and informing the public. Discussion ensued about determining the timing the levy lid lift, where the District was in the planning process, and a review of next steps.

There was no further discussion.

New Business

Library Supervisor Lesa Arrison, Librarian Crystal Miller and Librarian Christie Onzay presented a PowerPoint of how the Airway Heights Library

Overview: Airway Heights Library
(Item IV.D.6)

serves its community. Programs showed included Touch A Fire Truck Storytime, the Winter Festival, Silver Café, and TALK2 Healthy Choices Coalition. Discussion ensued about usage of the library by Fairchild Air Force Base residents.

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. Discussion ensued about the August meeting being canceled, a potential need to change the location for meetings currently scheduled at the Argonne Library due to the HVAC project, and Jessica Hanson eligible for reappointment for a second term.

There was no further discussion.

Trustee Reports
(Item VI.A)

Chair Hanson reported that the Balford Park movie night seemed to be a success and how she learned about it through the District social media. Discussion ensued about the potential to expand services during these movie nights.

There was no further discussion.

Executive Director Report
(Item VI.B)

In addition to the report provided prior to the meeting, Executive Director Roewe informed the board that Resolution 25-02 approved at the last meeting has been recorded with the Spokane County Auditor. Discussion ensued about the Spokane Valley Library meadow maintenance, an upcoming change to how the electronic vehicle chargers can be utilized by customers, and a review of District libraries being community resource centers during planned power outages.

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 2025, with data for customer use measures, programming, and library activities. Discussion ensued about the Blacksmithing program.

There was no further discussion.

Fiscal Report
(Item VI.D)

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

There was no further discussion.

Adjournment (Item VII)

Chair Hanson adjourned the meeting at 5:33pm. The next Board Meeting is scheduled for Tuesday, September 16th at the Moran Prairie Library.

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Jessica Hanson, Chair

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Patrick Roewe, Secretary to the Board of Trustees