

## **BOARD OF TRUSTEES MEETING MINUTES: October 21, 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 Spokane Valley Library, Tuesday, October 21, 2025 at 4:00pm.

**Present:** Jessica Hanson – Chair  
Jon Klapp – Vice Chair  
Robert Paull – Trustee  
Patti Stauffer – Trustee

**Excused:** Ellen Clark - Trustee

**Also Present:** Patrick Roewe (Executive Director), Toni Carnell (Human Resources Director), Jason Link (Finance Director), Doug Stumbough (Operations Director), Vinnie Davi (Video Production Specialist), Adnrea Sharps (Collection Services Director), Jane Baker (Communication and Development Director), Kristy Bateman (Operations Manager), Emily Greene (Administrative Services Manager), and four (4) members of the public.

**Call to Order  
(Item I)** Chair Jessica Hanson called the meeting to order at 4:00pm.

**Agenda Approval  
(Item II)** Trustee Patti Stauffer moved and Trustee Robert Paull 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  
September 16,  
2025 Regular  
Meeting Minutes  
(Item IV.A.)** Chair Hanson called for any corrections to the September 16, 2025 Regular Meeting Minutes. There were no corrections, the minutes stand as written.  
There was no further discussion.

**Approval of  
September 2025  
Payment Vouchers  
(Item IV.B)** Vice Chair Jon Klapp and Trustee Paull seconded the approval of the September 2025 payment vouchers as follows:

<b>Fund</b>	<b>Voucher/Payroll Numbers</b>	<b>Subtotal</b>
September – GF	0063789 – 0063887 and W001767 – W001785	\$814,661.39
	PR09102025 and PR09252025	\$519,666.90
	<b>Total</b>	\$1,344,328.29
CPF	Integrus Architecture	\$10,560.00
	<b>Total</b>	\$10,560.00

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 informed the board that there were no updates to the Airway Heights Interlocal Agreement Amendment. Discussion ensued about what is needed for next steps.

There was no further discussion.

**Unfinished**

**Business**

HVAC Projects  
(Item IV.C.2)

Finance Director Jason Link presented updates to the HVAC projects planned for the Argonne Library and Deer Park Library. Discussion ensued about lead times for equipment causing delays in the projects starting, current status of the contract negotiation for Argonne, and the resolution of the Deer Park Library system failure from earlier this year.

There was no further discussion.

**Unfinished**

**Business**

HR20 – Infants at  
Work (IAW)  
Program  
(Item IV.C.3)

Human Resources Director Toni Carnell presented procedural information pertaining to the Infants at Work policy presented at the September board meeting. Discussion ensued about eligible positions for the program, how the job swap element of the program would work, other organizations' success with the program, and the idea of running the program with a sunset clause rather than a permanent program so that it can be evaluated first. By consensus, the Board directed staff to bring the policy back at the next board meeting as a temporary pilot program.

There was no further discussion.

**New Business**

Liberty Lake TIF:  
Second Amended

Executive Director Roewe presented a PowerPoint with a review of what Tax Increment Financing (TIF) and Community Revitalization Financing (CRF) are, the history of the Library Lake TIF, and a review of the financial

and Restated  
Community  
Revitalization  
Financing and Tax  
Increment Area  
Agreement  
(Resolution No. 25-  
03)  
**(Item IV.D.1)**

impact for the District. Vice Chair Klapp moved and Trustee Stauffer seconded that Resolution 25-03 A Second Amended And Restated Community Revitalization Financing And Tax Increment Area Agreement be adopted.

RESOLUTION NO. 25-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, APPROVING A SECOND AMENDED AND RESTATED COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT; AUTHORIZING THE EXECUTION OF SUCH AGREEMENT; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO

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

**New Business**  
2026 Budget:  
Public Hearing on  
Authorized  
Revenue Sources  
**(Item IV.D.2.i)**

Chair Hanson called the Public Hearing on Authorized Revenue Sources to order at 4:46pm. Finance Director Link presented a PowerPoint with information including: a review of revenue sources and components of the 2025 property tax levy. There was no public testimony. Chair Hanson adjourned the Public Hearing at 4:50pm.

There was no further discussion.

**New Business**  
2026 Budget:  
2026 Preliminary  
Budget  
Presentation  
**(Item IV.D.ii)**

Finance Director Link presented the preliminary 2026 budget. He summarized the development of the preliminary budget and reviewed revenue and expenditure changes from the 2025 budget. Discussion ensued about total FTEs, legal counsel recommendation regarding a cost of living adjustment determination, and the Capitol Project Fund with the Argonne and Deer Park HVAC projects.

There was no further discussion.

**New Business**  
2026 Budget:  
Organized  
Memberships  
**(Item IV.D.2.iii)**

Trustee Paull moved and Vice Chair Klapp seconded to approve inclusion of the presented organizational memberships and associated expenditures in the 2026 General Operating Fund budget. Discussion ensued about two new memberships which replaced one previous one.

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

**New Business**  
2026 Budget:  
Board Direction to  
Staff  
**(Item IV.D.2.iv)**

By consensus, Trustees directed staff to go forward planning and completing the final 2026 General Operating and Capital Projects Funds budgets, including following legal counsel recommendation regarding a cost of living adjustment determination. The finalized budget will be presented to the board in November for approval.

There was no further discussion.

**Discussion Items**  
Future Board  
Meeting Agenda  
Items  
(Item V.A)

Chair Hanson reviewed the future agenda items. Discussion ensued about the November and December board meetings being held at the Spokane Valley Library and the request to see impact on item return rates following the cancellation of overdue fees.

There was no further discussion.

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

Trustee Paull expressed appreciation to staff at the Spokane Valley Library for helping him scan photographs in the past month.

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

In addition to the report provided prior to the meeting, Executive Director Roewe informed the board that the new EV Charging Station had accrued \$92 in revenue thus far. Discussion ensued about an Avista grant for the North Spokane Library to be a location for an electric vehicle borrowing program and the District's appreciation of the Deer Park community's patience and understanding during the library closure necessitated by the HVAC failure in the summer.

There was no further discussion.

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

In addition to the report provided prior to the meeting, Operations Director Stumbough informed the Board that with its reopening, the Deer Park Library is once again reporting usage statistics in the Public Use Measures table.

There was no further discussion.

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

Finance Director Link provided a report of revenues and expenditures for September 2026 prior to the meeting.

There was no further discussion.

The Chair called for a 5 minute recess.

**Closed Session**

Planning the  
strategy or position  
to be taken during  
collective  
bargaining (RCW  
42.30.140(4))  
(Item VII.A)

The Board went into an executive session at 5:35pm with an estimated time to return at 6:20pm. The Board returned to regular session at 6:21pm. There was no action taken.

**Adjournment  
(Item VII)**

Chair Hanson adjourned the meeting at 6:22pm. The next Board Meeting is scheduled for Tuesday, November 18, 2025 at the Spokane Valley Library.

A handwritten signature in blue ink, appearing to read "Jessica Hanson", written over a light blue rectangular stamp.

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Jessica Hanson, Chair

A handwritten signature in blue ink, appearing to read "Patrick Roewe", written over a light blue rectangular stamp.

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Patrick Roewe, Secretary to the Board of Trustees