

BOARD OF TRUSTEES MEETING MINUTES: November 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 Spokane Valley Library, Tuesday, November 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), Toni Carnell (Human Resources Director), Jane Baker (Communication and Development Director), Doug Stumbough (Operations Director), Vinnie Davi (Video Production Specialist), Jason Link (Finance Director), Kristy Bateman (Operations Manager), Emily Greene (Administrative Service Manager), and seven (7) 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 Ellen Clark 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 October 21, 2025 Regular Meeting Minutes (Item IV.A) Chair Hanson called for any corrections to the October 21, 2025 Regular Meeting Minutes. There were no corrections. The minutes stand as written.

There was no further discussion.

Approval of October 2025 Payment Vouchers (Item IV.B) Vice Chair Job Klapp moved and Trustee Paull seconded the approval of the October 2025 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal
October – GF	0063888 – 0063989 and W001781 – W001799	\$760,480.10
	PR10102025 and PR10242025	\$539,187.774
	Total	\$1,299,667.84

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 board about the Airway Heights Interlocal Agreement Amendment. Discussion ensued about next steps for the amendment process.

There was no further discussion.

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

Finance Director Jason Link gave an update to the Board about the Argonne and Deer Park HVAC Projects. Discussion ensued about the contract negotiation, including separating the Argonne lobby for employee-only access during construction, an estimate for closure times, and anticipated start date.

There was no further discussion.

Unfinished Business
HR20 Infants at Work (IAW) Pilot Program
(Item IV.C.3)

Human Resources Director Toni Carnell presented the updated proposal for the HR20 Infants at Work Pilot Program. Updates included a December 2026 end date unless there is action from the Board, and plans to present usage and feedback results by November 2026. Trustee Paull moved and Trustee Clark seconded the approval of the Infants at Work pilot program.

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

Unfinished Business
Levy Lid Lift Update
(Item IV.C.4)

Executive Director Roewe presented a PowerPoint of information regarding the planned upcoming Levy Lid Lift. Discussion ensued about an overview of information already covered in previous meetings, a review of the main focuses of the levy lid lift, and an overview of an informational campaign timeline.

There was no further discussion.

New Business
2026 Budget:
Adopting a 2026 Final Budget and Certifying it to the Board of County Commissioners
(Resolution 25-04)
(Item IV.D.1.a)

Finance Director Link presented a PowerPoint reviewing the revenues and expenditures for the proposed 2026 budget. Discussion ensued about a decrease in total revenue and reallocations in the expenditures to keep the net amount the same. Trustee Paull moved and Trustee Stauffer seconded that Resolution 25-04 Adopting the 2026 Budget and Certifying to the Board of County Commissioners be approved.

RESOLUTION NO.25-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING THE 2026 BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2026 BUDGET; AND PROVIDING FOR

OTHER MATTERS PROPERLY RELATING THERETO. SPOKANE COUNTY
LIBRARY DISTRICT

The motion was unanimously approved.

New Business
2026 Budget:
Authorizing 2025
Property Tax Levy
Increase for
Collection in 2026
(Resolution 25-05)
(Item IV.D.1.b)

Discussion ensued about a change from the October preliminary budget that accounts for anticipated delays in receiving all assessed property taxes revenue in 2026 due to delinquent payments. Discussion also ensued about what would happen if unpaid taxes became permanently delinquent. Vice Chair Jon Klapp moved and Trustee Clark seconded that Resolution 25-05 Authorizing 2025 Property Tax Levy Increase for Collection in 2026 be adopted.

RESOLUTION NO. 25-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2025 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2026 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

The motion was unanimously approved.

New Business
2026 Budget:
Levying the Regular
Property Taxes for
SCLD for Collection
in 2026 (Resolution
25-06)
(Item IV.D.1.c)

Trustee Clark moved and Trustee Paull seconded that Resolution 25-06 Levying the Regular Property Taxes for SCLD for Collection in 2026 be adopted.

RESOLUTION NO. 25-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2026 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2026 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

The motion was unanimously approved.

New Business
2026 Budget:
Direction to Staff
(Item IV.D.1.d)

Executive Director Roewe informed the Board that certified copies of the resolutions would be sent to the Board of County Commissioners and the Spokane County Auditor's Office.

There was no further discussion.

New Business
2026 Board
Meeting Schedule
(Resolution 25-07)
(Item IV.D.2)

Executive Director Roewe informed the Board that the meeting schedule was presented earlier in the year than previously done in order to help with program and event scheduling. Discussion ensued about the addition of the Service Center as a meeting location and reasoning behind placements of other locations. Trustee Paull moved and Trustee Clark

seconded that Resolution 25-07 2026 Board Meeting Schedule be adopted.

RESOLUTION NO. 25-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ON THE SUBJECT OF PROVIDING THE DATE, TIME, AND LOCATION OF THE REGULAR MEETINGS OF THE SPOKANE COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES FOR THE 2026 CALENDAR YEAR; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

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

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

Chair Hanson called for any suggestions or questions on the future Board meeting agenda items. Discussion ensued about waiting for delayed statewide usage statistical reports for post-pandemic usage analysis and the January agenda having few items at present.

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 that the District hosted had a customer appreciation celebration at the Deer Park Library to show gratitude to the community for their patience and support during the unexpected HVAC closure earlier in the year.

There was no further discussion.

Operations Report
(Item VI.C)

In addition to the report provided prior to the meeting, Operations Director Doug Stumbough provided the Board with information regarding usage of Hoopla and Overdrive, as well as the number of Non-Resident cards that have been purchased.

There was no further discussion.

Fiscal Report
(Item VI.D)

Finance Director Link informed the board that there was a revision to the fiscal report provided prior to the meeting that corrected assignment errors in several expense categories. Discussion ensued about the change correcting line item assignments with no change to the bottom line amount of expenditures.

There was no further discussion.

Chair Hanson 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)

The Board went into a closed session 5:50pm with an estimated time to return at 6:35pm. The Board returned to regular session at 6:35pm. There was no action taken.

**Adjournment
(Item VIII)**

Chair Hanson adjourned the meeting at 6:36pm. The next Board Meeting is scheduled for Tuesday, December 16, 2025 at the Spokane Valley Library.



Jessica Hanson, Chair



Patrick Roewe, Secretary to the Board of Trustees