

## **BOARD OF TRUSTEES MEETING MINUTES: December 16, 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, December 16, 2026 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), Jason Link (Finance Director), Carlie Hoffman (Digital Services Manager), Vinnie Davi (Video Production Specialist), Toni Carnell (Human Resources Director), Andrea Sharps (Collection Services Director), 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 Robert Paull moved and Trustee Patti Stauffer 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.

**Approval of November 18, 2025 Regular Meeting Minutes (Item IV.A)** Chair Hanson called for any corrections to the November 18, 2025 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

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

<b>Fund</b>	<b>Voucher/Payroll Numbers</b>	<b>Subtotal</b>
November – GF	0063990 – 0064079 and W001800 – W001820	\$817,700.99
	PR11102025 and PR11252025	\$546,965.77
	<b>Total</b>	\$1,364,666.76
CPF	009773 Integrus Architecture	\$ 59,063.86
	<b>Total</b>	\$59,063.86
DSF	12102025 State of Washington	\$143,000.00
	<b>Total</b>	\$143,000.00

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

**Unfinished  
Business**  
HVAC Projects  
(Item IV.C.1)

Executive Director Patrick Roewe provided an update to the HVAC Projects. Updates included posting the bid for Deer Park Library HVAC project in January 2026, tentative planning for contract awards, and a review of potential closure dates for the Argonne HVAC project.

There was no further discussion.

**Unfinished  
Business**  
Levy Lid lift  
(Item IV.C.2)

Executive Director Roewe reviewed ongoing planning for a potential levy lid lift. Discussion ensued about the pending results of a facilities needs assessment, with a final plan scheduled to be presented in January 2026. Discussion also ensued about estimated costs for the facility needs.

There was no further discussion.

**Unfinished  
Business**  
2025 Work Plan –  
Year in Review  
(Item IV.C.3)

Executive Director Roewe reviewed the 2025 Work Plan. Discussion ensued about many of the completed projects and the plan elements that have moved to the 2026 plan due to timing issues, planned implementation of a new ERP system compared to current system, and the website refresh project status.

There was no further discussion.

**New Business**  
2026 Work Plan  
(Item IV.D.1)

Executive Director Roewe reviewed the presented 2026 Work Plan which included items from the 2025 Work Plan that needed to be rolled over. Discussion ensued about the project addition of replacing the Moran Prairie Library roof.

There was no further discussion.

**New Business**  
2026 Meeting  
Content Review  
(Item IV.D.2)

Executive Director Roewe presented the Regular Meeting Content Schedule, which included planned discussion topics for the upcoming board meetings in 2026. Discussion ensued about Levy Lid Lift discussions planned for each month, and the status of the Post-Pandemic Usage report.

There was no further discussion.

**New Business**  
2026 Board  
Trustees Officers  
Election  
(Item IV.D.3)

Vice Chair Klapp nominated current Chair Hanson for the role of Chair beginning January 1, 2026. Trustee Paull moved and Trustee Ellen Clark seconded the approval of appointing Jessica Hanson as Chair. The motion was unanimously approved. Chair Hanson nominated current Vice Chair Jon Klapp for the role of Vice Chair beginning January 1, 2026. Trustee Clark moved and Trustee Paull seconded the approval of appointing Jon Klapp as Vice Chair. The motion was unanimously approved.

There was no further discussion.

<b>New Business</b> Public Comment at Board Meetings Policy <b>(Item IV.D.4)</b>	<p>Executive Director Roewe recommended that the Public Comment at Board Meetings policy be reaffirmed. Discussion ensued about the policy being implemented first in 2023, with this being its first review. Trustee Stauffer moved and Vice Chair Klapp seconded the approval of the reaffirmed policy.</p> <p>The motion was unanimously approved. There was no further discussion.</p>
<b>Discussion Items</b> Future Board Meeting Agenda Items <b>(Item V.A)</b>	<p>Chair Hanson called for any questions or suggestions for the Future Board Meeting Agenda Items. Discussion ensued about a review of the post-pandemic usage planned for the January meeting.</p> <p>There was no further discussion.</p>
<b>Trustee Reports</b> <b>(Item VI.A)</b>	<p>There were no Trustee reports.</p> <p>There was no further discussion.</p>
<b>Executive Director Report</b> <b>(Item VI.B)</b>	<p>In addition to the report provided prior to the meeting, Executive Director Roewe informed the Board that Jessica Hanson’s reappointment has been approved by the Spokane County Commissioners for a second 5-year term ending December 31, 2030 and that the Liberty Lake TIF has been approved by all parties. Discussion also ensued about a crisis communication exercise led by the Communication team, and the status of the annexation of Airway Heights review.</p> <p>There was no further discussion.</p>
<b>Operations Report</b> <b>(Item VI.C)</b>	<p>Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for November 2026, with data for customer use measures, programming, and library activities.</p> <p>There was no further discussion.</p>
<b>Fiscal Report</b> <b>(Item VI.D)</b>	<p>Finance Director Link provided a report of revenues and expenditures for November 2026 prior to the meeting.</p> <p>There was no further discussion.</p> <p>Chair Hanson called for a 5 minute recess.</p>
<b>Closed Session</b> Planning the strategy or position to be taken during	<p>The Board went into a closed session at 4:35pm with an estimated time to return at 5:35pm. The Board returned to a regular session at 5:35pm.</p> <p>There was no action taken.</p>

collective  
bargaining  
**(Item VII.A)**

**Adjournment  
(Item VII)**

Chair Hanson adjourned the meeting at 5:35pm. The next Board Meeting is scheduled for Tuesday, January 20, 2026 at the Argonne 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