

BOARD OF TRUSTEES MEETING MINUTES: May 19, 2026

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 Fairfield Library, Tuesday, May 19, 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), Andrea Sharps (Collection Services Director), Jane Baker (Communication and Development Director), Vinnie Davi (Video Production Specialist), 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 4pm.

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.

Approval of April 21, 2026 Regular Meeting Minutes (Item IV.A) Chair Hanson called for any corrections to the April 21, 2026 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

Approval of April 2026 Payment Vouchers (Item IV.B) A revised version of the May 2026 Payment vouchers were handed to the Board prior to the meeting. Finance Director Jason Link informed the board that the amounts were correct on the previous version, but the descriptions were incorrect. Discussion ensued about the increased landscape maintenance fees due to the time of year. Trustee Paull moved and Trustee Patti Stauffer approved the payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal
May - GF	0064501 – 0064595 and W001882 – W001900	\$883,425.57
	PR04102026 and PR04242026	\$560,018.58
	Total	\$1,443,471.15
CPF	009786 Apex Mechanical	\$29,963.43
	009787 Integrus Architecture	\$12,585.00
	009788 Testcomm	\$900.00
	009789 Mckinstry	519,546.22
	Total	\$562,994.65

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

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

Finance Director Jason Link informed the Board of the Argonne HVAC project continuing towards completion, with the Deer Park project scheduled to start on May 26th.

There was no further discussion.

Unfinished Business
Levy Lid Lift Update
(Item IV.C.2)

Executive Director Patrick Roewe informed the Board regarding potential election contingency plans. Discussion ensued about next steps if the levy fails and the status of other library levies in the state. By consensus, the Board directed staff to conduct additional analysis of recent elections regarding contingency actions by other government entities.

There was no further discussion.

New Business
Partnership & Sponsorship Policy
(Item IV.D.1)

Executive Director Roewe and Communication and Development Director Jane Baker informed the Board of minor edits to the Partnership & Sponsorship Policy. Discussion ensued about what sponsorships the District currently has in place. Trustee Stauffer moved and Trustee Clark seconded the approval of the policy as revised.

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

New Business
Volunteer Program Policy
(Item IV.D.2)

Executive Director Roewe informed the Board of changes to the Volunteer Program policy. Changes included clarification of the process to match current practices and general references to policy and procedure updates. Trustee Paull moved and Trustee Clark seconded the approval of the policy as revised.

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

New Business
Public Records Policy
(Item IV.D.3)

Executive Director Roewe and Administrative Services Manager Emily Greene presented the revised Public Records policy. Revisions included clarifications and references to RCW. Discussion ensued about the policy also being reviewed by legal counsel and the nature and number of

requests the District receives. Trustee Clark moved and Trustee Stauffer seconded the approval of the policy as revised.

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

New Business
Summer Meeting
Schedule
(Item IV.D.4)

Discussion ensued about past practice of cancelling a summer meeting due to conflicting schedules. Discussion also ensued that due to the levy election, the recommendation is to not cancel a meeting this year.

Following discussion, there was no action taken.

New Business
Overview: Levy
Election Public
Engagement
Training
(Item IV.D.5)

Training Manager Amber Williams provided a presentation to the Board regarding public engagement training for the upcoming election. Discussion ensued about similar training being rolled out to employees and the differences between activities permitted for both work time and personal time. Discussion also ensued about upcoming events and open houses in which the District will be participating to inform the public about the levy.

There was no further discussion.

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

Chair Hanson called 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)

Chair Hanson complimented the District as a whole with everything employees do for the community, as well as the design and layout of the Spokane Valley Library and outreach services that LINC provides.

There was no further discussion.

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

Executive Director Roewe provided a report prior to the meeting.

There was no further discussion.

Operations Report
(Item VI.C)

In addition to the report provided prior to the meeting, Operations Director Doug Stumbough called out the annual numbers for AARP tax assistance and certain libraries serving as information centers but not shelters during planned Avista outages as agreed in a MOU.

There was no further discussion.

Fiscal Report
(Item VI.D)

In addition to the report provided prior to the meeting, Finance Director Link congratulated Communication and Development Director Jane Baker on the Library Foundation of Spokane County reaching their fundraising goal.

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 at 5:22pm with an estimated time to return at 5:45pm

The Board returned to a regular session at 5:45pm.

There was no final action taken.

**Adjournment
(Item VIII)**

Chair Hanson adjourned the meeting at 5:45pm. The next Board Meeting is scheduled for Tuesday, June 16th at the Otis Orchards Library.



Jessica Hanson, Chair



Patrick Roewe, Secretary to the Board of Trustees