MINUTES OF THE BOARD OF TRUSTEES MEETING
February 19, 2019

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, February 19, 2019 at the Eastside branch of the Library.

Present were:
MEMBERS
Mr. Jim Kershner, Chair of the Board
Ms. Mary Starkey, Vice-chair of the Board
Ms. Lara Hemingway
Mr. Nathan Smith
Mr. Casey Linane-Booey IV (via phone)

COUNCIL LIASION
Ms. Kate Burke

LIBRARY DIRECTOR
Mr. Andrew Chanse

CALL TO ORDER
The meeting was called to order at 4:30pm by Mr. Kershner.

VISITORS
Rae-Lynn Barden
Penny Brown
Alan Wagner
Ashley Gales
Thomas Herrlinger
Paul Chapin
Tara Neumann
Lisa Cox
Charles Hansen
Jason Johnson
Amanda Donovan
Caris O’Malley
Ellen Peters
Janet Hacker-Brumley
Sally Chilson

CHANGES TO THE AGENDA
Mr. Kershner stated there will not be an executive session.

APPROVAL OF February 19, 2019 MEETING MINUTES
Ms. Hemingway had on grammatical edit and moved to approve the minutes. Ms. Starkey seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS AND CONTRIBUTIONS FOR December 2018 (Period 13)
Ms. Hemingway moved to approve the bills and contributions. Mr. Smith seconded the motion. The motion passed unanimously.

**APPROVAL OF BILLS AND CONTRIBUTIONS FOR January 2019**

Ms. Hemingway moved to approve the bills and contributions. Ms. Smith seconded the motion. The motion passed unanimously.

**FINANCIAL REPORT**

Ms. Brown submitted her 2018 year-end financial report and began by sharing a milestone. We closed the year with 87 days operating cash. She explained that this is a huge accomplishment from where we were five years ago. This will be very beneficial as we move into the five-year bond construction window. Ms. Brown expended 94% of the 2018 adopted budget. She went over a few specific line items and noted our biggest savings for the year was in capital projects which was fortunate with the planned renovations. Ms. Brown noted that as we move forward with bond projects and costs, we may have to do a budget amendment to adjust funding as we go forward. Ms. Brown began the January report by stating we closed the month with 84 days in operating cash. She also reported we received a clean audit report from the Washington State Auditor’s Office and reminded the board of the areas audited. Ms. Brown reviewed the capital bond budget and explained as we move forward the budget will be more detailed by site, but that information is not yet known to us.

**PERFORMANCE REPORT (Q4 and 2018 Year End)**

Mr. Chanse stated Q4 saw a solid increase throughout the system. He stated the current numbers demonstrate the need to increase capacity for our public spaces. Mr. Chanse highlighted the great gains in new library cards throughout the system and the demand for our digital collection as well as the Outreach department. Mr. Chanse stated this is the first time we have numbers to report for the 24/7 Library and we are seeing continual increases in the kiosk use. He stated we are working closely with the community center to decrease the barriers to access and are working on a data sharing agreement. He noted the decrease in the collection checkout numbers at the Downtown branch and states this is still due partially to construction and is showing the impacts on floating collection between branches. Mr. Chanse went on to present the 2018-year end statistics. He stated overall it was a great year with only a slight dip in checkouts and a fantastic increase in new cards, which was boosted by our partnerships with the school district. He stated although we are experiencing some decreases in physical circulation with books, DVDs and CDs; this is being picked up with great gains in our streaming materials. Mr. Kershner asked if we still have some catch up to do on the digital collection and how we balance purchasing through the various platforms. Mr. Chanse stated Mr. Roose does a great job of retrospectively looking back at the past year to balance needs. Also, he noted we purchased ‘Collection HQ’ which helps us make better collection decisions. Mr. O’Malley stated we are hopeful with the first-year results and should have definitive trends in the next few years.

**CHAIRMAN’S REPORT**

None
EXECUTIVE DIRECTOR'S REPORT
Mr. Chanse submitted his written report and began by stating we have been focused on the bond and setting it up for success. He stated the umbrella agreement with Spokane Public Schools was approved by the school board as well as the city council last week. The library has been conducting contractor interviews for the selected GC/CM model for the Downtown and Shadle branches and we hope to have contracts at next month’s meeting for approval. Mr. Chanse stated we were set to close this month on the Nevada property, but the potential buyer found a sewer pipe down the middle of the property. The pipe was installed sometime in the 1970s and when the library purchased the property in the 1990s (with the first bond) it was not disclosed. He stated we are actively looking for a solution with the help of the city, but any solution will lower the profit amount. Along with Ms. Bain, he and a group of community court representatives presented at the American Library Association mid-winter conference and it went very well. Mr. Chanse also presented at the Washington State Public Directors retreat on our bond measure. He noted the work we are doing is getting a lot of attention with library systems on the westside of the state. Ms. Hemingway asked about the Open Library program. Mr. O’Malley stated the program is a global initiative where they are providing free digital book copies with no barriers, but the offerings are not discoverable through our collection.

COUNCIL LIAISON REPORT
None

COMMUNICATIONS REPORT
Ms. Donovan submitted her written report and began by highlighting the 2018 annual report that was debuted at the Mayor’s State of the City last week. She stated we are participating in a new pilot program with the Washington State Library to have one Discover Pass at each branch for checkouts by customers with an accompanying backpack with outdoor gear. This pilot starts March 1st and customers can check out the passes for a one-week period. Ms. Donovan stated we are continuing our promotion of ‘Lilac City Live’ in the Inlander and have started some advertising in the parks and recreation magazine. She concluded her report by showing the annual report online video and sharing our social media gains and the positive feedback from followers.

NEW BUSINESS

13a. Presentation on Hillyard Library
Customer Engagement Manager, Thomas Herrlinger, presented an update on the Eastside Library and Outreach department. Ms. Hemingway asked about the holds process at the 24/7 Library and Mr. Herrlinger stated most items can be held there except for the ‘Library of Things’ items.

13b. Staff Day Closure
Mr. Chanse stated every year we like to close all branches to celebrate staff accomplishments and this year we have selected Thursday, October 10th. Mr. Smith moved to approve the Spokane Public Library branches being closed until 1:00pm on October 10, 2019 for Staff Day. Ms. Starkey seconded the motion. The motion passed unanimously.
PUBLIC COMMENT
None

EXECUTIVE SESSION
This was removed from the agenda.

ADDITIONAL ITEMS/CHANGES TO THE AGENDA
None

NEXT REGULAR MEETING
The next regular meeting will be Tuesday, March 19 at the Downtown Library.

ADJOURNMENT
The meeting adjourned at 5:35pm.

Chairman, Board of Trustees  Date 3/19/17