MINUTES OF THE BOARD OF TRUSTEES MEETING

March 19, 2019

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, March 19, 2019 at the Downtown 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

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
Paul Chapin
Tara Neumann
Charles Hansen
Jason Johnson
Sarah Bain
Amanda Donovan
Caris O’Malley
Lisa Cox
Ellen Peters
Joan Medina
Natalie Hildebrand
Ken Lee
Jon Lawson
Lynne Everson
Brenda Kochis

CHANGES TO THE AGENDA
Mr. Kershner stated there will not be a presentation on the Downtown branch and that item has been moved to the May agenda.

APPROVAL OF February 19, 2019 MEETING MINUTES
Ms. Hemingway had a grammatical edit to the minutes. Mr. Linane-Booey IV moved to approve the minutes. Ms. Starkey seconded the motion. The motion passed unanimously.
APPROVAL OF BILLS AND CONTRIBUTIONS FOR February 2019
Ms. Hemingway moved to approve the bills and contributions. Ms. Starkey seconded the motion. The motion passed unanimously.

FINANCIAL REPORT
Ms. Brown began her report by stating all the Period 13 invoices have now been processed through the payment system and we ended the month with 80 days in operating cash. She compared February financials to that of the prior year. She noted the largest expenses were for snow removal at all our facilities with the late snow fall. Ms. Brown highlighted the new financial report that reflects bond expenditures. She reminded the trustees that we will need to form the finance committee at next month’s meeting and plan to convene in May to initiate the 2020 budget process.

CHAIRMAN’S REPORT
None

EXECUTIVE DIRECTOR’S REPORT
Mr. Chanse submitted his written report and began by stating the board will have a few action items on their April agenda. In addition to the annual finance committee as Ms. Brown mentioned, the board will need to consider a new board chair and vice chair at their April meeting. Also, they will need to form a total of three subcommittees: a building/design subcommittee for the bond, a subcommittee focusing on staffing levels for the new buildings, and the finance committee that will focus on the 2020 budget and consider making a recommendation to the full board on implementing a fine free experience for our customers. Mr. Chanse also stated we SPL has been named a finalist for the IMLS National medal which is the highest honor a library or museum can receive. Mr. Chanse wrapped up his report by relaying most of our work has been around the bond to get started with our selected construction companies and schematic design. Mr. Chanse stated community input meetings have been scheduled and we will share the dates with the trustees. Ms. Burke asked Mr. Chanse about the number of outstanding fines we have and how much we get back and what loss we would take. Ms. Brown stated we will go in depth at the finance subcommittee meeting in May.

COUNCIL LIAISON REPORT
None

COMMUNICATIONS REPORT
Ms. Donovan submitted her written report and began by stating our main campaign was focused around the IMLS award announcement. Part of that marketing campaign was an ask to the community on ‘What Spokane Public Library Means to You’. As a finalist, we have a designated social media day which falls on Wednesday April 17th. Ms. Donovan highlighted the increasing social media numbers and shared our top posts this past month which were the
promotion of the discover passes and a poem we shared. She concluded her report by sharing an article in the Spokesman-Review that listed 30 things you can do at the library.

FOUNDATION REPORT
Ms. Bain submitted her written report by highlighting the Citizen Hall of Fame in its 5th year. She stated she is excited about finalists with more women and minorities being honored. Ms. Bain shared the foundation will be participating in the first year of ‘Library Giving Day’ that was spearheaded by Seattle Public Library and will be held on Wednesday, April 10. The board welcomed four new members last month bringing the board to 12.

NEW BUSINESS

12a. Presentation on the Friends of the Library
Ms. Brenda Kochis presented the annual update on the Friends of the Library organization. Mr. Kershner wanted to thank the Friends for their work on behalf the library.

12b. Bond phase one draft timeline
Mr. Chanse provided the board with a printed copy of the timeline overview of the upcoming bond projects and noted Spokane Public Schools is handling the timeline on the Shaw Library. He stated we will be in schematic design for three months and are considering vacating the Downtown and Shadle to save funds and cut the construction time down and will have more information on a decision soon. Ms. Medina asked about the recording studio that is being considered in the Downtown branch. Mr. Chanse stated we are not sure if that will be in the final design, but we are still exploring it. Ms. Hemingway asked about the bond committee and if they will be empowered to make design decisions. Mr. Chanse stated the committee will go further into the details of key issues and will make recommendations to the board.

PUBLIC COMMENT
Ms. Joan Medina invited the trustees to her retirement party invitation on April 6th. She then inquired about the removal of the benches in the 1st floor lobby. She indicated she received negative community feedback as they are needed for disabled and elderly customers.

Ms. Lynn Everson came to speak on the blue light issue and thought it was on the agenda. Mr. Chanse stated it is still under evaluation and is only a pilot at the Downtown branch. Mr. O’Malley provided his contact information to her so they may discuss the issue further. Ms. Starkey thanked Ms. Everson for her work with the needle exchange program.

Mr. Ken Lee spoke about the blue lights and stated he believes that people will continue to try and use the bathrooms and will harm themselves more in the process.

Mr. Jon Lawson asked for the library to open earlier in the day to access the computers. He also stated the signs regarding the blue lights should not be in there as it raises awareness about drug use to young children.

EXECUTIVE SESSION
Mr. Kershner convened the meeting into executive session at 5:22pm to discuss a personnel issue for a period of 10 minutes.

The meeting reconvened at 5:30pm.

**NEXT REGULAR MEETING**
The next regular meeting will be Tuesday, April 16 at the Shadle Library.

**ADJOURNMENT**
The meeting adjourned at 5:30pm.

[Signature]

Secretary

Chairman, Board of Trustees [Signature] Date 7/16/2014