MINUTES OF THE BOARD OF TRUSTEES MEETING

May 21, 2019

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, May 21, 2019 at the Downtown branch of the Library.

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

COUNCIL LIASION
Ms. Kate Burke

LIBRARY DIRECTOR
Mr. Andrew Chanse

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

VISITORS
Rae-Lynn Barden
Jason Johnson
Penny Brown
Brenda Kochis
Charles Hansen
Rob Roose
Tara Neumann
Amanda Donovan
Janet Hacker-Brumley
Ashley Gales
Sarah Bain
Ellen Peters
Paul Chapin
Tara Neumann
Sally Chilson
Natalie Hildebrand
Mark Dailey
Alan Wagner
Caris O’Malley

CHANGES TO THE AGENDA
None
APPROVAL OF April 16, 2019 MEETING MINUTES
Mr. Kershner moved to approve the minutes. Mr. Linane-Booey IV seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS AND CONTRIBUTIONS FOR April 2019
Ms. Hemingway moved to approve the bills and contributions. Mr. Linane-Booey IV seconded the motion. The motion passed unanimously.

FINANCIAL REPORT
Ms. Brown began her report by stating we closed the month with 74 days in operating cash and noted several purchases including subscriptions and a retiree payout. Ms. Brown stated an uninsured car hit the Hillyard library at the end of April and caused some damage. Our deductible will be $5,000 and we are estimating the repairs to be around $30,000. She stated the State Auditor’s Office has started the annual city audit where they will start with a review of federal grants and then move to the financial statements. Regarding the bond financials, she noted we are still paying for architectural services and to date, Mr. Chanse has not executed the purchase authority the board approved at last month’s meeting.

PERFORMANCE REPORT (Q1)
Mr. Chanse noted the report still reflects past trends with a decrease in physical circulation, but our digital offerings have seen digital double digits increases. He noted our new cards show a decline as this was our organizational wig this time last year. Mr. Chanse stated our gate count continues to be healthy with a 2% increase and noted the downtown branch has seen a decrease in circulation but have had the highest gate count increase throughout the system. Mr. Kershner noted that although physical circulation is down, customers are coming in for events and checking out items online. Ms. Starkey asked what percentage of resident’s currently hold library cards and Mr. Chanse have said we track households as that is more accurate number.

EXECUTIVE DIRECTOR’S REPORT
Mr. Chanse submitted his written report and began by highlighting that we were awarded the John Cotton Dana Public Relations Award for our work on the bond informational campaign. The award comes with a $10,000 check. We are one of eight winners and we will be recognized at the annual American Library Association national conference in Washington D.C. at the end of June. Mr. Kershner asked about what we are doing with the funds and Mr. Chanse said we are thinking about it but might use it for some further outreach. Mr. Chanse stated we are participating in the Spokane Youth Pilot program launched by the City of Spokane for Spokane Public School students which is a library card as well as a bus pass for Spokane Transit. Ms. Neumann stated we will be tracking how quickly the cards are being used and will be in constant contact with STA. Mr. Chanse stated the library has chosen our next organizational WIG and we are going bold with a goal of increasing circulation numbers by 10% from now until October 31st. Ms. Hemingway asked if the goal includes the digital collection and Mr. Chanse reported yes it will. Ms. Starkey asked if any of the branches had water damage after the rainstorm and Mr. Chanse said we did not.
CHAIRMAN’S REPORT
None

COUNCIL LIAISON REPORT
Ms. Burke echoed the support for the Spokane Youth Pilot program card as she has heard from students that need assistance in the summer. Ms. Burke stated she, along with a few community members, went to a walkability conference in Georgia that focused on how to build a community through spaces. They have chosen the Shaw campus as a pilot to begin to address policies to create safe walking spaces throughout the community and a multimodal transit analysis.

COMMUNICATIONS REPORT
Ms. Donovan submitted her written report and began by stating we are focused around launching our summer activities especially the Spokane Youth Pilot program. We are gearing up for summer reading that begins on June 1st and are giving out e-readers in a raffle, donated by the Library Foundation, for adult finishers that are compatible with the database Overdrive. Ms. Donovan stated Ms. Peters and Ms. Strange received a grant for us to host the Smithsonian’s ‘Hometown Heroes’ exhibit which will start on June 12th. In conjunction with this exhibit, we are doing a citywide search for the oldest letterman’s jacket. Ms. Donovan finished her report by stating we had a very successful ‘Pet Week’ with 300 attendees at the cat café event at the downtown library and provided our media coverage on social media numbers.

NEW BUSINESS

12a. Group 4/Integrus Presentation
Mark Dailey with Integrus Architecture provided an update on bond designs for Liberty Park and “The Hive.”

12b. Downtown Branch Presentation
Managing Librarian, Janet Hacker-Brumley, gave an update on the Downtown library.

12c. Elimination of Overdue Fines
Mr. O’Malley stated that 2019 has been a big year in libraries across the country eliminating overdue fines and the American Library Association coming out against overdue fines as they are a barrier to access and equity issue. Mr. O’Malley shared some statistics on how this affects customers in Spokane with 25% of our customers with overdue fines are living below the national poverty line and 50% below median income. He stated we are seeing about a 5% reduction year after year in checkouts which lowers our revenue stream. Mr. O’Malley proposed, with the finance committee approval, to remove all fines but still collect fees on lost and damaged items. Mr. Kershner asked how we will deal with the projected decline in revenue of around $63,000 and Ms. Brown stated we continue to be good stewards of our funds and ended last year with surplus funds. Mr. Kershner asked if this will create more lost items and Mr. O’Malley said no, research has shown social pressure is more effective than punitive fines. Mr. Kershner asked if a customer’s book is overdue for certain length of time if their card will be blocked for future checkouts until the item is returned and Mr. O’Malley said yes. Mr. Linane-Booey asked if there was something that could be done for customers who have lost
materials. Mr. O’Malley stated we cannot remove those fees as it would be a gift of public funds. Mr. Linane-Booey IV moved to approve the library’s updated fee schedule to eliminate overdue fines for all users and continue to collect fees for lost and damaged materials. Mr. Kershner seconded the motion. The motion passed unanimously. Mr. Chanse let the board know this will be effective in June.

12d. Elimination of Copy Fines
Mr. O’Malley said our current process for providing copy services to customers is very cumbersome and takes a lot staff time to administer. Most customers are printing one page or less and heavy users are printing 10 pages or less. Going forward, the library will establish a limited number of prints per year but this will be established based on usage after implementation. Mr. O’Malley shared the amount of staff time it takes to help customers print and noted this process requires cash handling procedures that is subject to audit standards. Ms. Starkey asked if we should place a print limit right away to avoid someone taking advantage. Mr. O’Malley stated we are looking at either a 50 or 100 print limit and will refer customers who meet that limit to community partners. Ms. Hemingway noted the finance committee wanted to give library staff discretion on establishing that limit as more usage information would be established after implementation. Mr. Kershner moved to approve the library’s updated fee schedule to eliminate fees for printing, scanning, copying and faxing fees. Mr. Linane-Booey IV seconded the motion. The motion passed unanimously.

PUBLIC COMMENT
None

EXECUTIVE SESSION
None

NEXT REGULAR MEETING
The next regular meeting will be Tuesday, June 18 at the Hillyard Library.

ADJOURNMENT
The meeting adjourned at 5:45pm.

Secretary

Chairman, Board of Trustees

Date 6/18/19