MINUTES OF THE BOARD OF TRUSTEES MEETING

November 19, 2019

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, November 19, 2019 at the South Hill 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
Mr. Casey Linane-Booey IV (absent)
Mr. Jim Kershner

COUNCIL LIASION
Ms. Kate Burke

LIBRARY DIRECTOR
Mr. Andrew Chanse

CALL TO ORDER
The meeting was called to order at 4:31pm by Ms. Starkey.

VISITORS
Rae-Lynn Barden
Penny Brown
Nicole Edwards
Kathryn Illback
Sally Chilson
Tara Neumann
Charles Hansen
Paul Chapin
Amanda Donovan
Caris O’Malley
Alan Wagner
Brenda Kochis
Rob Roose
Ellen Peters
Janet Hacker-Brumley
Lisa Cox
Susan Meyer
Brandon Raper-Betty
Matt Walker
Kristine Schuler
Natalie Hilderbrand
Gillian Sayer
Sarah Bain
**CHANGES TO THE AGENDA**
None

**APPROVAL OF October 15, 2019 MEETING MINUTES**
Mr. Smith moved to approve the minutes. Ms. Hemingway seconded the motion. The motion passed unanimously.

**APPROVAL OF OCTOBER BILLS AND CONTRIBUTIONS FOR 2019**
Mr. Hemingway moved to approve the bills and contributions. Mr. Kershner seconded the motion. The motion passed unanimously.

**FINANCIAL REPORT**
Ms. Brown began her report by stating we were trending 90 days operating cash until the month of October where we dropped by one day. She introduced Nicole Edwards who has joined the business office and will be giving the financial update at the December trustee meeting. Ms. Brown stated the State Auditor’s Office (SAO) has reviewed our bond financial entries. They have also audited payroll leave balances and our small and attractive assets. We are the only city department with a policy addressing small and attractive assets. We expect audit in January or so. Ms. Brown stated work is underway at the temporary Shadle space at Northtown mall. Electrical work is complete and painting and carpet cleaning is currently underway. She went on to recap the bond expenditures that total $466,000 for professional services and $42,000 in books and materials. Ms. Brown stated the library has executed the first contract under the new signing authority to hire a specialist to measure the condensation on the Downtown branch under a contract not to exceed $74,500. She introduced Mr. Walker with Hill International who stated the new Liberty library branch as well as ‘The Hive’ design phase has almost concluded. The Downtown and Shadle branches will be submitted for plan review in January/February of 2020.

**PERFORMANCE REPORT (Q3)**
Mr. Chanse stated overall, we are looking at some pretty strong numbers with material checkouts experiencing a 2% increase which has been the systemwide focus over the past six months. For the first time, the month of September digital circulation outpaced all other branches for checkouts. Mr. Chanse highlighted the large increases at Eastside and Hillyard branches and attributes this to the bus pass pilot program this summer. Systemwide we experienced a 4% increase in gate count which shows people are continuing to come to the libraries but not always for materials. Mr. Smith asked about the decline in programming numbers and Mr. Chanse stated last year’s numbers include informational meetings around the bond as well as an intentional decrease in program offerings due to the upcoming closures at Shadle and Downtown. Mr. Kershner asked about the removal of late fees and if customers are still returning their materials on time. Mr. O’Malley stated we have initial data and the trends have mostly stayed flat due to existing overdue fines for many customers.

**CHAIRMAN’S REPORT**
None
EXECUTIVE DIRECTOR’S REPORT
Mr. Chanse submitted his written report and began by highlighting the wall breaking ceremony for the new Shadle branch on Wednesday, December 11th at 10:00am. The city is in a transition with the Mayor elect and Mr. Chanse will be taking part in that process.

COUNCIL LIAISON REPORT
Ms. Burke reiterated the transition at City Hall and noted there are two new council members. The council be reassigning committees to members and there may be a change next year.

COMMUNICATIONS REPORT
Ms. Donovan submitted her written report and began by stating we are ramping up communication around the upcoming Shadle closure and the opening of the temporary Northtown branch. She stated we launched a teen/kid section of our website which ties in with efforts around early learning. Ms. Donovan stated we had an article in the Spokesman-Review about kindergarten readiness and our ‘1,000 Books Before Kindergarten’ initiative. She covered the paid media for ‘Lilac City Live’, our advertisement in the Kids magazine, and an ad in the winter parks and recreation guide. Ms. Donovan concluded her report by highlighting our earned media stories around free music lessons, a marriage ceremony at the Downtown library, and on programs celebrating Native American Heritage month.

FOUNDATION REPORT
Ms. Bain submitted her written report and began by stating the foundation welcomed nine new board members bringing the total to 18. She stated they are shifting their 2020 focus to growing planned gifts and monthly recurring donors. Ms. Bain concluded her report by stating the annual appeal letter will be mailed out in the next few days.

NEW BUSINESS

13a. STA Plaza Lease Agreement
Mr. Chanse stated we are asking for a motion to approve a lease agreement to move the Downtown Library to the Spokane Transit Authority (STA) plaza during construction. We spent six months identifying a space to temporarily relocate where we could host a public meeting room, house staff office space, offer public programs, and had existing foot traffic. The STA location meets our requirements and will be a good partnership. Mr. Chanse said the library will move to the space in March of 2020 for a period of up to 22 months for an amount not to exceed $140,000 per year for utilities, janitorial services and security. Mr. Chanse invited STA Chief Operating Officer (CEO) Susan Meyer and Brandon Raper-Betty, Director of Communications and Customer Service to speak. Ms. Meyer stated this is the perfect opportunity for the facility and will bring value to each other’s customers. She personally thanked Ms. Brown, Mr. Chanse, and Ms. Donovan for their work on the partnership. Ms. Hemingway asked how the library was funding the new space. Ms. Brown stated we cannot use bond funds but have the funds through general operating funds. Mr. Kershner moved to approve the execution of a lease agreement between Spokane Public Library and the Spokane Transit Authority for the Downtown Branch relocation. Ms. Hemingway seconded the motion. The motion passed unanimously.
13b. Branch Presentation
Kathryn Illback, Youth Services Specialist, presented an update on the programming at the South Hill branch.

13c. Business Insurance Policy
Ms. Brown stated the recommendation for 2020 coverage is Hanover Insurance for property, liability and auto and Hartford Insurance for management liability. The cost increase was minimal from last year’s cost and includes the temporary locations at the STA plaza and Northtown mall. Ms. Brown stated our agent and carrier has been very helpful with the liability coverage for the ‘Library of Things’ as well as the new library branch ‘The Hive’. Mr. Smith moved to approve insurance coverage for 2020 with Hanover Insurance (property, liability and auto) and Hartford Insurance (management liability) at a combined quoted amount of $69,067. Ms. Hemingway seconded the motion. The motion passed unanimously.

PUBLIC COMMENT
Kristina Schuler stated she is a Downtown resident and thanked us for the addition of sensory friendly story times. She wanted to follow up on the library providing the required textbooks the school district assigned students to be part of the collection.

EXECUTIVE SESSION
Ms. Starkey convened the board to executive session at 5:23pm for a period of 10 minutes to discuss personnel matters with no action being taken.

Ms. Starkey reconvened the meeting at 5:33pm and the meeting was adjourned.

NEXT REGULAR MEETING
The next regular meeting will be Tuesday December 17, 2019 at the Downtown Library.

ADJOURNMENT
The meeting adjourned at 5:33pm.

[Signature]
Secretary

[Signature]
Chairman, Board of Trustees

Date 12/17/19