MINUTES OF THE BOARD OF TRUSTEES MEETING

August 15, 2017

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, August 15, 2017 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

COUNCIL LIAISON

Karen Stratton

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:31pm by Mr. Kershner.

VISITORS

Tara Neumann
Jason Johnson
Jacque Smithley
Kathryn Illback
Emily Maiani
Brenda Kochis
Ellen Peters
Natalie Hilderbrand
Sally Chilson
Joan Medina
Mike Piccolo
Amanda Donovan
Alan Wagner
Caris O'Malley
Sarah Bain
Charles Hansen

CHANGES TO THE AGENDA

None

APPROVAL OF June 20, 2017 MEETING MINUTES

Ms. Hemingway noted a language change in the minutes regarding approving the bills and contributions. Ms. Hemingway moved to approve the minutes with the suggested edits. Ms. Starkey seconded the motion. The motion passed unanimously.
APPROVAL OF June 30, 2017 SPECIAL MEETING MINUTES
Ms. Starkey wanted the minutes to reflect that Mr. Kershner attended the meeting via Skype. Ms. Hemingway moved to approve the minutes with this edit. Mr. Linane-Booey seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS AND CONTRIBUTIONS FOR June, 2017
Ms. Hemingway moved to approve the bills and contributions. Ms. Starkey seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS AND CONTRIBUTIONS FOR July, 2017
Ms. Starkey moved to approve the bills and contributions. Mr. Smith seconded the motion. The motion passed unanimously.

FINANCIAL REPORT
Ms. Maiani submitted her written report and began by noting we have $1.72 million in unrestricted cash and after encumbrances it equals to 61 days operating cash. The SIP loan payment was submitted in June, which totals around $28,000, and she noted the next payment will be made in winter. Ms. Maiani discussed a few purchases in facilities, communications and automation.

PERFORMANCE MEASURES (Q2)
Mr. Chanse presented the performance measurements for the second quarter and noted the decreases in material checkouts that can be contributed to the city wide construction; especially at the Downtown and Eastside branches. He stated we have seen great increases in our number of households with library cards and our digital checkouts continue to increase. Mr. Smith has requested that we look back further for annual year over year statistics when presenting annual statistics in January.

CHAIRMAN’S REPORT
None

EXECUTIVE DIRECTOR’S REPORT
Mr. Chanse submitted his formal report and noted the visits from King County regarding Community Court. The board was provided with a pair of solar eclipse glasses as the last of the 2,000 we have handed out to customers over the past few weeks. The library had over 800 people attend the various programming offerings around the eclipse from Librarian Cathy Bakken. Mr. Kershner inquired about the 24/7 library and the status of securing the remainder of funding. Mr. Chanse noted we are waiting on hearing from some significant potential donors. Ms. Stratton offered to put us in touch with another entity for potential funding.

COUNCIL LIAISON REPORT
Ms. Stratton delivered keys to the residents on W. Wabash for a cluster mailbox system as they have not been able to receive mail since June 15. She attended the groundbreaking ceremony
for Transitions who will be building 22 cottage houses. Also, herself and Councilmember Mumm participated in ‘National Disability Voter Registration Week’ at the Indian Trail branch.

COMMUNICATIONS REPORT
Ms. Donovan stated the rebranding process has officially started, and we are introducing a new software that would allow customers to book rooms straight from the website. Our newsletter continues to receive great feedback and engagement with a 50% open rate and a 10% click rate. We have a lot of interest in our digital resources, library of things and book club bags. Also, she noted the great media coverage we received around the eclipse from the Spokesman Review and KXLY.

NEW BUSINESS

14a. Public Records Training
Mr. Piccolo presented to the board on the Open Public Meetings Act (OPMA) and went over the required training by the State of Washington. Mr. Piccolo provided an overview of the rules that govern the OPMA and the rules of the information received while in Executive Session cannot be shared outside of the session.

14b. Outreach Presentation
Ms. Illback, Customer Experience Manager, presented an update on the Outreach department.

14c. "Books for Babies" Presentation
Ms. Barden presented the "Books for Babies" project that launched citywide today. Through a donation from the Friends of the Library, the library was able to purchase 1,000 books and assemble kits to promote early literacy to parents.

14d. 2018 Budget Projections
Ms. Maiani shared the initial budget projections for the 2018 budget. The Prime Pest Control inspections have been added to the budget and we have added a small increase for snow plowing expenditures. Mr. Linane-Booey inquired about the increases from the city and Mr. Chanse explained there is still discussion that needs to happen regarding the level of support we receive from the city.

14e. Policy Review Committee
Mr. Chanse noted this was a follow up from a conversation at the special meeting that occurred in June. The board would like to appoint a committee to review all policies in order to make a recommendation as to the policies the board would like to review going forward. Mr. Smith and Ms. Hemingway volunteered to serve on this committee. Mr. Linane-Booey moved to appoint. Ms. Starkey seconded the motion. The motion passed unanimously.
14f. Staff Day Closure
Mr. Chanse stated we had some scheduling conflicts and we would like to move staff day from
the previously approved date of September 14 to September 21. Ms. Starkey moved to approve
the staff day closure. Mr. Linane-Booey seconded the motion. The motion passed unanimously.

ADDITIONAL ITEMS/CHANGES TO THE AGENDA
None

PUBLIC COMMENT
None

NEXT REGULAR MEETING
The next regular meeting will be September 19, at the Indian Trail Library.

EXECUTIVE SESSION
None

ADJOURNMENT
The meeting adjourned at 5:31pm.

Chairman, Board of Trustees

Date 9/19/17