MINUTES OF THE BOARD OF TRUSTEES MEETING

July 16, 2019

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, July 16, 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 4:31pm by Ms. Starkey.

VISITORS
Rae-Lynn Barden
Penny Brown
Brenda Kochis
Paul Chapin
Tara Neumann
Amanda Donovan
Charles Hansen
Caris O’Malley
Jason Johnson
Mike Piccolo
Ashley Lock
Rob Roose
Alan Wagner
Sally Chilson
Janey Hacker-Brumley
Natalie Hildebrand

CHANGES TO THE AGENDA
None

APPROVAL OF June 18, 2019 MEETING MINUTES
Ms. Hemingway noted a few changes to the minutes and Mr. Kershner moved to approve the minutes. Ms. Hemingway seconded the motion. The motion passed unanimously.
APPROVAL OF BILLS AND CONTRIBUTIONS FOR June 2019
Ms. 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 had an unchanged cash position from last month with 96 days in operating cash. In June, we made the first of two payments for our RFID system and will finish payments in 2024. Ms. Brown stated street work outside of the Downtown Library caused damage into our fiber and we had a repair cost of $9,500. Mr. Kershner asked if we had the funds to cover the costs and Ms. Brown stated yes. Mr. Linane-Booey IV asked how the damage occurred and Ms. Brown said the maps used were old and missing information. Ms. Brown noted the State Auditor’s Office contacted her and will be reviewing the bond proceed entries as part of the financial statement audit. She concluded her report by presenting the bond budget and noted the uptick in expenditures for permitting, hazardous testing. Our two GCCM contractors are in the pre-construction design phase and we have not executed any new contracts under threshold.

PERFORMANCE REPORT (Q2)
Mr. Chanse presented the performance report and stated we continue to see robust attendance for our program offerings, and we continue to see our circulation decline. Our internet offerings continue to build, and the gate count shows people are still utilizing the library in a variety of ways. Mr. Chanse stated the gate count does not reflect our exact gate count depending on where customers enter each building they might not be counted. Mr. Chanse gave a shout out to the Outreach department for their efforts which have resulted in a 12% increase. The downtown library was still seeing a decline and he stated we still believe the ongoing construction is still playing a role into less traffic at the branch. Mr. Chanse stated the eastside library has seen a bit of an increase in circulation which was very positive, and the bus pass pilot program may have increased that number.

CHAIRMAN’S REPORT
None

EXECUTIVE DIRECTOR’S REPORT
Mr. Chanse submitted his written report and began by stating he attended the Complete Count meeting regarding the 2020 Census, and we will participating as we have in past years. Mr. Chanse stated most of the month has been focused on finalizing the various agreements with our partner agencies to implement the bond projects and they will be presented later in the meeting. The Summer Youth Card pilot program has issued over 4,000 cards with the Downtown and Shadle branches leading the charge. Mr. Kershner asked what the library’s role is in the census and Mr. Chanse stated it is mostly providing information and publicizing our computer use to fill out the survey as well as providing meeting space for the planning efforts.
COUNCIL LIAISON REPORT
Ms. Burke stated she has been working with her walkability team for the Shaw campus and will be conducting a health study as well as a multi-modal transit analysis. She noted they are not looking to change anything specifically but are looking at ways to implement policies going forward. Ms. Burke stated she has also been working to find a solution for the homeless once the library is closed for construction and would like to see a library resource center at River Park Square. Mr. Chanse stated he will speak with her on what options we are currently exploring.

COMMUNICATIONS REPORT
Ms. Donovan submitted her written report and began by stating that June was spent largely in crisis communication mode with the drag queen story hour and some local political conversations. The library will be featured in the #hackingwashington campaign with an article as to why you should move to Spokane. Ms. Donovan stated we have moved to more paid online advertising as we are seeing this is where people are getting their information on events. She noted that in quarter two, we saw our social media engagements were 98% to the positive. We have had over 40 articles on local and national channels regarding the library. Ms. Burke asked about the local documentary that is set to be filmed about downtown and Ms. Donovan said we will not be participating.

NEW BUSINESS

12a. Design Presentation
Mr. Chanse gave a presentation on the Library of the Future Stage 1 projects and stated we will get updated costs around October.

12b. 2020 Proposed Budget
Ms. Brown stated the proposed budget will establish the funding streams for 2020 and if we need to spend above what the board adopts, we will need to present a special budget ordinance. The city is still reviewing their budget, but she does not believe our numbers will change other than in the usual areas such levy lid lift. She will let the board know if it does. Ms. Brown highlighted interfund expenditure increases. We have added a line item for interfund revenues and entered into an agreement with the city technology department to fund a data coordinator position which they will pay 80% of. Ms. Brown stated we will be hiring a bond accountant that will terminate when construction is finished. She continued to highlight the budget noting a $18,000 decrease which is reflecting the new policy on copies as well as a reduction in fines and fees. As we plan to for construction, the Diamond Parking as well as the Friends of the Library contributions have been lowered in next year’s budget. Ms. Brown stated we are looking to end the next fiscal year as budget neutral. A few other expenditures of note are the VEBA benefit for employees at $36,000, the local 270 increase currently estimated at 3.4% and a place holder for minimum wage increase has been added. Ms. Starkey stated the board may approve it now or defer it to August for adoption. Mr. Linane-Booey IV moved to approve the 2020 Budgets for Library Operations and Capital Bond Fund. Ms. Hemingway seconded the motion. The motion passed unanimously.
12c. Approval of Agreements
Mr. Chanse noted that city attorney Mr. Piccolo is here to answer any questions regarding the various agreements. He stated these agreements are formalizing what the voters agreed to in November regarding property and joint use with the parks department and Spokane Public Schools. Mr. Piccolo stated the board can take all six agreements in one vote and the only change from their first review was to create more flexibility on insurance agreements. Mr. Chanse highlighted what is included in the various agreements and noted the parks approved their agreements last week and the school district will be voting tomorrow night at their regularly scheduled school board meeting. The City Council will review the agreements next Monday and have been presented at a subcommittee meeting. Mr. Kershner moved to approve the Interlocal Agreements between Spokane Public Library and Spokane Public Schools, the agreements between Spokane Public Library and Spokane Parks and Recreation Department. Mr. Linane-Booey IV seconded the motion. The motion passed unanimously.

PUBLIC COMMENT
None

EXECUTIVE SESSION
None

NEXT REGULAR MEETING
The August board will be cancelled, and the next regular meeting will be Tuesday September 17, at the Indian Trail Library.

ADJOURNMENT
The meeting adjourned at 5:53pm.

Secretary

Chairman, Board of Trustees Date 9/17/19