MINUTES OF THE BOARD OF TRUSTEES MEETING

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, August 21, 2018 at the East Side branch of the Library.

Present were:

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

COUNCIL LIASION
Ms. Kate Burke, Absent

LIBRARY DIRECTOR
Mr. Andrew Chanse

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

VISITORS
Rae-Lynn Barden
Caris O’Malley
Alan Wagner
Thomas Herrlinger
Ellen Peters
Penny Brown
Paul Chapin
Amanda Donovan
Brenda Kochis
Tara Neumann
Joan Medina
Charles Hansen
Rob Roose
Jason Johnson
Carol Shook
Matt Walker

CHANGES TO THE AGENDA
None

APPROVAL OF July 17, 2018 MEETING MINUTES
Mr. Chanse stated we have a slight revision under the financial portion of the minutes to reflect the corrected total amount of contributions from the Friends of the Library spring sale not the
fall sale as the minutes stated. Ms. Hemingway moved to approve the minutes. Mr. Smith seconded the motion. The motion passed unanimously.

**APPROVAL OF BILLS AND CONTRIBUTIONS FOR July 2018**
Ms. Hemingway moved to approve the bills and contributions. Mr. Smith seconded the motion. The motion passed unanimously.

**FINANCIAL REPORT**
Ms. Brown submitted her report and began by stating we have 57 days operating cash and noted it is a slight decrease over last month. We had an increase in our expenditures with another payment on the G4 contract which brought us to 80% completion of that contract; we also had some further HVAC repairs. Ms. Brown provided graphs to the board depicting the HVAC repairs historically and noted we are 140% of all of 2017. She stated she was hoping to be presenting the 2019 budget at this meeting, but due to the city’s timeline it will be presented next month. Ms. Brown shared that we did get our general fund allocation increase but the city is still working on what our share of the new sick leave law will cost. She also shared the State Auditor’s office has been onsite at the city the past few months and they will issue their financial report results in October. From there, they will move on to the accountability portion and will visit with the library. Ms. Brown concluded her report by stating her and Mr. O’Malley are examining our costs associated with credit card handling.

**PERFORMANCE REPORT**
Mr. Chanse stated we have added the mayoral stats to the cover sheet to show what we share with the city on a quarterly basis and stated our numbers look good. Mr. Chanse went on to state we saw a slight decrease in circulation, but we are still in a strong economy and a one percent decrease is negligible. The partnership with Spokane Public Schools has contributed to the significant increase in new cards. He stated our gate count and Wi-Fi increases show people are coming to us for other things. We saw a 28% circulation increase in our digital collection alone due to Hoopla and the addition of Kanopy; these numbers are approaching the checkout numbers at the Shadle branch. Mr. Kershner asked about the use of Kanopy and Mr. Roose stated it is on the rise with over 700 ‘views’ this past month. Mr. Chanse stated the school district is very interested in using the streaming service. Mr. Kershner asked about the gate count increase and what could be the motivator behind the increase. Mr. Chanse said he believes it is a better awareness of our programming and meeting rooms.

**CHAIRMAN’S REPORT**
None

**EXECUTIVE DIRECTOR’S REPORT**
Mr. Chanse submitted his written report and began by stating we have successfully placed a bond measure on the November ballot. He stated our focus over the next few months will be reaching out to citizens to educate them about the measure. To date we have reached out to about 25,000 people with a goal of 108,000 by the end of October. Mr. Chanse stated the park board passed a resolution in support of the Liberty Park and Shadle expansions on their sites.
He stated we have been contacted by the Governor's office and other library systems about the 24/7 Library. Mr. Chanse gave an update on the permitting issue we are experiencing with Envisionware and we are actively working with the city and Envisionware to rectify them as soon as possible so service may resume. He concluded his report by inviting the trustees to attend the next 'Lilac City Live' event that will be one of the featured programs at 'Pig Out in the Park'.

COUNCIL LIAISON REPORT
Ms. Burke stated the City Council will pass a resolution in support of the library and school bond measures at their September 10th meeting. She is excited about the possibility of more 24/7 Libraries in her district should the measure pass.

COMMUNICATIONS REPORT
Ms. Donovan submitted her written report and began by stating all of our social media channels continue to increase with really engaged users. Other the past month, we had a huge amount of media coverage for the 24/7 Library and then a large amount of coverage on the potential bond. Also, we had a coverage about the grant we received to provide Kindles as part of our Sacred Heart outreach program and were featured as a destination to escape the heat as well as the smoke. She stated we had a feature in the 'Inlander Health and Home' issue for the next 'Lilac City Live'. Ms. Donovan presented educational materials for the library regarding Proposition 1. She shared EveryLibrary consulted on the materials and suggested we highlight the 'if passes/if fails' language. She stated posters will be branch specific for customers to review and will include some civic information regarding voting as well.

NEW BUSINESS

12a. Presentation on Eastside Library & Outreach
Customer Experience Manager, Mr. Herrlinger, presented an update on the Eastside Library and the Outreach department. Ms. Shook asked about the plan for a partnership with the Southeast Day Care center if the library were to move from that location. Mr. Herrlinger said we could still deliver books with outreach specialists and provide onsite story times like we do for other daycare facilities in the city.

12b. Appoint committee for director's performance appraisal
Mr. Kershner noted that we are moving this agenda item up by a few months so we can avoid a December meeting. Mr. Smith volunteered to serve on the committee and asked to add Mr. Linane-Booey IV as well. Ms. Hemingway moved to appoint Mr. Smith and Mr. Linane-Booey IV to the director's performance appraisal committee. Mr. Kershner seconded the motion. The motion passed unanimously.

12c. Approval of revised fiscal management policy
Ms. Brown presented the original, revised and final policy. Policy revisions were concentrated on the proper use of technical terms. Ms. Hemingway asked about section 2.2 referencing the process for insufficient revenue if that should arise and if there was missing action step to that language. Ms. Brown stated no, by statute the board adopts the budget and it would be
handled through that process. Mr. Smith moved to approve the fiscal management policy as presented. Ms. Hemingway seconded the motion. The motion passed unanimously.

12d. Adoption on Mission, Vision & Strategic Plan
Mr. Kershner stated this was the same document presented at the last meeting with the small suggestions requested by the board incorporated. The request to add a value around collaboration and the word ‘delight’ was changed to ‘impress’. Mr. Smith moved to approve the new mission, vision, values and strategic directions for the library through 2025. Ms. Hemingway seconded the motion. The motion passed unanimously.

PUBLIC COMMENT
None

EXECUTIVE SESSION
None

ADDITIONAL ITEMS/CHANGES TO THE AGENDA
None

NEXT REGULAR MEETING
The next regular meeting will be Tuesday, September 18 at the Indian Trail Library.

ADJOURNMENT
The meeting adjourned at 5:13pm.

Secretary

Chairman, Board of Trustees Date 7/18/18