MINUTES OF THE BOARD OF TRUSTEES MEETING

September 18, 2018

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, September 18, 2018 at the Indian Trail 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 IV, Absent

COUNCIL LIASION
Ms. Kate Burke, Absent

LIBRARY DIRECTOR
Mr. Andrew Chanse

CALL TO ORDER
The meeting was called to order at 4:32pm by Mr. Kershner.

VISITORS
Rae-Lynn Barden
Caris O’Malley
Angela Richardson
Penny Brown
Sarah Bain
Tara Neumann
Charles Hansen
Paul Chapin
Brenda Kochis
Amanda Donovan
Alan Wagner
Sally Chilson
Joan Medina
Natalie Hildebrand
Matt Walker
Michael Holland

CHANGES TO THE AGENDA
None

APPROVAL OF August, 2018 MEETING MINUTES
Mr. Smith moved to approve the minutes. Ms. Starkey seconded the motion. The motion passed unanimously.
APPROVAL OF BILLS AND CONTRIBUTIONS FOR August 2018
Ms. Hemingway moved to approve the bills and contributions. Ms. Starkey seconded the motion. The motion passed unanimously.

FINANCIAL REPORT
Ms. Brown submitted her report and began by stating we closed the month of August with 59 days in operating cash. She noted we had a three pay period month which increased expenditures, but aside from that it was very routine month. Ms. Brown stated we made another payment on the Group 4 contract. The business department conducted a voluntary inventory audit throughout the entire library system. Ms. Brown stated this will help should the bond measure pass to have a current asset list as well as beneficial when the City launches their new fix asset system in April. She noted tomorrow the Downtown library will be hosting the city-wide accountant meeting with around 65 attendees. She thanked the library foundation for providing funds to have some goodie bags for the participants. Ms. Brown concluded her report by mentioning SAO kicked off the accountability part of their audit. They will begin by looking at the purchasing cards and at credit card transactions. Mr. Chanse thanked Ms. Brown and her team for a job well done on the inventory project.

CHAIRMAN’S REPORT
None

EXECUTIVE DIRECTOR’S REPORT
Mr. Chanse submitted his written report and began by highlighting the focus of the past month has been to get out the information on the upcoming bond out to the public. Mr. Chanse was happy to report we have reached over 80,000 people and are well ahead of our goal. Mr. Chanse stated he was a guest speaker, along with representatives from the Spokane Public Schools, on KPBX and spoke to the Journal of Business and the Spokesman Review editorial boards. Last week, Jason Johnson and himself went to Baltimore to accept an Top Innovator Award from the Urban Libraries Council for ‘Lilac City Live.’ Mr. Chanse stated we celebrated our annual ‘Staff Day’ where we recognized our star employees Skyler Noble, Keely Yates, Jamila Leone, Jackie Reis and Lisa Cox as well as our Employee of the Year Laura Wrixon. The team of the year was the SPS/SPL student card team. Mr. Chanse concluded his report by mentioning the upcoming Friends of the Library book sale starting October 17th. Also, starting tomorrow, he will be in Washington D.C. for three days to take part in a working group to discuss how to build multi-sector partnerships around learning and libraries.

COUNCIL LIAISON REPORT
None

FOUNDATION REPORT
The report was moved to the October agenda.

COMMUNICATIONS REPORT
Ms. Donovan submitted her written report and began by stating that our social media still is experiencing increased coverage with a lot of engagements around the bond education. She stated we had good media coverage for our Library Trivia Night hosted by Kathryn Illback at the
Logan Tavern. The library was also featured in a KXLY story about what you need to know about the library. Ms. Donovan shared images of additional collateral created by Desautel Hege to promote our partnership with Spokane Public Schools along with two informational videos to the board. Mr. Kershner asked where people can see the Desautel Hege video and Ms. Donovan stated they will be shared via all social media channels. Ms. Starkey said it all looks great and was nicely done.

NEW BUSINESS

12a. Presentation on the Indian Trail Branch
The Customer Engagement Manager, Angela Richardson, presented the update on the Indian Trail Branch.

12b. Approval of resolution supporting SPS bond
Mr. Chanse stated last Monday the Spokane City Council passed two resolutions supporting the Spokane Public Schools and library bond. Also, the school board passed a resolution in support of our measure. Mr. Piccolo has drafted a resolution for the trustee to vote on expressing support of the partnership and District 81’s upcoming bond measure. Mr. Smith moved to approve the resolution. Ms. Hemingway seconded the motion. The motion passed unanimously.

12c. Adoption of the 2019 Budget
Ms. Brown began with sharing the question she has received regarding the budget if the bond is to pass and clarified how those expenditures would be encompassed in a separate budget. Ms. Brown stated the budget here today is for Library Fund operations & capital for the next fiscal year. She stated the finance committee was convened in June and from that initial meeting the budget has not changed much. Ms. Brown stated the initial budget assumption of a 2.6% increase in the general fund allocation from the city was correct and it was confirmed with the county that a 6% place holder for levy lid lift funds is a safe placeholder. We do have an increase for the required paid sick leave mandate of $11,000. Ms. Brown continued to go through the budget packet with the trustees that reflected a balanced budget and she noted the number of full time employees remains the same. She went on to state we have decreased the fines and fees line item due to the increased amnesty events the library has hosted. We had a decrease in interfund charges in the technology department, we increased contractual services as they were previously too low, and our insurance was over budget and was decreased to reflect accurate totals. The trustees asked about the amount in the bond for more books and materials. Ms. Brown stated there are funds in the bond for more materials, but if any bond proceeds remain after the construction we can put it into capital books and materials. Ms. Hemingway asked about the significant amount of HVAC repairs we have had this year and have we budgeted for the increase going forward. Ms. Brown stated we have not as that is part of the capital budget and is in the city’s six-year plan. Ms. Hemingway moved to approve the 2019 budget. Ms. Starkey seconded the motion. The motion passed unanimously.
12d. Approval of revised policies
Mr. O’Malley presented the proposed changes to the four policies brought forward to the board. He began with the ‘Procedures Governing the Use of Surveillance Monitoring Systems’ which was reviewed and we have no recommended changes. He presented the ‘Library Rules of Conduct’ policy that had language changes around restroom usage, acceptable food in the facilities and littering. He stated the policy on ‘Residents and Nonresidents’ has an updated definition of the word ‘resident’ to reflect anyone who attend schools, works or lives in the City of Spokane. Also, the policy on ‘Display of Printed Materials’ had the incorrect title of ‘branch manager’ that needed to be changed. Mr. Kershner asked about the vague bathroom language in the conduct policy. Mr. O’Malley stated staff is receiving a few complaints from customers along with security regarding the previous definition. Mr. Kershner also inquired about the consumption of food in the library and the language around the use. Mr. O’Malley stated customers are allowed to bring food into the library, in the designated areas, as long as there is not a pungent odor. Mr. Kershner asked what are the designated area in the library. Mr. O’Malley said food is prohibited in the northwest room and at the computer stations. Ms. Starkey moved to approve the polices as presented. 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, October 16 at the Downtown Library.

ADJOURNMENT
The meeting adjourned at 5:28pm.

Secretary

Chairman, Board of Trustees Date 10/26/2018