MINUTES OF THE BOARD OF TRUSTEES MEETING

December 19, 2017

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, December 19, 2017 at the Downtown Branch of the Library.

Present were:
MEMBERS
   Mr. Jim Kershner, Chair of the Board (via phone)
   Ms. Mary Starkey, Vice-chair of the Board
   Ms. Lara Hemingway
   Mr. Nathan Smith
   Mr. Casey Linane-Booey IV

COUNCIL LIAISON
   Karen Stratton, Absent

LIBRARY DIRECTOR
   Mr. Andrew Chanse

CALL TO ORDER
The meeting was called to order at 4:32pm by Ms. Starkey. Mr. Chanse introduced two new hires to the library Andy Rumsey and Vanessa Strange.

VISITORS
   Caris O’Malley
   Rae-Lynn Barden
   Tara Neumann
   Brenda Kochis
   Ellen Peters
   Alan Wagner
   Charles Hansen
   Vanessa Strange
   Andy Rumsey
   Rob Roose
   Janet Hacker-Brumley
   Pat Bonner
   Jason Johnson
   Sally Chilson
   Amanda Donovan
   Joan Medina
   Natalie Hilderbrand

CHANGES TO THE AGENDA
Ms. Starkey asked if there were any changes or additions to the agenda. Mr. Chanse asked to add an item under new business for a sole source resolution to be presented after the insurance contract. Ms. Hemingway moved to add the item to the agenda. Mr. Linane-Booey IV seconded the motion. The motion passed unanimously.
APPROVAL OF November 21, 2017 MEETING MINUTES
Ms. Hemingway moved to approve the minutes. Mr. Smith seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS AND CONTRIBUTIONS FOR November 21, 2017
Ms. Hemingway moved to approve the bills and contributions. Mr. Linane-Booey IV seconded the motion. The motion passed unanimously.

FINANCIAL REPORT
Mr. Chanse presented the November financial statement and began by stating our days of operating cash are now at 74 days due to the levy lid lift payment. We will be looking to lower the amount of days as this has exceeded the 14% of cash reserves that is in our fiscal management policy. Mr. Chanse noted a few purchases in the month and highlighted the procurement of a new facilities van which is part of our capital plan. He noted the revenue expenditure line reflecting the levy lid lift payment. Mr. Chanse stated our fines continue to not meet our budgeted amount and we have lowered that budgeted amount going forward.

CHAIRMAN’S REPORT
None

EXECUTIVE DIRECTOR’S REPORT
Mr. Chanse submitted his written report and began stating he attended the inaugural ceremony for the new community court at the Northeast Community Center. The library will have a provider table at that court location. Mr. Chanse stated we have been conversations with New Leaf Bakery for the possibility of a café in the Downtown library. The city is willing to fund this project with CDBG funds and we are still working out the logistics. He highlighted we have verbally received a commitment for another $50,000 towards the 24/7 Library which raises the funded amount to $185,000.

Mr. Chanse stated ‘Lilac City Live’ had a successful debut at the library last week with over 250 people in attendance with beer and wine offerings. He stated it was a high quality event and extended congratulations to Jason Johnson for his great work on the event. He stated we are working with the parks department for approval to go forward with design work for a potential new South Hill library location in Thornton Murphy park. The land committee has approved this concept. We will be releasing our RFQ for design work for the entire library system tomorrow. Ms. Starkey asked if only local firms will be responding to the RFQ. Mr. Chanse said no this will be open nationwide but it is likely, if a national firm is picked they may work with a local company.

Ms. Hemingway asked if other libraries have café experiences. Mr. Chanse stated yes, however they are not typically profitable. This partnership makes more sense as a better model as New Leaf Bakery is focused on job training and not the bottom line. Mr. Kershner asked if the café would have any impact on our budget. Mr. Chanse said he does not anticipate any and stated the café will reimburse us for facility manager time spent on this project. Mr. Linane-Booey IV
asked what location this café will be placed in the library. Mr. Chanse said we are looking at an area by the 3rd floor stage or potentially on the 2nd floor by the skywalk.

**COUNCIL LIAISON REPORT**
None

**COMMUNICATIONS REPORT**
Ms. Donovan submitted her written report and began by stating that Mayor and ‘Ribby the Redband’ mascot attended a Downtown story time, with over 30 children in attendance, to unveil an educational display that teaches children why we are constructing the CSO tank. The new brand has been launched and she noted most of the collateral has been updated and we are about 80% updated on all materials. Ms. Donovan noted the attendance at ‘Lilac City Live’ and the Inlander article story that previewed the event. Mr. Kershner asked what public response has been to the new logo. Ms. Donovan stated is has been very positive.

**NEW BUSINESS**

11a. **Facility Planning**
Mr. Chanse presented the board with ‘Innovative Partnership Ideas for Youth and Community Facility Improvements’ which focuses on the library working the parks department and Spokane Public Schools to expand facilities in a collaborative and meaningful manner to better meet community needs. This presentation will be made to the School board tomorrow and from there it will be presented to the parks board, the City Council and other boards for input.

11b. **Insurance Contract**
Mr. Chanse presented the insurance contract bids and stated it had been a few years since we had gone out to bid on these items. The recommendation is to move to Hartford insurance as they have better comprehensive coverage and came in significantly less than our current provider. It is also recommended we move forward with Hartford for the management liability insurance. Mr. Linane-Booey IV moved to approve the insurance contract as presented. Mr. Smith seconded the motion. The motion passed unanimously.

11c. **Sole Source Resolution**
Mr. Chanse presented the sole source resolution for procurement of the 24/7 Library. He stated we would like to have the 24/7 Library implemented by late April or mid-May of 2018. Our provider, Envisionware, is the only compatible platform for our self-checks and computer reservation system. Ms. Starkey asked if the price was comparable to other systems for this type of equipment. Mr. Chanse said it is and is actually lower than most other products. Ms. Hemingway asked about the amount of money that is still needed to pay for the full amount of the structure; specifically, if it is not obtained can we make up the $8,000 shortfall. Mr. Chanse said we can make up the funding with other grants or through our own budget. Mr. Kershner asked if we were positive this was the sole source. Mr. Chanse stated it is definitely the only system compatible with our software. The trustees discussed the need in that neighborhood.
Mr. Smith moved to approve the sole source resolution. Mr. Linane-Booey IV seconded the motion. The motion passed unanimously.

**11d. Directors Compensation**
This item was discussed in executive session.

**EXECUTIVE SESSION**
Ms. Starkey convened the meeting into executive session at 5:32pm for a period of 10 minutes to discuss personnel. The meeting reconvened at 5:43pm. Ms. Starkey stated herself and Mr. Kershner were on the committee to review the director’s compensation. The recommendation of the committee is for a 4% increase, which bring the salary to the midrange point of director’s compensation scale. This will go into effect when the M&P raises are effective. Ms. Hemingway moved to approve the director’s compensation 4% increase. Mr. Smith 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 January 16, at the Downtown Library.

**ADJOURNMENT**
The meeting adjourned at 5:45pm.

Chairman, Board of Trustees  

Date 2/20/18