MINUTES OF THE BOARD OF TRUSTEES MEETING

February 20, 2018

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, February 20, 2018 at the South Hill 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

COUNCIL LIAISON
   Kate Burke

LIBRARY DIRECTOR
   Mr. Andrew Chanse

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

VISITORS
Rae-Lynn Barden
Rob Roose
Brenda Kochis
Ellen Peters
Mike Piccolo
Charles Hansen
Joan Medina
Alan Wagner
Jason Johnson
Caris O’Malley
Natalie Hilderbrand
Karen Byrne
Tara Neumann

CHANGES TO THE AGENDA
None

APPROVAL OF January 16, 2018 MEETING MINUTES
Ms. Hemingway moved to approve the minutes. Mr. Smith seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS AND CONTRIBUTIONS FOR December 2017
Ms. Starkey moved to approve the bills and contributions. Ms. Hemingway seconded the motion. The motion passed unanimously.
APPROVAL OF BILLS AND CONTRIBUTIONS FOR January 16, 2018
Ms. Hemingway moved to approve the bills and contributions. Ms. Starkey seconded the motion. The motion passed unanimously.

FINANCIAL REPORT
Mr. Chanse presented the year-end financials for 2017 and began by stating the library closed the year with 75 days in operating cash which amounts to 62 days operating days after all accounts paid. He highlighted our 2017 funding exceeding our expenditures and we came in under budget, but also noted we continue to be under budget for our fines/fees budget line item. There was no external grant activity which resulted in a shortfall in that budget item as the focus of our fundraising and grants has been for the 24/7 Library. These funds go directly to the Library Foundation. Mr. Kershner inquired about the $450,000 budget surplus and the purpose of those funds.

Mr. Chanse went on to present the January financials and stated we are beginning the year as expected and noted no encumbrances were included in the report due to the level of staffing in the business office. He stated with expenditures in January we have operating cash for 59 days and we anticipate this number to continue to rise as the year progresses. Mr. Chanse highlighted a few expenditures in the report, specifically the charge to Sirsi-Dynix which is a one-time annual fee for our cataloging system. Also, the facilities department shows a large amount of expenditures, which largely reflects upfront costs to start the year.

CHAIRMAN’S REPORT
Mr. Kershner announced we have reached a tentative agreement with Local 270 and it will be brought to the board next month pending the membership vote.

EXECUTIVE DIRECTOR’S REPORT
Mr. Chanse submitted his written report and began by highlighting the tentative agreement reached with Local 270 and stated the membership will vote on the contract March 1st. He shared that Jeff Benefield, a librarian at the Shadle Branch, won Employee of the Quarter for the City of Spokane for his work on ‘Native American Heritage Month.’ He highlighted a new feature in our catalog called that allows customers to download material right from our catalog instead of going to a third-party site. Mr. Chanse stated with this change, we saw significant increased usage in eBooks, Hoopla and Overdrive. Mr. Smith inquired as to what services Hoopla provides and Mr. Chanse stated it’s a digital service that provides ten downloads a month per customer for music, television, eBooks, audiobooks, comics, and movies.

COUNCIL LiaISON REPORT
None

COMMUNICATIONS REPORT
Mr. O’Malley presented the communications report and began by stating we are celebrating ‘Black History Month’ and have already had many program offerings for the month. He stated
music lessons have officially launched at the Downtown Library and have already reached capacity. He mentioned the check presentation event next week for the 24/7 Library from Numerica and Walmart and concluded by highlighting the large amount of media coverage we received the past month.

NEW BUSINESS

12a. Naming Rights for 24/7 Library
Mr. Chanse stated Numerica Credit Union has generously donated $50,000 for the 24/7 Library at the West Central Community Center. Mr. Chanse directed the trustees to their board packet to review the naming rights document that highlights what these rights would entail for the structure. On a procedural note, he stated the naming rights policy the board previously approved appears to be in conflict with a naming rights policy the Foundation has on record. The foundation was contacted regarding this request and they have approved the naming rights. Ms. Starkey asked how long the rights would last and Mr. Chanse stated for the life of the machine. Ms. Starkey asked about if there was a contract in place and Mr. Chanse stated yes, a memorandum of understanding has been drafted for all parties to sign. Mr. Smith moved to approve Numerica as the naming rights sponsor for their donation of $50,000 for the 24/7 Library. Ms. Hemingway seconded the motion. The motion passed unanimously.

12b. South Hill Branch Presentation
Community Engagement Manager, Ellen Peters, provided the update on the South Hill branch.

12c. RFQ Contract approval
Mr. Chanse stated on December 20, 2017 the library submitted a Request for Qualifications (RFQ) for design work for the system. Three local firms responded with national partners. We convened a selection committee comprised of 13 staff members, two trustees, our council liaison, and a representative from the school district to review the proposals. The committee narrowed down the proposals to two finalists for interviews; Arch-Nexus/NAC and Group4/Integrus. Both groups were interviewed last Friday, February 16th for a period of three hours each. The committee nearly unanimously recommended Group4/Integrus. Mr. Chanse is now asking the trustees for the authority to move forward with a contract for services not to exceed $650,000. He noted $500,000 came from the City Council. Ms. Starkey moved to approve Executive Director, Andrew Chanse, to enter into a contract with recommended firm for final scoping and design services for an amount not to exceed $650,000. Ms. Hemingway seconded the motion. The motion passed unanimously.

12d. Resolution regarding Bond Proceeds
Mr. Chanse noted attorney Mr. Piccolo was in attendance to assist with any questions. As we are exploring the idea of a bond measure we want to ensure we have the correct tools to make any bond dollars received a success. This resolution is a request to the City Council to approve a resolution, which sets up the ability to reimburse bond related expenses from any bond received in the future. Mr. Piccolo noted an example of this would be any soft costs that may be incurred due to the preparation for the bond and this is a required step for IRS purposes.
Ms. Hemingway clarified this is separate from requesting a ballot measure and Mr. Piccolo replied yes. Ms. Hemingway moved to approve the resolution. Ms. Starkey seconded the motion. The motion passed unanimously.

12e. South Hill Site Selection Discussion
Mr. Chanse presented on the South Hill Site Selection discussion. Mr. Chanse stated the Spokane Public Library’s Future Study recommended expanding the footprint of the South Hill Library. Mr. Chanse noted since this expansion requires a potential new location for the South Hill branch because of the land-locked nature of the current site and the lack of readily available property on the South Hill, the library began brainstorming other options to better serve the public. Mr. Chanse proposed further analysis in moving the East Side library to a location on East Sprague where we could increase the footprint of that branch in order to ease the traffic on the South Hill Library and provide better service to both the East Central and Chief Gary neighborhoods. East Side is our smallest branch and doesn’t offer nearly as much as the South Hill Library. Mr. Chanse stated by looking at the data in a different way, we found that fifty percent of customers that should use East Side actually travel much farther to access the resources at South Hill. Ms. Starkey indicated support for this concept as well as Mr. Kershner who stated that would be a tremendous asset to the already occurring revitalization. Ms. Burke mentioned the ‘Catalyst’ project which will be located west of the suggested site and stated the library would be a great connector. Mr. Kershner asked if we have reached out to the East side community about this concept and Mr. Chanse stated not yet but will soon.

EXECUTIVE SESSION
None

ADDITIONAL ITEMS/CHANGES TO THE AGENDA
None

PUBLIC COMMENT
Karen Vernon introduced herself as a retired librarian and now customer of our system. She wanted to share a few items with the trustees. First, she stated that she loves the Northwest Room at the Downtown library and would like to see the hours expanded from its current 30 hours open as it is an important asset. Second, she uses the online catalog and finds it very difficult to use as the records are no longer as good as they should be. Third, she visited the Downtown library and was surprised by the new stage and was told 50% of collection had been removed. Mr. Kershner responded that he agreed the Northwest Room was an asset and wished it was open more, but the usage is not there. Mr. Smith indicated he would like to see it opened more as well. Mr. Chanse stated that in a bond we are looking to make the room more accessible in general, so the public can use it more frequently. Mr. Chanse wanted to clear up the collection confusion and clarified the library did not omit any materials. Aside from normal weeding, the collection was only condensed and we filled the existing shelves on the second floor with materials from the third floor.

NEXT REGULAR MEETING
The next regular meeting will be Monday, March 12, at the Downtown Library.

**ADJOURNMENT**
The meeting adjourned at 5:50pm.

Secretary

Chairman, Board of Trustees Date 3/12/2019