MINUTES OF THE BOARD OF TRUSTEES MEETING

February 21, 2017

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, February 21, 2017 at the Shadle Branch of the Library.

Present were:
MEMBERS
Mr. Nathan Smith, Chairman of the Board
Mr. Jim Kershner, Vice-chairman of the Board
Ms. Anne Walter
Ms. Lara Hemingway
Ms. Mary Starkey

COUNCIL LIAISON
Karen Stratton, Absent

LIBRARY DIRECTOR
Mr. Andrew Chanse

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

VISITORS
Sarah Bain
Rob Roose
Jacque Smithley
Charles Hansen
Caris O'Malley
Jason Johnson
Ellen Peters
Alan Wagner
Mike Piccolo
Joan Medina
Amanda Donovan
Natalie Hilderbrand
Jeff Benefield
Jordan Hilker
Dave Murphy
Clara Strom

CHANGES TO THE AGENDA
None

APPROVAL OF January 17, 2017 MEETING MINUTES
Ms. Walter moved to approve the minutes. Ms. Starkey seconded. The motion passed unanimously.
APPROVAL OF BILLS AND CONTRIBUTIONS FOR January 2017
Mr. Kershner moved to approve the bills and contributions for period thirteen of December 2016 and the bills and contributions for January 2017. Ms. Starkey seconded the motion. The motion passed unanimously.

FINANCIAL REPORT
Mr. Chanse began the financial report by stating two financial reports have been submitted for year-end of 2016 and January 2017. Mr. Chanse highlighted the amount the library has in operating cash reserve and noted the library has adjusted the amount anticipated in fines as it is repeatedly going down year after year. He thanked the Friends of Library and the Spokane Public Library Foundation for their increased contributions for the year. Mr. Smith called on visitor Dave Murphy who inquired about the cost of the self-check machines and wanted to express how unpopular he thought they were with customers. Mr. Chanse informed him that he could share his concerns during the public comment portion of the meeting.

Mr. Chanse began the January 2017 financial report and noted the expenditures look high due to bulk purchasing to begin the year that will yield long term cost savings. Ms. Walter asked why the year-end financial statements reflected 51% of expenditures for training. Mr. Chanse stated that training has been internal preparing our staff for leadership, new job positions and cross-training.

CHAIRMAN’S REPORT
Mr. Smith informed the board of the stabbing incident at the Shadle branch last week. He wanted to thank Jeff Benefield, Jill Young, Tanya Fay, Mary Bernards, De Andra Kenoly and Sophie Strom for their exceptional work during the situation. He is impressed staff were able to handle such an unusual situation very well.

EXECUTIVE DIRECTOR’S REPORT
Mr. Chanse submitted his formal report and highlighted the community work and his outreach to various groups on sharing the information about the upcoming levy. He will be in Bellingham, WA on Monday February 27th to speak at their Sustainable Funding retreat. Mr. Chanse stated we have started receiving shelf ready materials and are working through that process. He wanted to mention a compliment he received from a member of the mayor’s cabinet. The individual wanted to praise high level of robotic programming we are conducting at the Indian Trail Library for homeschool students.

Mr. Chanse noted the Downtown branch took advantage of a cost saving program that provided all new LED bulbs. All the bulbs were installed by our Facilities staff in one months’ time per the requirement of the funds; the library is hoping to see some cost savings in the future. He also noted the library has received at total of $82,000 in CDBG funding for the 24/7 Library. Ms. Walter asked what the timeline was for installation of the 24/7 library. Mr. Chanse replied that he hopes to have it installed by April of 2018.
COUNCIL LIAISON REPORT
None

FOUNDATION REPORT
Ms. Bain submitted her formal report and noted more than 140 nominations were received for the Citizen Hall of Fame. We have been officially named the recipient of the Mayor’s annual ‘Our Town’ gala along with the Police Department which will occur on April 28.

COMMUNICATIONS REPORT
Mr. Chanse introduced Amanda Donovan our new Marketing and Online Services Manager. Amanda gave a brief background covering her professional history and summarized her work to date. She has been reviewing all our communication channels, changing the newsletter, looking into a more cohesive social media strategy and new program software.

NEW BUSINESS

14a. Annual Report
Mr. Chanse shared the annual report and stated we have a lot to celebrate over the past year. We have record breaking numbers with our circulation, Wi-Fi and computer usage. The large increases are just shy of over 10% which is great as the library continues to grow the audience. Mr. Chanse highlighted the community engagement outside of the library walls with our Sacred Heart outreach team, summer reading and LevelUp space. Ms. Starkey noted the report was included at every seat at the Mayor’s State of the City and said it is an excellent piece. Mr. Kershner thanked us for including Friends of the Library and Spokane Public Library Foundation. Ms. Starkey asked if the circulation number included all channels, physical material, eBooks, etc. Mr. Chanse stated yes and then Mr. Kershner asked if print materials were still the highest circulated items. Mr. Chanse stated yes, but the digital demand keeps growing each year.

14b. Shadle Branch presentation
Mr. Chanse introduced Jordan Hilker, Shadle’s Customer Experience Manager to present the update on the Shadle Branch.

14c. Staff Day closure date
Mr. Chanse requested all SPL branches be closed until 1:00pm on Thursday, September 14th for Staff Day. Ms. Starkey moved to approve and Mr. Kershner seconded the motion. The motion passed unanimously.

14d. Policy updates
Mr. Wagner presented the employee parking, nepotism and jury duty subpoenas policies and noted the only change to all three policies was the title of Director to Executive Director. Ms. Walter moved to approve the policies. Ms. Starkey seconded. The motion passed unanimously.

ADDITIONAL ITEMS/CHANGES TO THE AGENDA
PUBLIC COMMENT
Mr. Murphy wanted to note he sees many positive things at the library, but is unhappy with the self-checkout system. He stated he has not met anyone who likes the self-checkout. Mr. Murphy believes the self-checkout removes some of the personality of the library, and the library should be in the people business not just the books. Discussion followed with the board, Mr. Chanse and Mr. Murphy as to the cost of the machines and he inquired about the 24/7 Library. The board thanked him for comments and stated they look forward to seeing him at upcoming meetings.

NEXT REGULAR MEETING
The next regular meeting will be March 21st, at the Downtown Library.

EXECUTIVE SESSION
Mr. Smith convened the board into executive session for a period of 20 minutes to review the performance of a public employee. Mr. Smith announced at 5:37pm the executive session would be extended 10 minutes. The regularly meeting was reconvened at 5:47pm.

ADJOURNMENT
The meeting adjourned at 5:48pm.

Secretary

Chairman, Board of Trustees

Date March 21, 2017