MINUTES OF THE BOARD OF TRUSTEES MEETING

January 16, 2018

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, January 16, 2018 at the Downtown 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, Absent
Mr. Casey Linane-Booey IV

COUNCIL LIAISON
Kate Burke

LIBRARY DIRECTOR
Mr. Andrew Chanse

CALL TO ORDER
The meeting was called to order at 4:33pm by Mr. Kershner.

VISITORS
Rae-Lynn Barden
Charles Hansen
Brenda Kochis
Ellen Peters
Sarah Bain
Vanessa Strange
Rob Roose
Kathryn Illback
Jason Johnson
Alan Wagner
Gina Schrock
Sally Chilson

CHANGES TO THE AGENDA
None

APPROVAL OF December 19, 2017 MEETING MINUTES
Ms. Hemingway provided a few edits to the minutes and moved to approve the minutes with the suggested changes. Mr. Linane-Booey IV seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS AND CONTRIBUTIONS FOR December 19, 2017
Ms. Hemingway moved to approve the bills and contributions. Mr. Linane-Booey IV seconded the motion. The motion passed unanimously.
PERFORMANCE REPORT (Q4)
Mr. Chanse presented the fourth quarter performance measures and began by noting the trend we are seeing with a decrease in the physical circulation and increase in our digital checkouts. He stated we are seeing significant increases in our program attendance and we experienced a slight decrease in checkouts in our outreach department due to vacation schedules. Mr. Chanse stated we saw a significant decrease in use at the Downtown and Eastside branches. Mr. Chanse highlighted research Mr. O’Malley conducted looking into this matter further and he found how the health of the economy affects our Eastside and Downtown branches more so than other locations. Mr. Kershner asked about the Eastside branches numbers and specifically the 23% drop in gate count. Mr. O’Malley stated there is a possible correlation in the percentage of unemployment back to 2013 and library usage for that neighborhood that is similar to our situation now. Mr. Chanse stated there may also be a tie to the community center and the decrease in program offerings at the community center over the past few months. Mr. Kershner asked Mr. Chanse if he was concerned about these numbers and what do we do to address them. Mr. Chanse stated we are beginning to address this with our Future Study and the changing needs of the community. Mr. Linane-Booey asked if we were in discussions to program the outdoor space at the Eastside branch. Mr. Chanse stated we are currently not. Ms. Peters and Ms. Burke stated a dental clinic will be added to that space at the community center. Ms. Hemingway asked when the new service provider will start at the Eastside Community Center. Ms. Burke stated they had their ribbon cutting yesterday and should have two head start programs up and running soon.

CHAIRMAN’S REPORT
None

EXECUTIVE DIRECTOR’S REPORT
Mr. Chanse submitted his written report and began by highlighting Citizen Hall of Fame nominations open up tomorrow, January 17. We are continuing conversations with New Leaf Bakery regarding the café at the Downtown Branch with a meeting today with designers and a funding meeting later in the week. Mr. Chanse invited the trustees to attend our next ‘Lilac City Live’ which is this Thursday, January 18. He made a correction to Friends of the Library volunteer hours that were noted in his report stating they were incorrect and should be 1127 hours for the Downtown bookstore. The Request for Qualification (RFQ) for design work on all facilities is open for bids and we anticipate a healthy turnout of respondents. Mr. Kershner asked if the board needed to review the RFQ. Mr. Chanse stated yes and we will be choosing a subcommittee comprised of trustees today.

COUNCIL LIAISON REPORT
Mr. Kershner welcomed our new Council Liaison, Councilmember Kate Burke. She thanked the board and stated she looked forward to working with everyone.
COMMUNICATIONS REPORT
Mr. O’Malley presented the Communications Report and gave an update on the library cards for all Spokane Public School students. Programming is scheduled for the month of February for ‘African American History Month’. Mr. O’Malley highlighted the recent media coverage we received this month and highlighted an article that was featured in the Wall Street Journal. He then presented the year in review statistics for all social media channels.

NEW BUSINESS

11a. 24/7 Library Emergency Budget Ordinance
Mr. Chanse stated the 24/7 Library was not included in our 2018 budget and this action will allow us to present this to the City Council to add the spending capacity to our budget. Ms. Hemingway asked about the funding gap to fund the structure. Mr. Chanse stated we might not need additional funds as our vendor is making some structure changes that would significantly lower the price. Mr. Linane-Booey IV moved to approve. Ms. Hemingway seconded the motion. The motion passed unanimously.

11b. 2018 Staff Day Closure
Mr. Chanse stated this is an annual celebration we host for staff and we would like host this year’s event on Thursday, September 13, 2018. This requires all branches to be closed until 1:00pm. Ms. Hemingway moved to approve September 13, 2018 for Staff Day. Mr. Linane-Booey IV seconded the motion. The motion passed unanimously.

11c. Selection Committee for RFQ
Mr. Chanse stated the RFQ closes on Monday, January 29th and the trustees need to appoint no more than two trustees to review the proposals with library leadership and then present a recommendation to the board in February. Mr. Linane-Booey IV and Ms. Burke indicated they would like to serve on the committee. Mr. Kershner stated he would serve if necessary, but they will reach out to the two absent trustees to gauge their interest. Ms. Hemingway moved to appoint Mr. Linane-Booey IV to the committee. Mr. Linane-Booey IV seconded the motion. The motion passed unanimously.

EXECUTIVE SESSION
None

ADDITIONAL ITEMS/CHANGES TO THE AGENDA
None

PUBLIC COMMENT
Mr. Hansen stated the ‘for sale’ sign on our Nevada property has fallen down. Mr. Chanse stated we will address this issue.

Ms. Gina Schrock stated she does not agree with the proposed site of the South Hill Library as she does not believe it will be accessible to all neighbors and it’s too far away from many
residents. She stated she did meet with Mr. Chanse regarding her concerns and thanked him for his time. Mr. Kershner stated it is not too late to voice her concerns and we are still in the planning phases; he noted every location has advantages and disadvantages. Discussion followed regarding potential sites and Mr. Chanse said he will follow up on the concerns she raised in their meeting.

NEXT REGULAR MEETING
The next regular meeting will be February 20, at the South Hill Library.

ADJOURNMENT
The meeting adjourned at 5:12pm.

[Signature]
Secretary

[Signature]
Chairman, Board of Trustees

Date 2/20/18