MINUTES OF THE BOARD OF TRUSTEES MEETING

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, July 17, 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
Ms. Lara Hemingway
Mr. Nathan Smith
Mr. Casey Linane-Booey IV

COUNCIL LIASION
Ms. Kate Burke, Absent

LIBRARY DIRECTOR
Mr. Andrew Chanse

CALL TO ORDER
The meeting was called to order at 4:30pm by Mr. Kershner.

VISITORS
Rae-Lynn Barden
Mark Dailey
David Schnee
Steven Clark
Caris O’Malley
Tara Neumann
Brenda Kochis
Paul Chapin
Vanessa Strange
Ellen Peters
Charles Hansen
Rob Roose
Penny Brown
Sally Chilson
Joan Medina
Amanda Donovan
Mike Piccolo
Katie Rickard
Natalie Hilderbrand
Alan Wagner

CHANGES TO THE AGENDA
None
APPROVAL OF June 19, 2018 MEETING MINUTES
Ms. Hemingway moved to approve the minutes. Ms. Starkey seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS AND CONTRIBUTIONS FOR June 2018
Ms. Starkey moved to approve the bills and contributions. Ms. Hemingway seconded the motion. The motion passed unanimously.

FINANCIAL REPORT
Ms. Brown submitted her written report and began with stating we had additional revenues of $7,000 from the Friends of the Library to purchase Kanopy movie streaming service and we received an additional $1,300 from their fall book sale. Ms. Brown thanked the Friends for their contributions this past month. She stated the month of June had a few unexpected repairs at the Downtown branch. Elevator repairs were conducted, a pump system which is at end of life failed below the building and we started the month of July with cooling unit expenditures. Ms. Hemingway asked if that could have been caused by the construction and Ms. Brown said no that it has been a long standing issue.

CHAIRMAN’S REPORT
Mr. Kershner stated he attended the 24/7 library ribbon cutting ceremony where there were 50 to 60 attendees and complimented the library on a nicely done event.

EXECUTIVE DIRECTOR’S REPORT
Mr. Chanse submitted his written report and began by thanking Mr. Kershner and Mr. Linane-Booey IV for attending the 24/7 Library ribbon cutting ceremony. He also thanked Ms. Barden for her work on the project. Mr. Chanse introduced the new Community Engagement Manager, Paul Chapin. Mr. Chanse stated during the past month we have spent time wrapping up our ‘Community Conversations’ to gather further information for the redesign. He stated the second round of citizen feedback was very positive.

COUNCIL LIAISON REPORT
None

COMMUNICATIONS REPORT
Ms. Donovan stated we have a few ongoing campaigns for the 24/7 Library, summer reading and the library of the future. Ms. Donovan shared she will have more information at next month’s meeting on their progress. She stated we continue to see increases on Facebook and Instagram followers. Over the past month we received light media coverage with only a small mention on our partnership with the Spokane Public Schools bond and some good coverage in the Inlander for Mayor Condon’s appearance on ‘Lilac City Live.’
NEW BUSINESS

11a. Mission, Vision & Strategic Plan
Mr. Chanse stated we have been under the current strategic plan for the past four years and for the past year we have been in the process of revising our plan for the coming years. This was a collaborative document with all levels of staff included to help us build another successful document. Staff proposed a new mission statement “Spokane Public Library is a community of learning” and the addition of a vision statement “To inspire a thriving city through cultural and educational opportunities.” Mr. Starkey stated we have not made too many changes to the values and the remainder of the document just has a few language clarifications. He noted we took out being an organization of growth and innovation and added it to our values as we have fulfilled that effort and can now internalize it in our values. Ms. Starkey discussed the importance of having collaboration remain in the document and believes our use of the word ‘teamwork’ is overused and would like us to consider adding collaboration back in as one of our values. Mr. Kershner is unsure of the use of the word ‘delight’ and would suggest using the word ‘impress’ instead. Mr. Chanse stated collaboration is already included in all of our internal department visions, so we felt it was not specifically listed. No action was taken and the board deferred the vote until their August meeting at which a revised document will be proposed.

11b. Design Recommendations Presented by Group 4 & Integrus
Mr. Schnee, Mr. Dailey and Mr. Clark introduced themselves and presented the preliminary design recommendations. Mr. Dailey began with presenting the Hillyard branch recommendations and noted we are still designing for the potential level one makeover at the current site as well as developing a plan for the joint space with Shaw Middle School. Mr. Linane-Booey IV asked if we in generally shy away from second floors at libraries. Mr. Schnee stated a building under 40,000 sq. ft. is much easier to manage with one floor and it also a security/staffing issue. Mr. Schnee discussed the finishing documents and the cost modeling process which lead them to the final number of $75 million to redesign all branches. Mr. Kershner asked where the additional 10,000 sq. ft. in the Downtown branch was going to be located. Mr. Schnee stated that number recaptures public space by better utilizing current space as well as outdoor space. Mr. Kershner asked about new elevators for the Downtown library and if that upgrade was included in the contingency of 20% built into the cost estimate. Mr. Schnee stated yes it can be, but something else in the concept might need to go like the additional staircase. Mr. Kershner asked if every library would need to close for the remodels. Mr. Chanse stated Eastside and Hillyard would not need to shut down because new sites would be built; with planning we can minimize the effects on Downtown and the South Hill, Shadle, and Indian Trail libraries would need to be closed. Ms. Starkey asked about automated materials handling and what locations this was included in as well as how the drive up window at the South Hill branch would conceptually work. Mr. Schnee stated they were for the larger branches. Mr. Chanse spoke to the window question and he stated it still needs a staff modeling developed and we have a lot of different options. Mr. Kershner asked where the Friends of the Library bookstore was going to be located and Mr. Chanse stated we are still having conversations on what location was best. Ms. Medina spoke and wanted to bring up the
last bond and an issue experienced relating to staffing. She stated the previous administration did not secure the necessary operating funds to staff the Indian Trail branch. Mr. Kershner asked Mr. Chanse to explain our process to avoid the same situation. Mr. Chanse stated we are already looking at additional staffing options and he is already in conversations with the City Council and Mayor about future operating needs. Ms. Medina asked where the staff will be placed with the proposed redesign of Downtown and Mr. Schnee explained no staff will be moved out of the building, but the current space would be consolidated. Mr. Smith moved to approve the preliminary design recommendations by Group 4 to acquire, construct, equip, modernize and make other capital improvements to the facilities of the Spokane Public Library. Mr. Linane -Booey IV seconded the motion. The motion passed unanimously.

11c. Resolution to City Council to place measure on ballot
Mr. Chanse noted Mr. Piccolo was in attendance to answer any questions the board may have regarding the resolution. He noted we will have a joint meeting with the City Council this Thursday to go over the recommendations at their study session. Ms. Hemingway asked for clarification on the language and why the specific amount for the bond was not included in the resolution to City Council. Mr. Piccolo stated the number will appear in the bond resolution when it is submitted to the City council. Mr. Smith moved to approve the resolution recommending the City Council place a measure on the November 6, 2018 ballot regarding the issuance of general obligation bonds to acquire, construct, equip, modernize and make other capital improvements to the facilities of the Spokane Public Library. Ms. Starkey 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, August 21 at the Eastside Library.

ADJOURNMENT
The meeting adjourned at 5:36pm.

Secretary

Chairman, Board of Trustees  Date 8/12/18