MINUTES OF THE BOARD OF TRUSTEES MEETING

March 12, 2018

The special monthly meeting of the Spokane Public Library Board of Trustees was held on Monday, March 12, 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
Rob Roose
Brenda Kochis
Charles Hansen
Jason Johnson
Sarah Bain
Pat Bonner
Daniel Pringle
Kathryn Illback
Joan Medina
Caris O'Malley
Tara Neumann
Alan Wagner
Sally Chilson
Natalie Hilderbrand
Dave Hanshaw

CHANGES TO THE AGENDA
Mr. Kershner moved the approval of the Local 270 contract under new business to after the executive session.

APPROVAL OF February 20, 2018 MEETING MINUTES
Ms. Starkey moved to approve the minutes. Mr. Smith seconded the motion. The motion passed unanimously.
APPROVAL OF BILLS AND CONTRIBUTIONS FOR February 2018
Ms. Starkey moved to approve the bills and contributions. Mr. Smith seconded the motion. The motion passed unanimously.

FINANCIAL REPORT
Mr. Chanse submitted the report and began by sharing the month of February closed with just over $2 million in reserves which equates to 59 days in operating dollars. He noted a budget line item reduction of $82,000 for the 24/7 Library. Mr. Chanse stated these are the Community Development Block Grants (CDBG) for the 24/7 Library. They were removed from our budget as they had already been encumbered as city income and should not be duplicated in our budget. Mr. Kershner asked about 24/7 to confirm we had the funds for the structure, which Mr. Chanse confirmed. Mr. Linane-Booey IV asked about the budget line item for training and how it was utilized. Mr. Chanse said that is typically spent later in the year to send staff to local and state conferences.

PERFORMANCE REPORT
Mr. Chanse stated we continue to see a shift in the way the citizens utilize the library noting the slight dip in materials checkout over last year. However, we are actively working on meeting the needs of physical and digital checkouts. Mr. Chanse highlighted the significant increase in new cards with 33,000 new individuals with library cards. We saw an increase in Wi-Fi and internet use as well as a large uptick in our program attendance totals. He asked Mr. O’Malley to share research that shows the correlation between our materials checkouts and the economy. Mr. O’Malley noted the historically low unemployment rate which historically correlates with our circulation numbers. Mr. Kershner stated these trends are true for libraries across the country and are not specific to Spokane. Mr. Kershner shared his concerns about the gate numbers. Mr. Chanse said we are developing a more accurate gate count to capture all program attendees because at this time those numbers are not reflected in our gate counts.

CHAIRMAN’S REPORT
None

EXECUTIVE DIRECTOR’S REPORT
Mr. Chanse submitted his written report and noted the outreach he has conducted in the community, specifically around the possible move of the East Side library instead of the South Hill library. He will be meeting with the East Sprague Business Association to discuss the idea later in the week. Mr. Chanse stated the feedback so far has been extremely positive. He shared we are two to three weeks into the school library partnership and it is going well with over 1700 card conversions. Mr. Chanse said we had another successful cultural month celebration for ‘Black History Month’ with 574 attendees total. The City of Spokane is granting the library $50,000 to expand our outreach for cultural month programming. We are continuing to work on our contract with G4/Integrus and will have community outreach scheduled soon.
COUNCIL LIAISON REPORT
None

FOUNDATION REPORT
Ms. Bain submitted her written report and noted over the past year the foundation has received $100,000 in grant money and they just received a $5,000 grant from the BNSF foundation for the 24/7 Library this week. Ms. Bain invited the trustees to attend the annual Citizen Hall of Fame event that will at the Downtown Library on May 1st.

COMMUNICATIONS REPORT
Mr. O'Malley submitted the written report. He mentioned we are promoting the new partnership with the school district, which provides a library card to all students. Also, promotions are ongoing for the next installment of 'Lilac City Live' and we are advertising the Friends of the Library spring book sale. He shared the latest issue of The Washington Library Association featured several stories highlighting several staff members work at the library, including Thomas Herrlinger, Ellen Peters and Jason Johnson.

NEW BUSINESS

13a. Downtown Branch Presentation
Managing Librarian, Daniel Pringle, provided the update on the Downtown branch.

13b. Friends of the Library Annual Presentation
Friends of the Library President, Brenda Kochis, provided the Friends of the Library.

13c. Fine Forgiveness Events
Mr. O’Malley stated we historically have two fine forgiveness events a year to generate good will in the community and restore access to customers who can no longer access the libraries because of library fines. We do not want to cut off access to customers for financial reasons therefore we would like to extend our fine forgiveness outreach to four events a year. Mr. Chanse said although we have done these events before, going forward we would like to receive board approval. Mr. O’Malley stated we have over $500,000 in outstanding fines alone and over $1.2 million in outstanding fines and fees. Mr. Chanse stated we only receive around $40,000 a year from that outstanding balance. Mr. Smith asked how many fines we have year over year and Mr. Chanse stated we do not have that data on hand. Mr. Linane-Booey IV asked about the recidivism rate for customer and Mr. O’Malley said we do not have that data because our financial system lacks the sophistication to track it. Mr. O’Malley noted there are several studies that show fines do not help items return quicker, but actually hinder the process. Ms. Starkey moved to approve up to four fine forgiveness events in each calendar year. Ms. Hemingway seconded the motion. Mr. Kershner asked what the library can do with fees for lost materials and Mr. O’Malley said we cannot do anything under our current understanding of the law unless they return the materials as that is currently considered a gift of public funds. Ms. Bain mentioned the New York Public Library received a grant to remove all fines and she and Ms. Barden are looking into grant options for our system. The motion passed unanimously.
EXECUTIVE SESSION
Mr. Kershner moved the meeting into executive session for a period of 10 minutes at 5:27pm to discuss the contract with Local 270. He stated action will be taken when the meeting is reconvened.

13b. Approval of Local 270 Contract
The meeting reconvened at 5:39pm. Mr. Smith moved to approve the contact with Local 270. Ms. Starkey seconded the motion. The motion passed unanimously.

ADDITIONAL ITEMS/CHANGES TO THE AGENDA
None

PUBLIC COMMENT
Ms. Hilderbrand wanted to personally thank the negotiation teams for a great contract on behalf of the members.

NEXT REGULAR MEETING
The next regular meeting will be Tuesday, April 17, at the Shadle Library.

ADJOURNMENT
The meeting adjourned at 5:41pm.

Secretary

Chairman, Board of Trustees  Date