MINUTES OF THE BOARD OF TRUSTEES MEETING

November 20, 2018

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, November 20, 2018 at the Hillyard 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

LIBRARY DIRECTOR
Mr. Andrew Chanse

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

VISITORS
Rae-Lynn Barden
Penny Brown
Alan Wagner
Karen Nielsen
Sally Chilson
Paul Chapin
Sarah Bain
Charles Hansen
Brenda Kochis
Rob Roose
Joan Medina
Natalie Hilderbrand
Matt Walker
Matt Daley

CHANGES TO THE AGENDA
Mr. Smith asked to remove the director’s appraisal under new business and defer action to the January meeting. Mr. Kershner noted the board will still have an executive session.

APPROVAL OF October 16, 2018 MEETING MINUTES
Ms. Starkey moved to approve the minutes. Ms. Hemingway seconded the motion. The motion passed unanimously.
APPROVAL OF BILLS AND CONTRIBUTIONS FOR October 2018
Ms. Hemingway moved to approve the bills and contributions. Ms. Starkey seconded the motion. The motion passed unanimously.

FINANCIAL REPORT
Ms. Brown submitted her report and began by stating we closed the month with 70 days operating cash. She stated it was a light month in expenditures as we paid off the 24/7 Library kiosk. She noted we still have remaining funds to cover the awing from CBDG grants and sponsorships and we had an additional $500,000 come to us from the City Spokane for the Group 4 design services. Ms. Brown stated in anticipation of the bond, over the past month, the business office implemented a contract module in our software to accurately track all expenditures going forward. The office also completed a system wide cash certification process with our Jamex machines for our cash handling process.

CHAIRMAN’S REPORT
None

PERFORMANCE REPORT (Q3)
Mr. Chanse stated we continue to see the same trends as we have seen over the past few months with large increases in computer use and huge gains in program attendance. He noted our outreach department had a great quarter with gains throughout. Our digital materials continue to grow which is keeping our overall materials checkout flat. Mr. Chanse stated customers are using our libraries in different ways and this can be seen at the downtown library with the significant drop in physical checkouts. He stated the decrease in new cards is due to it being an organizational goal to increase that number last year and we saw significant gains.

EXECUTIVE DIRECTOR’S REPORT
Mr. Chanse submitted his written report and began by stating we successfully passed our bond with a 64% approval rating. He went over the final numbers and noted that precincts in the East Central neighborhood passed the bond with 80% approval, which he believes demonstrates how the library listened to the voters and their needs. Mr. Chanse stated he will be traveling to Olympia next week to get approval for the library to use the GC/CM construction model which allows us to be opened during construction. Mr. Chanse, along with Ms. Brown, met with the city regarding going out to bid for the bonds and the City Council will vote on the acceptance and sale of the bond on Monday, December 3rd. Mr. Chanse shared a customer comment who insisted it be shared with the trustees regarding their rave review for the cultural programming over the past month. He stated there has been further movement on our ‘Library Things’ with city legal to make sure we have the proper documentation in place for customer checkouts and liability. Mr. Kershner asked if we pulled the ‘Library of Things’ out of the collection. Mr. Chanse said no, we just stopped collecting items. Mr. Kershner wanted to thank Mr. Chanse for all of his outreach as the passage of the bond was an astonishing accomplishment – thank you for a job well done!
COUNCIL LIAISON REPORT
Ms. Burke asked what items of interest the trustees would like to hear from her going forward. Mr. Kershner stated they would pass along items as they arise.

COMMUNICATIONS REPORT
Mr. Chanse presented a written report and began by stating the next marketing campaign will focus on design and construction timelines for the public. We have been working with the parks department on best practices. He noted we had a modest increase in Facebook followers and he highlighted the media coverage over the past month.

NEW BUSINESS

12a. Presentation on Hillyard Library
Customer Engagement Manager, Karen Nielsen, presented an update on the Hillyard Library. Mr. Kershner asked about her goals for the branch in 2019 relating to the specialized collection for Hillyard. Ms. Nielsen stated she wants a core collection to stay at the branch and for it to include GED materials along with instructional books on basic math and English. Mr. Chanse stated with the new partnership with the Spokane Public Schools we will likely be required to have one as part of the joint use. A citizen inquired about a type of seed in the seed library and accompanying instructional materials.

12b. Update to Insurance Contract
Ms. Brown stated our current contract expires in December 30, 2019. She stated the contract looks the same, but the value of the downtown library went up and we added coverage for the 24/7 Library, but that is less than a $200 difference from last year. Mr. Smith moved to approve insurance coverage for 2019 with Hanover Insurance (property, liability and auto) and Hartford (management liability) in a combined amount not to exceed $70,000. Ms. Starkey seconded the motion. Mr. Linane-Booey IV asked if that covers litigation or just defense with a payout. Ms. Brown said she did not know but will get him an answer soon. He stated he is fine going forward with the policy as presented and would like it added in future years. The motion passed unanimously.

12c. Approval of 2019 Bond Budget
Ms. Brown stated we now have a new fund which is the capital project fund and its life is only for the period of construction she noted it will have different reporting requirements. She stated the expenditures will start lean as we focus on design and then grow as we move forward with construction. Ms. Brown stated the $500,000 from the city for design services that was mentioned in a financial report will be paid back to the city in this fund. Ms. Hemingway moved to approve of the 2019 budget for the newly created Capital Projects Fund #3365 UTGO Library Capital Bond. Ms. Starkey seconded the motion. The motion passed unanimously.

12d. Directors' performance appraisal
This item was deferred to the January meeting.
12e. Approval of Group 4 Design & Integrus contract
Mr. Chanse said with the approved passage of the bond, we would like to begin the implementation as soon as possible. In the current design RFQ there was a provision to extend the contract with the current two firms if the bond passed and if we were satisfied with the services. Ms. Starkey moved to approve Executive Director, Andrew Chanse to amend, negotiate, and execute upon final budget adoption by City Council the current contract with Group 4 and Integrus to include building and engineering design, FF&E, technology, and signage services not to exceed $6.2 million. Ms. Hemingway seconded the motion. Mr. Kershner wanted to make sure we are happy with Group 4 and Integrus’s work and Mr. Chanse said yes, they work extremely well together and are very creative. The motion passed unanimously.

PUBLIC COMMENT
Ms. Medina wanted to confirm receipt of an email she sent to the trustees and provided a copy of the email to the board.

A citizen wanted to ask to change the open hours of the downtown library to earlier in the morning Mr. Chanse thanked him for his great feedback and said we will examine our open hours to ensure they are meeting customer needs.

Mr. Kershner convened the board into executive session to discuss personnel matters for a period of 15 minutes at 5:18pm.

EXECUTIVE SESSION
Mr. Kershner concluded the executive session at 5:35 pm. Ms. Starkey motioned to approve appoint committee to evaluate a personnel complaint in consultation with counsel. Ms. Starkey volunteered to serve on the committee. Mr. Linane-Booey IV seconded the motion and volunteered to serve on the committee as well. The motion passed unanimously. Mr. Kershner stated the committee will have a final report back to the board in January.

ADDITIONAL ITEMS/CHANGES TO THE AGENDA
None

NEXT REGULAR MEETING
The next regular meeting will be Tuesday, January 15 at the Downtown Library.

ADJOURNMENT
The meeting adjourned at 5:37pm.

Secretary

Chairman, Board of Trustees  

Date 1-15-1999