MINUTES OF THE BOARD OF TRUSTEES MEETING

November 21, 2017

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, November 21, 2017 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

COUNCIL LIAISON
- Karen Stratton

LIBRARY DIRECTOR
- Mr. Andrew Chanse

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

VISITORS
- Emily Maiani
- Tara Neumann
- Caris O’Malley
- Rae-Lynn Barden
- Karen Nielsen
- Charles Hansen
- Rob Roose
- Sarah Bain
- Brenda Kochis
- Pat Bonner
- Joan Medina
- Ellen Peters
- Jason Johnson
- Caris O’Malley
- Alan Wagner
- Natalie Hilderbrand

CHANGES TO THE AGENDA
Mr. Kershner announced the supplemental agreement with Local 270 will be discussed in executive session.
APPROVAL OF October 17, 2017 MEETING MINUTES
Mr. Chanse called attention to the corrected minutes that were provided to the trustees which reflect the correct amount for the Friends of the Library contributions. Ms. Starkey moved to approve the minutes. Mr. Linane-Booey seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS AND CONTRIBUTIONS FOR October, 2017
Ms. Starkey moved to approve the bills and contributions. Ms. Hemingway seconded the motion. The motion passed unanimously.

FINANCIAL REPORT
Ms. Maiani submitted her written report and began by stating the month of October closed with over $2 million in cash and investments with 62 days unrestricted cash and 59 after encumbrances are paid. She noted the E-Rate purchases were complete and the final payments for the Downtown remodel occurred in October. Ms. Maiani stated we turned in the 3rd quarter financial review to the city and all looks well. The Local 270 is in their buyback period and will see those funds in their December paychecks. She stated we are receiving quotes on our insurance and will have something to present to the board in December.

CHAIRMAN'S REPORT
Mr. Kershner stated he still needs completed director evaluations from a few trustees to proceed with the Executive Director performance review.

EXECUTIVE DIRECTOR'S REPORT
Mr. Chanse submitted his written report and highlighted the 'Spokane is Reading' event on the new Downtown stage and stated it went very well. He met with Patrick Roewe who is the new Director of the Spokane County Library District to discuss future collaborations. Mr. Chanse also met with Kim Wyman, the Washington Secretary of State, who toured the library. Mr. Chanse stated we have two new hires, Andy Rumsey who will providing be providing music programming and Vanessa Strange who focus on cultural programs at the library. He highlighted the budget presentation to the City Council and thanked Mr. Kershner and Ms. Hemingway for attending. Mr. Linane-Booey asked how Mr. Rumsey will be utilized. Mr. Johnson responded that we are building the scope of his work, but one aspect of his duties will be providing free music lessons to the public.

COUNCIL LIAISON REPORT
Ms. Stratton stated the City Council has been focusing on the budget and it will hopefully be approved on December 11th as they have to pass it before the end of the year by law. The council is working on the 'Fair Chance Hiring ordinance' which will have its first hearing on Monday, November 27th. The ordinance ‘bans the box’ for criminal record on job applications. The Council is discussing the logistics specifically having the first year to educate businesses on removing the box and the State is working on a ban the box law as well. She noted the city ordinance will be written to sunset if the state passes a similar law. Ms. Stratton said employers can still conduct background checks.
FOUNDATION REPORT
Ms. Bain submitted her written report and began by thanking Mr. Smith for his service on the foundation board as he will be stepping off the board at the end of this year. Mr. Linane-Booey has been appointed to be the foundation liaison next year. Ms. Bain stated we received $40,000 from the Wal-Mart foundation for the 24/7 Library and thanked Ms. Barden for her work with grants on behalf of the foundation. Ms. Bain stated next year’s Citizen Hall of Fame event will be at the Downtown Library utilizing the 3rd floor stage.

COMMUNICATIONS REPORT
Mr. O’Malley presented the written report and highlighted the new centralized phone system to consolidate our phone calls which has been very successful. He stated we launched our new and improved interactive library catalog. Mr. O’Malley stated we are on target to release our new brand in December and we are getting ready for our new talk show titled, ‘Lilac City Live’. Mr. Kershner asked for more details on the talk show. Mr. Johnson stated it’s a way to showcase local authors, writers and local talent. Mr. Kershner inquired about the cash bar aspect of the event. Ms. Bain described the logistics of the foundation obtaining the liquor license and selling to the public. Mr. Chanse stated we are trying to target a specific audience and this will add to their experience.

NEW BUSINESS

12a. Indian Trail Presentation
Karen Nielsen, Customer Engagement Manager, presented the update on the Hillyard branch of the library.

12b. Customer Engagement Presentation
Deputy Director, Caris O’Malley, presented our accomplishments we have seen over the past year with our organizational goals.

12c. Renewal of Parking Contract
Ms. Maiani stated we went out to bid last year and awarded the contract to Diamond Parking. Per the contract, we have the option to renew for one year and we would like to utilize that option for 2018. Mr. Linane-Booey moved to renew the parking contract with Diamond Parking. Mr. Smith seconded the motion. The motion passed unanimously.

12d. Supplemental Agreement with Local 270
This item was moved to executive session.

EXECUTIVE SESSION
Mr. Kershner moved the meeting into executive session at 5:28pm for a period of 10 minutes to discuss the supplemental agreement with Local 270. He noted action would be taken after the session. Mr. Kershner reconvened the meeting at 5:40pm. Ms. Starkey moved to approve the
supplemental agreement with Local 270. Ms. Hemingway seconded the motion. The motion passed unanimously.

ADDITIONAL ITEMS/CHANGES TO THE AGENDA
None

PUBLIC COMMENT
Mr. Hansen shared there will be a community forum with Chief Meidl at the Northeast Community Center tomorrow at 6:30pm.

NEXT REGULAR MEETING
The next regular meeting will be December 19, at the Downtown Library.

ADJOURNMENT
The meeting adjourned at 5:40pm.

Secretary

Chairman, Board of Trustees

Date 12/19/17