

MINUTES OF THE BOARD OF TRUSTEES MEETING**February 16, 2021**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, February 16, 2021 via Zoom meetings.

Present were:

MEMBERS

Ms. Mary Starkey, Chair of the Board
Ms. Lara Hemingway, Vice Chair of the Board
Mr. Nathan Smith
Mr. Jim Kershner
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 4:31 pm by Ms. Starkey.

VISITORS

Skyler Noble
Penny Brown
Nicole Edwards
Amanda Donovan
Matt Walker
Paul Chapin
Alan Wagner
Tara Neumann
Caris O'Malley
Natalie Hilderbrand

CHANGES TO THE AGENDA

None

APPROVAL OF JANUARY 19, 2021 MEETING MINUTES

Mr. Kershner moved to approve the meeting minutes. Ms. Hemingway seconded the motion. The motion passed unanimously.

APPROVAL OF PERIOD 13 2020 BILLS AND CONTRIBUTIONS

Mr. Kershner moved to approve the bills and contributions. Ms. Hemingway seconded the motion. The motion passed unanimously.

APPROVAL OF JANUARY 2021 BILLS AND CONTRIBUTIONS

Mr. Kershner moved to approve the bills and contributions. Ms. Hemingway seconded the motion. The motion passed unanimously.

FINANCIAL UPDATE

For Period 13 2020, Ms. Edwards reported there were 120 days of operating costs. Ms. Edwards covered expenditure trends for year-end accrual, wages and benefits, and annual subscriptions. The encumbrance carry-forward amount of \$86,325.60 will be added to the 2021 adoption budget. Ms. Edwards covered year-end results, general fund revenue, and other expenditure amounts displayed in graphs from the packet. Ms. Starkey asked what a chariot vacuum is. Ms. Edwards explained it is a riding vacuum. General fund and levy lid lift costs were covered, and Ms. Edwards reported how much of the budget was used per each category. Mr. Kershner asked what the collections look like from the City. Mr. Chanse answered we haven't heard from the City and we will enter into the budget process in March where we will learn more about budget projections. No further questions.

For Library Operations January 2021, we can pay 114 days of operating costs. Ms. Edwards covered expenditure trends from January. Along with the City, we are wrapping up year-end tasks for 2020. It will be done by the end of February. No further questions.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Brown praised Ms. Edwards for her hard work. The Board followed suit. The artist contracts for John Rogers and Jasmine Brown are fully executed at this stage for Central and Shadle Park. The contract for Shawn Parks is in development for Liberty Park. We executed two contracts for Helveticka, Inc. Ms. Brown shared the encumbrance carry forward for bond projects is \$33 million and the associated budget rolls forward with this amount. Ms. Brown explained the difference between what she was reporting and what Ms. Edwards reported. The sub budgets at each of five of the eight locations were covered. Children's areas at each location will be in the negative in the report. Ms. Hemingway asked why the negative for January 2021 was higher than some of the other projects. Ms. Brown explained there is budget for Shaw/Hillyard that is not included. No further questions.

Mr. Walker updated the Board that construction is moving along well. They are working on move-in scheduling with various vendors. Indian Trail and South Hill are in design development. Mr. Walker went to three sites and explained the progress at each location. Highlights include windows being added to The Hive and Liberty Park and the staircases are being built at Central. Mr. Kershner asked if Shaw will open soon. Mr. Walker answered Shaw will be completed as soon as July. No further questions.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse added to Mr. Walker's report that we will create virtual tours of each library location. As Mr. Chanse wrote this report, we were in Phase 1 but the Governor's office recently moved us to Phase 2. We will phase into opening at 25 percent capacity by starting with Computer Access on March 2. If all goes well, we will continue into Grab N' Go browsing. The Library is building a relationship with the Spokane Tribe of Indians and collaborating on a name for the stage at Central Library. For Black History Month, we created book lists and have some virtual programming. We are also offering a new product called Gale Presents: Udemy, which replaces Gale Virtual Courses. Lynda.com will also be called LinkedIn Learning moving forward. Karen Nielsen was selected as an honorable mention as a Difference Maker from The Spokesman-Review for her work with the Seed Library and Meals on Wheels. The February STAR spotlight goes to Mollie Coffey for her work in learning the school system's ILS to enhance our partnership with Spokane Public Schools. No further questions.

COUNCIL LIASION REPORT

Council is working on a contract for Summer Youth Passes that was funded in the budget. There are thirteen finalists for a new City flag. The Library is helping with the voting system for this decision. Ms. Burke explained Council is also reaching out to Wellpinit to vote on the flag. Ms. Starkey asked in order for people to vote if they need a library card. Ms. Burke answered they need a library card before they vote, but for citizens of Wellpinit, they don't need a card. Ms. Starkey asked when finalists will be displayed. Ms. Burke reported Council will bring flags forward on Thursday to discuss and they will share the finalists via social media, local news, and the library website soon. No further questions.

COMMUNICATIONS REPORT

Ms. Donovan reported on the achievements and activities from the marketing department in 2020, including the modifications made to support a virtual environment due to the Covid-19 pandemic. The report outlined social media followings grew and engagement dropped, a video solutions team was created, and video content garnered many views and new subscribers. Furthermore, Facebook Live storytimes were made to replace in-person storytimes. The Library adopted Patron Point and Communico as two products to expand marketing and assist in implementing curbside pickup, including a new app. Ms. Donovan also highlighted the top blog posts and how there were fewer media articles published about the library compared to 2019. Marketing priorities for 2021 include launching a new library website and a digital marketing campaign to announce the opening of the new and renovated libraries. No further questions.

NEW BUSINESS

13a. 2020 Annual Report

Ms. Donovan shared the Annual Report video and pdf for 2020. No further questions.

13b. Capital Bond #3365 - #1300 City Master Agreement and Easements – Avista Electric Vehicle Charging Stations

Mr. Chanse explained the Department of Commerce grant was awarded to SRTC (Spokane Regional Transportation Council) for funding electric vehicle charging stations. We request board approval to authorize the signing of the City of Spokane Master Agreement and related property easements for the sites that are owned by Spokane Public Library. Once we enter into a master agreement, it will move through this process with other boards. Ms. Starkey asked what happens with insurance and liability that relates to this. Ms. Brown explained there is an element of insurance provided by the City and Library. The Hive will get done first as Avista needs to dig a deep trench where the parking lot is located for the charging station at that location. Ms. Brown provided an overview of the station at Liberty Park and why we need a master agreement. Ms. Hemingway asked who is responsible for the charging station equipment. Ms. Brown explained Avista is in charge of equipment and Avista pays for the power required for the equipment. Ms. Starkey asked who is responsible for injury. Ms. Brown explained she cannot predict as it is circumstantial but there is an insurance element for all parties involved. Ms. Brown explained there are two types of stations and how each one works. Mr. Linane-Booey asked if it is free to charge or if Avista requires payment. Ms. Brown explained it is free though there is a way to charge if that were ever to be an option. No further questions. Mr. Smith moved to approve the motion. Ms. Hemingway moved to second the motion. The motion passed unanimously.

13c. Capital Bond #3365 – User Access Control System

Ms. Brown reported we advertised for a user access control system software and hardware that works with room reservation systems and security. We request board approval to proceed with the execution of a contract for the user access control system for Phase 1 and the future Phase 2 projects with the resulting lowest bidder who meets the responsible bidder criteria. Mr. Smith moved to approve the motion. Mr. Kershner moved to second the motion. The motion passed unanimously.

PUBLIC COMMENT

The public had the option to email trustee@spokanelibrary.org with any comments and none were received.

EXECUTIVE SESSION

None

NEXT REGULAR MEETING

The next regular meeting will be Tuesday, March 16, 2021. Location will be virtual.



ADJOURNMENT

The meeting adjourned at 5:47 pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____