

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

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, March 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, Absent

COUNCIL LIASION

Ms. Kate Burke, Absent

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 FEBRUARY 16, 2021 MEETING MINUTES

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

APPROVAL OF FEBRUARY 2021 BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

Ms. Edwards reported on cash and investments trends. The Business Office reached their goal to wrap up year-end processing by the end of March and the City is progressing on implementing the fixed asset module in FMS. The team is preparing for upcoming operations needs for completed building projects. No further questions.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Brown explained she added site financials to the packet. We completed the evaluation process for self-locking systems and Securities Solutions Northwest was chosen for this project. One amendment was executed, Amendment #2 for mk Solutions for materials handling equipment at South Hill. Ms. Brown reported on automated materials handling and technology purchases and provided the financial background for both. Ms. Neumann then provided a project update for both of those topics. Ms. Brown highlighted SPL staff for assisting with various bond project needs. No further questions.

Mr. Walker updated the Trustees that the nicer weather puts us in good shape to add metal siding and glazing. Sheetrock and sanding are being completed at some locations in addition to interior tiling. All projects are progressing well and are on schedule. Mr. Kershner asked what “subcomp” means. Mr. Walker explained it means “substantial completion”, where the contract is completed enough to start moving in and the warranty period begins. Mr. Kershner asked Mr. Chanse to confirm whether or not that is the projected opening date. Mr. Chanse explained there is more work to do after completion of the buildings. No further questions.

CHAIRMAN’S REPORT

None

EXECUTIVE DIRECTOR’S REPORT

Mr. Chanse shared the projected dates for each of the completed building projects in the months of August and September. Mr. Kershner asked what the closing dates are at South Hill and Indian Trail. Mr. Chanse shared we haven’t chosen closing dates yet. Mr. Kershner asked about the opening date at Central Library. Mr. Walker responded with May or June 2022. Ms. Hemingway asked about Shaw Middle School and if the library will open when school starts. Mr. Chanse confirmed it is the first day of school. Ms. Starkey suggested having bagpipes at the Shadle Park opening.

Mr. Chanse continued with his report in sharing we are at 25 percent capacity with reservations through Communico, moving toward eliminating reservations soon. Phase 3 starts March 22 and guidance has not been published for libraries. Mr. Chanse highlights SPL staff for making preparations for reopening at 25 percent capacity. Laura Wrixon is the STAR Spotlight in February for tracking WIG efforts. Mark Pond, SPL Business Librarian, was named the recipient of the 2021 Excellence in Business Librarianship award from BRASS. Public Libraries of Washington submitted a letter to Governor Inslee to prioritize library employees for the vaccine. Ms. Hemingway saw Mr. Pond’s award on LinkedIn and praised those efforts. Ms. Hemingway then asked Mr. Chanse to describe how Grab N’ Go works and how we are



monitoring building capacity. Ms. Donovan responded it is by appointment in thirty-minute intervals. Mr. Kershner experienced Grab N’ Go at South Hill and explained it felt safe. Ms. Starkey asked if staff vaccinations are voluntary. Mr. Chanse confirmed. Ms. Starkey asked what Mr. Chanse’s healthy habits this week were. Mr. Chanse, Ms. Starkey, Mr. Kershner, and Ms. Donovan shared what their healthy habits were for the week.

COUNCIL LIASION REPORT

None

COMMUNICATIONS REPORT

Ms. Donovan reported the Marketing goal in February was to update the public on construction progress. Communications is also monitoring the changes to Communico as we increase to 25 percent capacity. Spokesman-Review and Spokane Public Radio reported on library plans for reopening to 25 percent. Mr. Kershner asked about the article regarding The Hive. Ms. Donovan confirmed the article was written after her report was completed and it is worth reading. No further questions.

NEW BUSINESS

None

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, April 20, 2021. Location will be virtual.

ADJOURNMENT

The meeting adjourned at 5:05 pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____