

MINUTES OF THE BOARD OF TRUSTEES MEETING

April 21, 2020

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, April 21, 2020 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. Casey Linane-Booey IV
Mr. Jim Kershner

COUNCIL LIASION

Ms. Kate Burke

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:30pm by Ms. Starkey.

VISITORS

Rae-Lynn Barden
Penny Brown
Jason Johnson
Nicole Edwards
Caris O'Malley
Alan Wagner
Amanda Donovan
Natalie Hildebrand

CHANGES TO THE AGENDA

APPROVAL OF February 18, 2020 MEETING MINUTES

Mr. Kershner moved to approve the minutes. Mr. Linane-Booey-IV seconded the motion. The motion passed unanimously.

APPROVAL OF March 11, 2020 SPECIAL MEETING MINUTES

Mr. Kershner moved to approve the minutes. Mr. Linane-Booey-IV seconded the motion. The motion passed unanimously.

APPROVAL OF February 2020 BILLS AND CONTRIBUTIONS

Mr. Kershner moved to approve the bills and contributions. Mr. Linane-Booey-IV seconded. The motion passed unanimously.

APPROVAL OF March 2020 BILLS AND CONTRIBUTIONS

Mr. Linane-Booey-IV moved to approve the bills and contributions. Mr. Kershner seconded the motion. The motion passed unanimously.

FINANCIAL UPDATE

Ms. Edwards stated we closed the month with 87 days' worth of operating costs in net cash and investments and expenditures for February and March. She noted this does not capture any current invoices that may be delayed due to the COVID-19 emergency. Ms. Brown provided a written bond summary and let the trustees know there were no contracts executed under the new authority. Ms. Hemingway noted we usually have larger expenditures at this point in the year and Ms. Edwards said we are missing some of our material invoicing due to the branch closures and the city is delayed in their billing.

BOND CONSTRUCTION PROJECT UPDATE

Mr. Chanse stated the report was included in the board packet and noted the deadlines for several projects have been extended due to the COVID-19 emergency. Ms. Starkey asked if we received the request for qualifications that were due April 9th on the signage and wayfinding project. Ms. Brown stated yes with the vendor Helvetica selected. The request for qualifications for the children's area is due tomorrow. Mr. Kershner asked if any of our construction projects are going forward. Mr. O'Malley said that work is continuing but at a slower pace with some projects delayed a month due to social distancing constraints. Mr. Linane-Booey IV asked if pricing has been impacted with our larger construction project. Mr. O'Malley said it is too early to know the impacts on prices.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse submitted his written report and began by stating it encompasses the month of February as well as March. He stated he is so proud of the staff for pivoting so quickly to a digital environment with the quick launch of an online spring reading program, digital programming, and mailing seeds to customers. We will be canceling our programs through the month of June to be cautious and from there we will take it month to month. He thanked Mr. Wagner, Ms. Brown, and the facilities team who made downtown shelter transformation happen efficiently. Mr. Chanse also mentioned the financial hotline established to help citizens in this unique time. Mr. Linane-Booey IV said how proud he was of the utilization of the library as a shelter space to take care of our community. Mr. Kershner asked about the volume of phone calls on the hotline and Mr. Chanse said staff have answered about 300 as of yesterday.

COUNCIL LIAISON REPORT

Ms. Burke stated Mr. Chanse covered most of the city work but mentioned the city still needs some more places for people who are experiencing homelessness to stay during this crisis. She is trying to negotiate a contract with a few hotels to allow first responders and those experiencing homelessness to isolate in a friendly environment. Ms. Burke stated the city

cannot do too much outside of emergency response due to COVID-19, but she is still moving forward with the new flag design that will entail a partnership with the library.

COMMUNICATIONS REPORT

Ms. Donovan stated the focus of her team has been managing crisis communication with our COVID-19 response and managing our internal communications. The team has begun weekly updates to staff to make sure everyone feels connected. Ms. Donovan said we have reinvigorated our blog and launched 'Communico' our new programming/meeting room booking system. We have moved to virtual offerings with our children book reviews, cooking tutorials, and a virtual book club via zoom. Ms. Donovan stated our top social media post was the announcement of the system closure. Although our posts have been popular, we are not reaching as many people, so we have narrowed our focus on posts. She believes this may be due to the new algorithm and COVID-19 postings. She concluded her report by highlighting our earned media.

NEW BUSINESS

14a. Election of Officers

Mr. Kershner moved to maintain Ms. Starkey as the chair and Ms. Hemingway as the vice chair. Mr. Linane-Booey-IV seconded the motion. The motion passed unanimously.

14b. Finance Committee Selection

Mr. Chane noted this will be a unique year for this committee with addressing potential budget cuts from the general fund due to COVID-19. Mr. Kershner moved to appoint Ms. Starkey and Mr. Smith to the finance committee. Ms. Hemingway seconded the motion. The motion passed unanimously.

14c. Closure of Library Facilities

Mr. Kershner moved to endorse the decision of the Library's Executive Director to close the Library's facilities pending further order of the Governor. Mr. Smith seconded the motion. The motion passed unanimously.

14d. Extended Emergency Leave Pay

Mr. Kershner asked for clarification on this action. Mr. Chane said we made the decision to keep paying our employees during our shutdown. This action may change with the city's ongoing budgetary needs and the Governors directive. Mr. Linane-Booey IV moved to endorse the Executive Director's use and extension of the Library's current Emergency Leave pay plan as well as the use of all existing Library paid leave options and paid leave provisions provided by the state and federal government. Such extended paid leave shall not exceed existing budget provisions without action by the Board to amend the budget allocations. The Executive Director shall provide a written report to the Board providing an update on the extended emergency leave pay plan and shall present the update to the Board at the next Board meeting. Mr. Smith seconded 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, May 19 at the South Hill Library.

ADJOURNMENT

The meeting adjourned at 5:14pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____