

MINUTES OF THE BOARD OF TRUSTEES MEETING**April 20, 2021**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, April 20, 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 MARCH 16, 2021 MEETING MINUTES

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

APPROVAL OF MARCH 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, currently at 113 days of operating costs in available cash and investments balance. In Business Office news, the City launched the 2022 budget process. From branches opening at 50 percent capacity, there will be a slight increase in work for the Business Office and they will increase their presence at STA Plaza. No further questions.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Brown explained the total amount of expenditures processed in March was the highest month thus far. She also explained that an amendment was executed with Luci Creative. The amendment was for the final design phase for \$82,380 and was approved by the board in the prior year. Ms. Brown highlighted the status of each contract with Luci Creative. The topic of the month was Shadle Park Branch and Mr. Wagner reported on the status of the project. Mr. Walker emphasized what Mr. Wagner detailed about Shadle Park Library. The interior work on that project is progressing well and closeout is up for discussion at this stage. G4 Architecture is actively procuring furniture. Phase 2 projects for Indian Trail and South Hill are going into plan review this week. Mr. Kershner asked if furniture was already purchased. Mr. Walker mentioned they are procuring and purchasing furniture now. No further questions.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse thanked South Hill staff for providing him with a short-term workspace. Since the community is in phase 3, operations were successful with locations open at 50 percent capacity at near pre-pandemic hours. Customers are encouraged to keep visits to 30 minutes or less. Overall, this strategy worked well at this stage. Mr. Kershner asked if there is an issue with visitors wishing to extend their visit. Mr. Chanse invited Mr. Chapin to speak. Mr. Chapin said it is not a major issue though enforcing mask use has been an issue. Ms. Burke asked if the library plans to host events later in the year. Mr. Chanse cannot provide a guarantee though if we continue progressing through the phases accordingly, there may be some in-person events planned.

Mr. Chanse then moved into how the Spokane Tribe of Indians land acknowledgement, written to stand in solidarity with the tribe, will be posted at each library location. The acknowledgement was read to the board. Ms. Donovan assisted in explaining how the acknowledgements will be mounted in the libraries. The name of the 3rd floor space at the Central Library was renamed in partnership with the Spokane Tribe to nx^wyx^wyetk^w Hall. Ms. Hemingway asked where the name of the hall will be displayed and if there will be a phonetic guide for pronunciation. Mr. Chanse confirmed this information will be displayed. The Tribe was not keen to use a phonetic guide, though pronunciation will be provided.

Mr. Chane continued with his report stating Shiloh Deitz presented on effective data for People for Effective Data Science on the topic of Social Good in a Smart City. The staff spotlight went to Joey Molloy. Harlon Betts was retiring effective April 24. Mr. Chane also mentioned the opening dates starting in August for the locations under construction. The City of Spokane named a new City Administrator whom Mr. Chane will meet with. No further questions.

COUNCIL LIASION REPORT

Ms. Burke worked with Marketing to host two virtual Facebook Live tours of The Hive and the Hillyard Library. STA made the Youth Card program regional so all students in the region have access to a Summer Youth Card. No further questions.

COMMUNICATIONS REPORT

Ms. Donovan reported five video construction tours were created to update the public on construction progress. Marketing planned Facebook Live tours with Ms. Burke. Public comments on opening to 50 percent capacity were positive. The Marketing team hired a local agency called The Woodshop to develop strategy for a large-scale reopening campaign when the new libraries reopen in August. Ms. Noble worked with the Spokane Public Library Foundation to assist with Library Giving Day promotional materials where donations doubled the Library Giving Day totals received in 2019. The Marketing team developed a DEI newsletter and worked on the land acknowledgment statement with the Spokane Tribe of Indians. Ms. Donovan then reported on social media outcomes and earned media from April. Ms. Hemingway asked if Community Court is still offered. Mr. Chane mentioned it was suspended for a time, but another Community Court opened at the Northeast Community Center and another Community Court opened in the East Central area. No further questions.

NEW BUSINESS

12a.: #1300 - Customer Self-Service Solutions – Caris O’Malley

Mr. O’Malley presented the background for this action item. We request board approval to modify the policy for formal procurement to allow Library operations to continue purchasing equipment and software from mk Solutions. Ms. Starkey asked if the two subsections are currently a part of the policy. Mr. O’Malley confirmed. Ms. Starkey asked to change the wording to “approve”, rather than to “modify” the policy. Ms. Hemingway moved to approve the motion as modified. Mr. Smith seconded the motion. The motion passed unanimously.

12b.: #3365 – E-Rate Award – Tara Neumann

Ms. Neumann explained what E-Rate is and provided background for this action item. We request approval to accept the award and execute the agreement and initiate the related purchases. Ms. Hemingway asked how long it takes for the reimbursement to come through after expending the funds. Ms. Neumann needed to confirm. Ms. Brown added it would be later in the year. Mr. Kershner asked Ms. Brown if this was a bond item and if it is in the bond budget. Ms. Brown explained that Bond Counsel confirmed this item is allowable. Mr. Kershner moved to approve the motion. Ms. Hemingway moved to second the motion. The motion passed unanimously.

12c.: Election of Officers – Andrew Chanse

Mr. Chanse considered the structure of leadership for the Board and, with the typical rotation in leadership, asked for a motion to appoint Ms. Hemingway as Chair and Mr. Linane-Booey as Vice-Chair. Prior to further discussion, Mr. Chanse thanked Ms. Starkey for her leadership. Ms. Starkey thanked the group for their collaboration through her leadership. Mr. Kershner moved to approve the motion. Ms. Starkey seconded the motion. The motion passed unanimously. This transition was effective starting in May 2021.

12d.: Election of Finance Committee – Andrew Chanse

Mr. Chanse explained there is not a current funding strategy for our expanded operations in the 2022 budget and asked for two trustees to volunteer aid with a strategy on a Finance Committee. Mr. Smith and Ms. Starkey volunteered to stay committed to the Finance Committee. Mr. Linane-Booey moved to approve the motion. Ms. Hemingway 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 18, 2021. Location will be virtual.

ADJOURNMENT

The meeting adjourned at 5:24 pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____