

MINUTES OF THE BOARD OF TRUSTEES MEETING

May 19, 2020

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, May 19, 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, Absent
Mr. Jim Kershner

COUNCIL LIASION

Ms. Kate Burke

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:32pm by Ms. Starkey.

VISITORS

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

CHANGES TO THE AGENDA

None

APPROVAL OF April 21, 2020 MEETING MINUTES

Mr. Smith moved to approve the minutes. Mr. Kershner seconded the motion. The motion passed unanimously.

APPROVAL OF April 2020 BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

Ms. Edwards stated we closed the month with 84 days operating costs. She noted our total expenditures are down by \$157,000 compared to this time last year due to snowplowing, the timing of the Envisionware contract payment, and retiree payouts. Ms. Edwards stated the

business office launched a new email account for vendors to submit invoices during our closure and moving forward which will allow for more timely payments.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Brown stated the month was light with expenditures with only \$400,000. She also stated that we encumbered our signage vendor Helvetica in the amount of \$103,000 that will cover steps 1-3 in the contract. Ms. Hemingway asked for clarification on the steps referenced in Helvetica's contract. Ms. Brown stated the amount covers the discovery phase as they work with the architects on what has been designed to date.

Mr. Walker stated the low bidder for the Liberty and Hive projects was Leone-Keeble (L&K). A bid protest was received from Meridian Construction, but the protest was dropped after the responses from SPL were received. Ms. Starkey asked why the bid protest occurred and Mr. Walker stated Meridian felt the L&K bid was too low to cover the projects. Mr. Walker went on to state Garco is currently under budget for the Shadle branch and are waiting for the building permit. The Downtown site walk through occurred today and the final bid openings will be next Thursday with GMP negotiations scheduled to occur around mid-June. The Hillyard/Shaw branch is in the 'earth work' phase of construction. Lastly, the company 'Luci Creative' has been selected to design all of the children's areas of the library.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse submitted his written report and began by stating we have continually been busy during the pandemic developing new services, preparing expanded digital services, and developing our three-phase approach to safely reopening. For the reopening guidelines we have been working with the Spokane Regional Health District for approval of any return policy. Mr. Chanse stated the library held their study session with the city council on our pivot of services during the pandemic and had a discussion on what our staffing needs will be after bond construction. The financial hotline was ramped down in reaction to a decreased need. Callers are now receiving a recorded message to leave a message and a staff member will return their call. Mr. Kershner asked about the plan for curbside rollout and where that will occur. Mr. Chanse stated we will pilot this at the Eastside branch as we work with partners to identify ways to offer the service at Northtown, Downtown and the 24/7 Library. Mr. Kershner asked about the process for a return of materials and Mr. Chanse stated all materials will be quarantined for 72 hours. Ms. Starkey asked how the shelter remediation went and Mr. Chanse stated it went well, however some cleanup was needed on the outside of the building. He concluded his report by thanking the Friends of the Library for conducting their monthly meeting virtually so they could continue to support the library during the closure.

COUNCIL LIAISON REPORT

Ms. Burke stated City Hall cannot be open until Spokane County reaches phase 3 but departments are developing reopening steps. She stated there is new temporary shelter for homeless individuals at the Spokane Arena until the reconstruction of the Cannon Street shelter

is completed. Ms. Burke stated the city is working on a new policy to maintain social distancing while allowing business to reopen.

COMMUNICATIONS REPORT

Ms. Donovan stated the recent focus for communication has been to help staff as well as customers feel informed with the system changes during the pandemic crisis. As we focus on our digital resources, we have reinvigorated our Pinterest page and have added more YouTube content. During the past month, the library launched a new app through 'Communico' which will help our curbside picking up. The customer usage numbers for the new app will be presented at next month's trustee meeting. Ms. Donovan stated we are hosting virtual story times every day at 10:00am along with a pajama story time. The live engagements range from 10-12 audience members with the recorded sessions viewed between 400 to 700 times. Ms. Donovan concluded her report by stating we have seen more engagement on Twitter than we have experienced in the past and we have increased YouTube subscribers to over 100.

NEW BUSINESS

13a. 2018 UTGO Library Capital Bond Fund #3365 - Leone & Keeble Contract

Ms. Brown stated we are presenting a contract execution to not exceed at \$11 million dollars with Leone-Keeble. A total of six contractors responded with Leone-Keeble as the lowest bidder. Mr. Kershner asked for more information on Leone-Keeble and she deferred to Mr. Walker to provide more information. Ms. Hemingway moved to proceed with the execution of a contract with Leone & Keeble to be prepared by Perkins Coie, LLP for the construction of The Hive and Liberty Park Branch in an amount not to exceed \$11,000,000. This amount includes an allowance for the three alternates to be incorporated via change order later. Mr. Smith seconded the motion. The motion passed unanimously.

13b. Commerce Grant

Mr. Chanse stated the City of Spokane is asking the Library Trustees to approve supporting a regional effort with the Spokane Regional Transportation Council for a charging station grant for the entire Spokane region. This grant has no upfront costs. The only anticipated cost would be the annual maintenance cost which estimated around \$1500 per site which Avista may also cover. Mr. Kershner moved to support the regional application for the ETS Grant. Ms. Hemingway seconded the motion. The motion passed unanimously.

13c. Finance Committee Update

Mr. Smith provided a summary of the committees first meeting where they focused on the potential financial impacts of the quarantine closure due to COVID. He stated we will have some general fund impacts from the city, so the library has begun steps to restrict the use of payroll reserves, restrictions on conference travel, and targeted cutbacks in the facilities and marketing departments. Mr. Smith stated the library will not be filling vacant positions and created a retirement incentive for employees. The committee will be meeting monthly to discuss these measures. Mr. Kershner asked what general fund allocation we are anticipating from the city. Mr. Chanse stated the city has shared a few estimates ranging from 6% to 18%.

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, June 16 at the STA Plaza.

ADJOURNMENT

The meeting adjourned at 5:25pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____