

MINUTES OF THE BOARD OF TRUSTEES MEETING**May 18, 2021**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, May 18, 2021 via Zoom meetings.

Present were:

MEMBERS

Ms. Lara Hemingway, Chair of the Board
Mr. Casey Linane-Booey, IV, Vice Chair of the Board
Mr. Nathan Smith
Mr. Jim Kershner
Ms. Mary Starkey

COUNCIL LIASION

Ms. Kate Burke, Absent

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:34 pm by Ms. Hemingway.

VISITORS

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

CHANGES TO THE AGENDA

None

APPROVAL OF APRIL 20, 2021 MEETING MINUTES

Ms. Starkey moved to approve the meeting minutes. Mr. Linane-Booey seconded the motion. The motion passed unanimously.

APPROVAL OF MARCH 2021 BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

Ms. Edwards reported on cash and investments trends, currently at 114 days of operating costs in available cash and investments balance. Expenditures for the month totaled \$664,836. In Business Office news, the City made progress on the asset tracking system. Hillyard Library recently encountered minimal property damage and no insurance claim was needed. No further questions.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Brown explained the process for furniture bid packages created by G4 Architecture. She also explained the review and procurement process. The bond topic was signage and Mr. O'Malley detailed the system-wide signage designs created by Helveticka. Ms. Hemingway asked about the signage for the third-floor stage at Central Library. Mr. O'Malley said it will be in a similar style and it is still in the design phase. Mr. Kershner asked about the monument signage. Mr. O'Malley said monument signs are visible to passing motorists. Mr. Kershner asked if Central will get a monument sign. Ms. Donovan answered it will not receive one and it will have signage on each side of the building. Mr. Kershner asked how "Central Library" looks on the marquee sign. Mr. O'Malley said motorists will see either "Central" or "Library" depending on their view of the sign.

Mr. Walker shared Shadle Park will start the substantial completion process with a punch list next week, and this process will start at Liberty Park and The Hive™ in a few weeks. The Hive™ is being painted and looking nearly completed. The next phase highlights moving into the libraries. No further questions.

QUARTERLY PERFORMANCE REPORT

Ms. Deitz highlighted the Library's performance across the system. No further questions.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse explained the Library is looking to purchase new 24/7 Library kiosks, which are different from the kiosk at West Central Community Center. Potential areas for these kiosks include Foothills Drive/Nevada, Shiloh Hills, Eagle Ridge, and near the VA Hospital. At The Hive™, we are taking applications for the Artist in Residency positions. A new partnership with StartUp Spokane was announced with Business Librarian Mark Pond.

Mr. Chanse highlighted some of the work the Library is doing in the realm of Diversity, Equity and Inclusion. The DEI team is working on a mission statement to measure success. The Intercultural Development Inventory was opened to the entire organization.

Work surrounding collection development has ensued to prevent unnecessary moving when Indian Trail and South Hill close. The STAR of the month goes to Peter Anderson, Sophie Strom, and Thomas Herrlinger. Mr. Chanse highlighted the opening dates for new library locations. The Friends of the Library set up shelves at some locations for people to access books for sale. The new City Administrator will attend the next board meeting to introduce himself. The Governor lifted the mask mandate in Washington State and we are following CDC guidelines. Ms. Hemingway asked if we are moving out of NorthTown mall. Mr. Chanse explained the interest from City Council to stay but usage at that location is low and expensive. Mr. Kershner asked about the size of the new kiosks. Mr. Chapin said they are smaller than the one we have now, and they are all-weather. Mr. Kershner asked if Northeast Spokane was still an option for kiosks. Shiloh Hills would be in that region. No further questions.

COUNCIL LIASION REPORT

None

COMMUNICATIONS REPORT

Ms. Donovan reported on Marketing highlights including Asian American Pacific Islander Heritage Month. The call for Artists-in-Residency at The Hive™ opened and will close June 3rd. The Marketing team and Youth Services wrote and designed a magazine for Summer Reading 2021 and is at the printer. Marketing is working on increasing the frequency of internal communication. There was an increase in engagement on Facebook and Twitter. No further questions.

NEW BUSINESS

13a. Capital Bond Fund #3365 – Amendment to SPL – Parks Department MOU – Andrew Chanse

At the February 2020 meeting the Board of Trustees approved an agreement with City Parks & Recreation Department for remediation of the Liberty Park tennis courts which is the site where Liberty Park Branch is being constructed. We request approval to execute the amendment to increase the value of the MOU from \$175,000 to \$225,000 and shift responsibility for oversight of the remediation to the Parks Department. Ms. Starkey moved to approve the motion. Mr. Smith moved to second the motion. The motion passed unanimously.

13b.: Operations Update – Paul Chapin

Mr. Chapin provided background on why restructuring operations staff was necessary and where we want to go from this point. Ms. Starkey asked if we offer services to people seeking information about green card paperwork. Mr. Chapin explained people use our computers for employment, legal issues, and family help. No further questions.

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 15, 2021. Location will be virtual.

ADJOURNMENT

The meeting adjourned at 5:40 pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____