

## **MINUTES OF THE BOARD OF TRUSTEES MEETING**

**June 16, 2020**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, June 16, 2020 via Zoom meetings.

Present were:

### **MEMBERS**

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

### **COUNCIL LIASION**

Ms. Kate Burke, Absent

### **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  
Brenda Kochis  
Matt Walker  
Alan Wagner

### **CHANGES TO THE AGENDA**

None

### **APPROVAL OF May 19, 2020 MEETING MINUTES**

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

### **APPROVAL OF May 2020 BILLS AND CONTRIBUTIONS**

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

### **FINANCIAL UPDATE**

Ms. Edwards stated we received our levy lid lift funds that brought us to 110 days of operating costs. The current expenditures continue to be lower than previous years although funds were expended on a new server for the system. She noted the utility costs for the Shadle and Downtown branches can now be paid with bond funds as both branches are closed and fully under construction.

Ms. Brown stated the library received notification from the WA State Auditor's Office they have begun the 2019 annual audit. This will start with reviewing significant financial statement balances and federal grants city wide. She stated there are a few annual processes that are being held up due to the pandemic. First, it has affected the 2021 budget and delayed the work we would normally have completed by now. She noted last year at this time we had a completed budget for adoption. However, the City Budget Office is just now working with city departments and evaluating over-all revenue streams. The second delayed project is the routine entry and balancing in the fixed asset system. The system is currently not operational. The City was scheduled to have already replaced the old system and to date, they have not initiated the project. This is a concern as the library has many assets in motion with the Downtown and Shadle branches closed for construction with their contents moved throughout the system. As we wait for the new system, the Business Office is tracking assets manually and conducting our own random audit to confirm accuracy. Mr. Kershner asked if we had any indication of what our revenue streams will be. Ms. Brown stated we do not.

#### **BOND CONSTRUCTION PROJECT UPDATE**

Ms. Brown highlighted the April visuals that illustrate a good comparison with the encumbrances showing \$10 million additional dollars committed for the Shadle branch construction. She noted no new contracts executed under the special contract threshold. Mr. Walker stated we kicked off phase two projects starting with the South Hill and Indian Trail branches. The design phase for both branches is scheduled to start this Fall with construction to start a year from now. This will allow the Hive and Liberty branches to open before the construction starts on the other two branches. The Hive started the excavation on the utility pad, the Liberty branch completed permitting last week, and Shadle is starting construction this week. Finally, he stated the Downtown branch is wrapping up the bidding phase with GMP Amendment discussions starting next week.

#### **CHAIRMAN'S REPORT**

None

#### **EXECUTIVE DIRECTOR'S REPORT**

Mr. Chasse submitted his written report and began by stating we have had several staff members presenting at virtual national conferences regarding our marketing efforts and the pandemic financial hotline. We piloted curbside service last week at Eastside introduced the service one branch at a time starting with Eastside followed by Indian Trail, South Hill, and Hillyard. He stated customers are pleased with the service as we prioritize our staff and customer safety. The rollout was scheduled for a week earlier but was delayed due to new guidelines specific to libraries from the state. Mr. Chasse highlighted the work of several staff members and discussed the transition to an online summer reading experience. Mr. Chasse discussed the libraries stance on supporting the #BlackLivesMatter movement that is in

conjunction with Urban Library Council statement on race and equity the trustees adopted a few month ago.

He went on to state the STAR employees for the month of May were our outstanding business office. They have done the impossible by running a virtual office when they were not necessarily set up to do so. During the month of June, we have three staff members retiring - Cindy Wigen, Clara Strom, and Rhoda Davis. Mr. Kershner asked what the customer response has been to curbside pick-up and Mr. Chanse said overall it has been positive. Mr. Kershner asked if staff were overwhelmed with the demand on materials. Mr. O'Malley said the staff is inundated as they clear current holds, but they have scheduled an internal blitz at the South Hill branch to remove those holds that have accumulated over the past few weeks. Ms. Hemingway asked if we expect to open the libraries to customers at phase 3. Mr. Chanse stated that is the current thought and other library systems agree that will be the best practice. He noted in that scenario we would be limiting capacity based on square footage with every other computer available for use. Also, we would not open our community rooms opened and set time limits for customers.

#### **COUNCIL LIAISON REPORT**

None

#### **COMMUNICATIONS REPORT**

Ms. Donovan stated the team has been preparing for curbside service and summer reading. Both projects have been made possible due to our purchases of 'Communico' and 'Patron Point'. She noted the usage numbers will be reported at the next meeting for both platforms. Ms. Donovan stated the youth services team has been working hard on virtual summer reading programs which we are able to promote through the 'Peach Jar' application through Spokane Public Schools. She gave a shout out to our own Katie Rickard who was on KHQ live to talk about summer reading and promote the program offerings. Ms. Donovan reported the social media statistics and stated we are recycling our most popular book faces on Instagram. The focus of our last newsletter was encouraging customers to download our new application that has almost 1,000 units downloaded to date. She concluded her report by mentioning our earned media with a feature in 'The Atlantic' and 'Library Journal' for our financial helpline and our transition to a temporary homeless shelter.

#### **NEW BUSINESS**

##### **12a. Friends of the Library Update**

Ms. Kochis presented the Friends of the library update for 2019 to the board. Ms. Hemingway thanked the Friends for all of their hard work on behalf of the library.

#### **PUBLIC COMMENT**

The public had the option to email [trustee@spokanelibrary.org](mailto:trustee@spokanelibrary.org) with any comments and none were received.

#### **EXECUTIVE SESSION**

None

**NEXT REGULAR MEETING**

The next regular meeting will be Tuesday, August 18<sup>th</sup> at the STA Plaza. The trustees agreed to cancel their July meeting.

**ADJOURNMENT**

The meeting adjourned at 5:23pm.

Secretary \_\_\_\_\_

Chairman, Board of Trustees \_\_\_\_\_ Date \_\_\_\_\_