

MINUTES OF THE BOARD OF TRUSTEES MEETING**June 15, 2021**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, June 15, 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, Absent
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 4:32pm 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
Sally Chilson
Katie Rickard
Jason Johnson
Dave Richardson
Jene Ray

CHANGES TO THE AGENDA

None

APPROVAL OF MAY 18, 2021 MEETING MINUTES

Ms. Starkey moved to approve the minutes. Mr. Kershner 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 143 days of operating costs in available cash and investments balance. Expenditures for the month totaled \$663,761. We received our first allocation of levy lift dollars. In Business Office news, the City of Spokane will see a full 9 percent for sales tax rate on July 1. The asset tracking system is not in effect, and we will proceed with using the original asset tags. Ms. Hemingway asked about the expenditure trends and the comparison of totals between 2019 and now. Ms. Edwards attributed this to bond construction projects. Spending is down and we are not seeing repairs and maintenance cost. No further questions.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Brown explained we finalized an amendment with Luci Creative for the fall protection. She also provided a list of purchase orders which were the result of two board actions in December 2020. One for the procurement and purchase of technology equipment and the other for furniture up to the maximum budgets. Ms. Brown highlighted the progress we've made since then. Ms. Starkey asked about furniture lead time. Ms. Brown explained Mr. Chanse will discuss this. The topic of the month was Central Library. Mr. Johnson explained how construction at Central Library is progressing. Mr. Kershner asked if there will be three main entrances. Mr. Johnson confirmed. No further questions.

Mr. Walker highlighted the happenings at each location and that the architects and contractors have started their punch lists. Ms. Starkey asked about the louvers for the HVAC system. Mr. Walker confirmed. Mr. Kershner asked about the children's areas. Mr. Walker noted Liberty Park's children's area will go in next week. No further questions.

CHAIRMAN'S REPORT

The Trustees received letters about Northeast Community Center and guests will share their thoughts later in this meeting.

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse explained opening dates were pushed back due to shelving delays. We received bid packages from the vendors to better understand timelines. The Hive™ will open on time. There may be a delay of a few months for the other locations. Manufacturing delays are the largest contributor to the delay. Mr. Kershner asked if we shared the dates publicly. Mr. Chanse and Ms. Donovan explained the dates were published in some places and we had to pull them back. No major announcements were made.

Curbside pickup offerings were terminated due to lack of use. We are anticipating news and planning for a state-wide reopening, including moving toward full-capacity, computer use, and pre-pandemic hours. We may offer outdoor programming and follow health guidelines set by

partners while working with them. STA Summer Passes are offered again this summer. There is full access to the Summer Passes for youth county-wide. Lilac City Live is coming back in September at Lucky You Lounge. For DEI news, June is Pride Month and we created a book list recommended by community members. The admin team will use a DEI lens when they participate in various policy reviews. Kanopy was purchased by OverDrive and no changes will take effect immediately. Staff STAR went to Gordon Goldner. Mr. Kershner gave a shout out to the Friends of the Library for supporting Summer Reading. Ms. Starkey asked when Lilac City Live will start. Mr. Johnson responded with the third Thursday of September. Mr. Chanse added Central Library will most likely not experience opening delays. No further questions.

COUNCIL LIASION REPORT

None

COMMUNICATIONS REPORT

Ms. Donovan reported on Marketing highlights including Summer Reading launching on June 1, MAC and Mobius passes, and STA Summer Passes. There was an increase in Facebook and Instagram engagement in May. YouTube views are averaging 4,000 views a month. The Library was referenced in two articles. No further questions.

NEW BUSINESS

12a. Northeast Community Center Proposal – Andrew Chanse

Mr. Chanse introduced Dave Richardson and Jene Ray from Northeast Community Center. Mr. Richardson explained there is limited space at the current Northeast Community Center and asked the board to consider granting the NECC the Hillyard Library building to create a mental health and counseling center. Ms. Hemingway asked if there is a timeframe implemented to use COVID Relief funds. Mr. Richardson answered the timeline is fluid, but they would need to use the funds soon. Mr. Kershner asked Mr. Chanse about the situation with Hillyard Library. Mr. Chanse explained we own the building, but the land is owed by the City. Ms. Starkey asked if the City owns the land the NECC sits on. Mr. Richardson confirmed. Ms. Starkey asked about the state of a mental health center being near the school. Ms. Ray answered the wait times to access mental health for youth is scheduled past the end of September and that's too long of a wait. Shaw Middle School staff were excited to help provide students with access to a mental health center. They are supportive of this opportunity. Mr. Kershner asked about the budget and if we were depending on funds from this asset. Mr. Chanse explained that wasn't in the budget. No further questions.

12b.: Hillyard Library Subcommittee -- Andrew Chanse

Ms. Hemingway, Mr. Kershner, and Ms. Starkey expressed interest in forming a Hillyard Library subcommittee. Ms. Hemingway asked how we proceed. Mr. Chanse asked if there are scheduling conflicts over the summer that would inhibit conversation on this topic. Ms. Hemingway and Ms. Starkey expressed their conflicts. Mr. Chanse asked to appoint all three Trustees to the subcommittee, with one Trustee serving as an alternate. Ms. Starkey asked about the logistics of correspondence. Mr. Chanse explained the process. The motion is for Mr. Kershner and Ms. Hemingway to make up the subcommittee, with Ms. Starkey as an alternate.

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

12c.: Central Branch MOU with Transitions New Leaf Kitchen and Café – Jason Johnson

Mr. Johnson shared the background of this agenda item. An MOU with Transitions New Leaf Café needs to be approved. Ms. Starkey moved to approve the motion. Mr. Kershner seconded the motion. The motion passed unanimously.

12d.: 2018 UTGO Library Capital Bond Fund #3365 – Central Branch Food Service Equipment - Jason Johnson

Mr. Johnson explained that there are necessary components needed to outfit the space for the third floor. Ms. Starkey asked if this will be used by both Transitions and by staff. Mr. Johnson clarified there are two separate spaces and the one on the third floor will be operated by the Library or the Foundation, or by those renting out the space. Ms. Starkey asked if it is our responsibility to maintain the equipment. Mr. Johnson confirmed. Mr. Kershner asked if the café will have food. Food is made from their kitchen offsite. Ms. Starkey moved to approve the motion. Mr. Kershner seconded the motion. Mr. Kershner asked if there are liquor control issues on the third floor. Mr. Johnson explained there is a special event license needed from the Foundation for these types of special events. Mr. Chasse added those partners are trained. The motion passed unanimously.

12e.: Summer Reading – Katie Rickard

Ms. Rickard presented Summer Reading materials. 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, July 20, 2021. Location will be virtual.

ADJOURNMENT

The meeting adjourned at 5:48 pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____