

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

**August 18, 2020**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, August 18, 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, Absent  
Mr. Jim Kershner

### **COUNCIL LIASION**

Ms. Kate Burke, Absent

### **LIBRARY DIRECTOR**

Mr. Andrew Chanse

### **CALL TO ORDER**

The meeting was called to order at 4:33pm by Ms. Hemingway.

### **VISITORS**

Rae-Lynn Barden  
Penny Brown  
Jason Johnson  
Nicole Edwards  
Amanda Donovan  
Matt Walker  
Alan Wagner  
Kiah Shapiro  
AJ Goehle  
Caris O'Malley

### **CHANGES TO THE AGENDA**

None

### **APPROVAL OF June 16, 2020 MEETING MINUTES**

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

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

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

## **APPROVAL OF July 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 closed the month with 110 days of operating costs. She noted the library received three general fund allocations due to the three-pay period month in July. Ms. Edwards stated the facilities department has deferred the planned purchase of \$100,000 for a new van until 2022. She highlighted the expenditures for the past two months with \$40,000 in retiree payments and the 2<sup>nd</sup> quarter interfund charges from the city. Ms. Edwards concluded her report by stating the business office has accelerated the budget process and will be presenting the financials to the board soon. Also, the library was contacted by the auditor's office asking to review our 2019 financial assets as part of the citywide audit. Mr. Kershner asked how the general fund allocation affected our budget and Ms. Edwards stated we will receive the same allocation as last fiscal year.

## **BOND CONSTRUCTION PROJECT UPDATE**

Ms. Brown stated we encumbered an additional \$15 million in bond proceeds which brought us to \$30 million committed and/or expended in the past two months with \$21 million remaining of our original bond proceeds. Ms. Brown described the process for review and approval of contractor invoices. The process ensures compliance with current contract terms and completion of work at the building site. The architect handling the project also signs off on the invoice. Ms. Brown stated no contracts were executed under the special signing authority in the past 60 days. She concluded her report by noting the library may have some contract amendment's coming due in the next few weeks. Mr. Walker stated 'The Hive' is two weeks ahead of schedule and the Liberty branch will be erecting steel soon as they continue to work on the slab and utilities. The Shadle branch has started the footing work while the Downtown branch work has focused on demolition.

## **PERFORMANCE REPORT**

Mr. Chanse noted this is a unique report to give as we have drastically changed our service model over the past few months. He noted the library has taken this time to look at how we report our data to the board as well as our community. Mr. Chanse introduced Ms. Dietz, the new community data coordinator, to present the performance report. She highlighted the statistics for quarter two beginning with the decreased numbers in a few fields especially in gate count. She stated circulation has been down 69% while digital resources have increased 48%.

## **CHAIRMAN'S REPORT**

None

## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Chanse submitted his written report and began by stating that even though the buildings are closed we still remain busy. The library recently formed a new 'Equity, Diversity and Inclusion' committee with 21 staff members volunteering for the kickoff meeting next week. The library launched the next 'wildly important goal' (or WIG) to focus on developing 50 safe

and effective ways the library of the future can adapt to a post-pandemic world by September 30, 2020. Mr. Chane went on to state we have extended our curbside pick-up hours and turned on the 24/7 Library kiosk at the West Central Community Center. He wanted to extend a special thanks to Juan Juan Moses, our north region community educator, who has really stepped up during the pandemic creating 55 programming videos. Mr. Chane highlighted our June's Star Employee, Katie Rickard, for diversity. Katie took the initiative to write a blog post book list on Black Stories Matter for kids and young adults. She also incorporated black voices and black stories into her well-attended Facebook Live story times. Our July Star Employee was Colin Stuart for innovation. Colin quickly stepped in to provide a workaround called Online Broadcaster Software (OBS), an open source solution that uses a streaming key. Because of Colin's know-how and speedy work, no kids were disappointed by a missed story time. Congratulations also goes to Minnie Huang for becoming a Certified Public Accountant. Mr. Kershner asked if the library received any additional guidance on safe material handling. Mr. Chane stated new information came out today and libraries are taking different approaches.

### **COUNCIL LIAISON REPORT**

None

### **COMMUNICATIONS REPORT**

Ms. Donovan stated our current software purchases of 'Patron Point' and 'Communico' have been very effective in keeping our customers updated on library news. She stated 'Spokane is Reading' launched its 19<sup>th</sup> year with a booklist of suggested reading in lieu of their yearly author event. Ms. Donovan highlighted social media coverage stating our support of Black Lives Matter was met with a very positive response and our YouTube subscribers continue to grow. The new library application is growing in popularity as well with almost 1,700 downloads. Soon customers will be able to also use the self-checkout feature of the app when we reopen.

### **NEW BUSINESS**

#### **14a. Luci Creative Presentation**

Kiah Shapiro and AJ Goehle with Luci Creative presented the preliminary designs for the children areas.

#### **14b. Index Data Contract**

Mr. Chane presented the Index Data Contract, which would replace our checkout system. We are currently using a very antiquated system for material checkouts that has not been updated since 2006. This contract was reviewed and approved by city legal. Mr. Kershner moved to approve contract with Index Data to provide implementation services and continued support. Mr. Smith seconded the motion. Motion passed unanimously.

### **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, September 15<sup>th</sup> the location to be determined.

**ADJOURNMENT**

The meeting adjourned at 5:46 pm.

Secretary \_\_\_\_\_

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