

MINUTES OF THE BOARD OF TRUSTEES MEETING**August 17, 2021**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, August 17, 2021 via Zoom meetings.

Present were:

MEMBERS

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

COUNCIL LIASION

Ms. Kate Burke, Absent

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:31pm 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

CHANGES TO THE AGENDA

None

APPROVAL OF JULY 20, 2021 MEETING MINUTES

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

APPROVAL OF JULY 2021 BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

Ms. Edwards reported on cash and investments trends, currently at 145 days of operating costs in available cash and investments balance. Expenditures for the month totaled \$991,470. The City released the 2022 budget files and we are preparing our budget due August 20. No further questions.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Brown explained we did not execute any contracts under special authority. The State Auditor asked for back up on our construction in progress as part of the financial statement audit. This month's topic is furniture. Group 4 did not make a provision for Hillyard for furniture and Ms. Brown hopes our budget can absorb that. At close of Phase 1 purchasing, Ms. Brown will share a financial snapshot if we come close to our limits. Mr. O'Malley showed what the furniture will look like in each space. No further questions.

Mr. Walker explained punch out is still happening for projects close to being completed and furniture is slowly being installed. Central Library has a lot of interior construction happening and roof work. Indian Trail and South Hill projects will go out for bid in October. No further questions.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse highlighted that The Hive™ opened last week. The artists moved in, and Mr. Chanse explained what their projects will be. We are requiring masks for staff again due to the Delta variant of the COVID-19 virus. The latest WIG is to open the buildings, launch the website, and launch the new ILS, Folio. For DEI, we are offering an Implicit Bias training to staff this month. For the collection, STAR books and Top Titles are now the Lucky Day collection, these are new and popular books available on a first-come, first-serve basis. The first location to host a new 24/7 Library kiosk is on Foothills and Hamilton at a housing complex for those transitioning out of homelessness. The STAR employee is Minnie Huang from the Business Office. Ms. Hemingway asked how many 24/7 Library kiosks we have. Mr. Chanse answered we will have a minimum of three kiosks. Ms. Hilderbrand asked if we are requiring mask use like the City is going to do. Ms. Chanse said we are encouraging masks and we are following CDC guidance, which is subject to change. No further questions.

COUNCIL LIASION REPORT

None

COMMUNICATIONS REPORT

Ms. Donovan reported on Marketing highlights including the ribbon cutting for The Hive™ and Spokane Is Reading. Advertising for The Hive™ is launching. The 20th anniversary reading list was announced for Spokane Is Reading since a live event is not possible this year due to the pandemic. The next project is opening Hillyard in September. The top social media posts were about children's areas and The Hive™ and there was earned media about Spokane Is Reading. Ms. Starkey asked where people can buy t-shirts for The Hive™. Ms. Donovan said we will be adding a t-shirt to our online store. No further questions.

NEW BUSINESS

12a. Website Redesign – Amanda Donovan

Ms. Donovan provided a preview of the website redesign. Ms. Starkey asked about the website colors being a part of the current color palette. Ms. Donovan explained these are new colors that we will marry into our current palette. Ms. Starkey asked if the current logo will still be a part of this website. Ms. Donovan confirmed. No further questions.

12b.: Library Hours – Caris O'Malley

Mr. Chanse shared a proposal of what the new operating hours could be, as Council supported expanding the Library's hours of operation. In this proposal, all libraries will be open seven days a week. We will also introduce self-service hours where staff support is limited. There is a typo in the Board packet and it should read self-service hours on Friday and Saturday are 10-11am, not 9-10am.

Ms. Starkey asked about security services during self-service hours. Mr. O'Malley answered security hours are still being decided, although the hours are likely to overlap with self-service hours. Ms. Starkey asked about confusion of self-service and having protocols in place for this hour. Mr. O'Malley shared this is an issue we are working to alleviate. If we can make this work, we are providing a 25 percent increase in access hours. Ms. Starkey asked if staff will monitor Library activity during that hour. Mr. O'Malley explained "back office" typically means they are preparing for the day actively on the floor. Each building is equipped with many security cameras and systems. Ms. Starkey asked how the staff members are reacting to this. Mr. O'Malley explained staff is supportive of expanded hours in general but skeptical of whether customers will recognize that there is no service available at this time. If we can share the parameters clearly, the community and staff will recognize this service is a benefit. Ms. Starkey asked if we can establish a time period to review this service after 90 days or another set amount of time. Mr. Chanse confirmed we can and we can adapt accordingly. We are asking the Board to approve the operating hours as presented. Mr. O'Malley shared we have a review period of six months and Ms. Starkey would like to make the review sooner. Ms. Hemingway asked if there are other libraries in the United States with self-service hours. Mr. Chanse confirmed and mentioned Fort Vancouver had a facility that is entirely self-service. Our system is unique as this is a hybrid model. Mr. O'Malley mentioned Oxnard, California and a mall library that is self-service. Ms. Hemingway suggested having several reviews instead of one review for



this service. Ms. Starkey moved to approve the motion. Mr. Smith seconded the motion. The motion passed unanimously.

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, September 21, 2021. Location will be virtual.

ADJOURNMENT

The meeting adjourned at 5:39 pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____