

**MINUTES OF THE BOARD OF TRUSTEES MEETING****October 20, 2020**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, October 20, 2020 via Zoom meetings.

Present were:

**MEMBERS**

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

**COUNCIL LIASION**

Ms. Kate Burke

**LIBRARY DIRECTOR**

Mr. Andrew Chanse

**CALL TO ORDER**

The meeting was called to order at 4:30 pm by Ms. Starkey.

**VISITORS**

Skyler Noble  
Penny Brown  
Nicole Edwards  
Amanda Donovan  
Matt Walker  
Caris O'Malley  
Paul Chapin  
Ellen Peters  
Alan Wagner  
Natalie Hilderbrand  
Tara Neumann

**CHANGES TO THE AGENDA**

None

**APPROVAL OF SEPTEMBER 15, 2020 MEETING MINUTES**

Mr. Kershner moved to approve the meeting minutes. Ms. Hemingway seconded the motion. The motion passed unanimously.

**APPROVAL OF SEPTEMBER 2020 BILLS AND CONTRIBUTIONS**

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

### **FINANCIAL UPDATE**

Ms. Edwards stated there was enough cash and investments to cover 110 days of operating costs in September and that the expenditure trend outlines were normal this year. Ms. Edwards explained we expended 64 percent of the adopted budget. The Business Office received an E-rate reimbursement for data costs. No questions.

### **BOND CONSTRUCTION PROJECT UPDATE**

Ms. Brown stated \$3.2 million in vendor payments were processed in September. There is approximately 28 percent of the original \$77 million bond proceeds remaining. The group has been working on tasks related to Phase 2 projects which include Indian Trail and South Hill. Mr. Kershner asked if we are on budget. Ms. Brown confirmed we are.

Mr. Walker explained he is working with Group 4 Architecture on FF&E (Furniture, Fixtures & Equipment) selection. The Hive is taking shape. Liberty was behind in the schedule, but steel beams were placed. The Lens space at the Shadle Library was taking shape. Construction crews opened the floor between the second and third floor of the Downtown Library. Shaw (Hillyard) was sheet rocking and installing curtainwall and was ahead of the rest of the projects. Ms. Starkey affirmed the projects are coming along. No further questions.

### **PERFORMANCE REPORT**

None

### **CHAIRMAN'S REPORT**

None

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

Mr. Chanse reminded the board of the Governor's new guidance for possible library operations for counties in a phase 2 status. On October 20, the library launched a soft opening for limited computer access and we have an agenda item for the trustees to receive a more in-depth overview of these developments. The Spokane Public Library Foundation convened for the first time since the pandemic began. Mr. Chanse and a representative from Integrus presented to the Foundation on all the library bond projects. Public program highlights for the past month included a new partnership with Meals on Wheels and walking tours prepared by Eva Silverstone and Vanessa Strange. Toni Etier and Gordon Goldner were the STAR Employees of the Month. Ms. Edwards and Mr. Chanse recently presented our budget to City Council. There was some interest expressed in keeping the Northtown location after Shadle Library construction is completed. Mr. Chanse also shared the children's play spaces with City Council. Mr. Kershner asked if we will discuss library reopening in the meeting to which Mr. Chanse confirmed. Ms. Starkey asked if the Library Foundation has a library representative who attended those meetings. Mr. Chanse was the liaison presently but would like a board member present. No further questions.

### **COUNCIL LIASION REPORT**

Ms. Burke shared she is negotiating the budget with the Mayor. As of last meeting, the council staff has grown. No further questions.

## **COMMUNICATIONS REPORT**

Communications started selling t-shirts on the library's Zazzle web store. Ms. Donovan stated that the closure of curbside pickup while the air quality was hazardous to keep staff and customers safe was the major story of the month. The top posts on social media refer to the Read and Walk, a Bookface, and curbside closures due to air quality. The top videos on YouTube were Latinas in Mariachi, Finding Your House History Online, and How to Use Your Student Library Card. Mr. Kershner asked where the money for the t-shirts goes. Ms. Edwards answered that it will go to proceeds from revenue. Mr. Kershner asked if there are issues about handling money. Ms. Donovan confirmed with Ms. Brown and Ms. Edwards beforehand that money handling would not need to go through the Foundation. No further questions.

## **NEW BUSINESS**

### **13a. Employee Engagement Survey 2020 (Alan Wagner)**

Mr. Wagner explained there was almost 100 percent engagement on the employee engagement survey this year. This was the sixth year the library has conducted this survey. The results showed the library continued improvement. Top improvements included garnering more positive responses on 19 of 29 questions. Potential areas of improvement included not having information to do the best job possible and not knowing the measurement for success. Mr. Kershner affirmed the library is on the right track in improving employee engagement. No further questions or comments.

### **13b. Capital Bond Fund #3365-Amendment to Group 4 Consultant Agreement (Penny Brown)**

Ms. Brown requested approval to execute an amendment to the original agreement with Group 4 to add architectural and engineering services from schematic design through construction support services for the Phase 2 projects in an amount not to exceed of \$490,000. Ms. Hemingway moved to approve execution of the amendment. Mr. Kershner seconded the motion. The motion passed unanimously.

### **13c. Capital Bond Fund #3365-City of Spokane Public Work Agreements (CSO 26) (Penny Brown)**

Ms. Brown requested approval to execute an agreement with the City of Spokane which will result in the transfer of \$400,674 from City of Spokane Public Works Department to the Library Capital Bond Fund #3365 and will subsequently result in the performance of the afore mentioned work as part of the Library Bond projects. Ms. Hemingway asked if there were risks to the library with the requested approval. Ms. Brown explained the Bond Team was comfortable with the numbers. Mr. Kershner asked if it didn't make sense for them to do landscaping and paving now. Ms. Brown explained the timing of the completion of the CSO project conflicted with the renovation work on the downtown branch. It was in the best interest of all parties to handle that work as part of the downtown renovation. Mr. Kershner moved to approve the amendment as recommended. Ms. Hemingway seconded the motion. The motion passed unanimously.

### **13d. Capital Bond Fund #3365-Amendment to Hill International Consultant Agreement (Penny Brown)**

Ms. Brown requested approval to execute an amendment to the original Hill International agreement to add program and construction management services for the Phase 2 projects (South Hill and Indian Trail) in an amount not to exceed \$140,000. Mr. Kershner moved to approve action as recommended. Ms. Hemingway seconded the motion. The motion passed unanimously.

### **13e. COVID-19 Operations Update (Caris O'Malley)**

Mr. O'Malley explained the Library's phased reopening plan to the updated Governor's guidance. There are five different phases included in the plan. The first being limited computer access which launched on October 20. The second phase will be expanded computer access to begin a week after the first phase. The third phase is limited Grab N' Go service which included holds pickup and browsing. The fourth phase is expanded Grab N' Go access where library capacity will be expanded further. The first four phases are scheduled visits through Communico. The fifth phase will open the library to 25 percent capacity with no reservations in Communico prior to a guest's visit. Mr. Kershner asked what the 25 percent number refers to and how we determine capacities. Mr. O'Malley answered the fire marshal sets the capacity and we calculated what each location's capacity at 25 percent would be. Ms. Starkey asked if Grab N' Go will allow customers to pull items off the shelf and re-shelve the items themselves. Mr. O'Malley answered touch transmission is not as concerning as respiratory transmission according to recent findings. The library would sanitize high touch areas as necessary. Ms. Starkey asked if restrooms will be open to the public to which Mr. O'Malley confirmed. No further questions or comments.

### **13f. Appoint Committee for Director's Performance Appraisal (Alan Wagner)**

Mr. Wagner explained the board needs to appoint a committee for Mr. Chanse's performance appraisal as Executive Director. Mr. Smith and Ms. Starkey volunteered to work with Mr. Wagner. No further questions or comments.

### **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, November 17, 2020. Location will likely be online.



**ADJOURNMENT**

The meeting adjourned at 5:22 pm.

Secretary \_\_\_\_\_

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