

MINUTES OF THE BOARD OF TRUSTEES MEETING**November 17, 2020**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, November 17, 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

COUNCIL LIASION

Ms. Kate Burke

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:31 pm by Ms. Starkey.

VISITORS

Skyler Noble
Penny Brown
Nicole Edwards
Amanda Donovan
Matt Walker
Paul Chapin
Alan Wagner
Natalie Hilderbrand
Tara Neumann
Shiloh Deitz

CHANGES TO THE AGENDA

None

APPROVAL OF OCTOBER 20, 2020 MEETING MINUTES

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

APPROVAL OF OCTOBER 2020 BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

Ms. Edwards stated there were enough cash and investments to cover 111 days of operating costs in October (net of encumbrances and reserve for capital). Our October expenditures came to \$666,778 of which payroll and benefits totaled \$506,572. We also paid the first of three installments for the Folio software implementation services. Ms. Edwards explained the City has almost implemented a new fixed asset module within our financial reporting software. The Business Office team is taking on public records requests with the City Clerk's office. Mr. Linane-Booey asked if the operating costs are based on current operations or projected 2021 costs. Ms. Edwards answered it is based on the current year operating budget and days. No further questions.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Brown reported she is withdrawing an average of \$2 million to \$3 million dollars a month to cover invoices coming in. The contracts are now encumbered for South Hill and Indian Trail, which officially launches work on both projects. It is time to establish prevailing wage compliance internal audits. Our first round of public works compliance and certified payroll audits is complete on all four projects. This involves reviewing the required Public Works filings (intents and affidavits) and submission of certified payrolls for all of the sub-contractors. Submissions are maintained in a Labor & Industries online portal where we request missing records and coordinate with the general contractor when needed. No contracts were executed between a \$45,000 and \$250,000 threshold. Ms. Starkey asked Ms. Brown to send more information on the Labor & Industries portal and Ms. Brown confirmed. No further questions.

Mr. Walker shared South Hill and Indian Trail work will start after Thanksgiving. The Hive roof and sheathing is mostly in place and slab was poured at Liberty Park. At the Downtown Library (Central Library), steel was placed on two floors. At Hillyard, drywall installation is coming together. Everything is moving forward, and general contractor invoices are being submitted. Mr. Kershner asked about construction under the Governor's guidelines. Mr. Walker confirmed we can continue to move forward. Ms. Starkey read the order and explained work can continue as long as construction companies are complying with safety measures. Mr. Chanse explained the projects are deemed essential. No further questions.

QUARTERLY PERFORMANCE REPORT

Ms. Deitz provided the performance report, which reflects that circulation went down overall. There was an increase in digital and a decrease in physical circulation. There was also a decrease in cardholders. Computer and Wi-Fi usage have been down since libraries first closed in March. Quarter 3 circulation has been up in comparison with Quarter 2. Mr. Kershner asked if we are able to keep up with curbside appointments. Mr. Chanse answered we are able to manage that with reservations made through Communico. Mr. Kershner asked what the trend is compared to when we started curbside service. Mr. Chanse answered it should be increasing but will confirm. Ms. Deitz confirmed appointments are on a steady rise. No further questions.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse outlined Grab-N-Go library access started at the beginning of the month as the Governor confirmed libraries could open at 25 percent capacity. This week, the Library pulled back Grab-N-Go access due to increasing virus cases in the county. The Spokane Regional Health District agreed with this decision. Computer access is still available at this time since it is an essential service. We are actively assessing 89 art submissions for the new library locations and will interview finalists mid-December. Integrus received an award for The Hive from the Spokane Chapter of the Institute of Architects. We are celebrating Native American Heritage Month with online videos produced by community members. Eric Morman and Ryan Tucker are the October STAR employees for a fun video they made on disinfectants. We continue to engage with the City on developing budget strategies and we are on the City's budget watchlist. Mr. Kershner asked what the watchlist is. Mr. Chanse explained they are budget items under consideration with Council and City Administration that need to be decided. Mr. Kershner asked who is on the art selection committee. Mr. Chanse answered himself, Ms. Donovan, Ms. Starkey, Eva Silverstone from Spokane Public Library, Andrew Whitver, Micah Maloney, Karen Mobley, and Mark Dailey. Mr. Kershner asked who gets the final say. Mr. Chanse answered we do. Ms. Hemingway asked where the works will be displayed. Mr. Chanse answered Central Library, Shadle Park Library, and Liberty Park Library. Mr. Linane-Booey asked what type of art will be at the Downtown Library (Central Library). Mr. Chanse answered that nothing is decided. Mr. Linane-Booey asked where to view the disinfectant video and Mr. Chanse stated he will send it out to the trustees.

COUNCIL LIASION REPORT

Ms. Burke stated Council is working on budget. Additionally, there are preliminary conversations with the school district to see if a long-term youth bus passes in partnership with Spokane Transit Authority and the City Parks department is possible. No further questions.

COMMUNICATIONS REPORT

Ms. Donovan reported that Communications spent October preparing for Grab-N-Go access through Communico reservations. Computer appointments launched on October 20. Grab-N-Go reservations were ended on November 15 due to an increase in COVID-19 cases. Curbside pickup is still permitted under increased protocols. We launched an enhancement to the Spokane Public Library app to include self-service checkout for customers to scan their own items. The top social posts were about Grab-N-Go on Facebook, a throwback to the bookmobile on Instagram, and Grab-N-Go on Twitter. Email marketing continues to help us pivot quickly in constantly changing times. Earned media included articles about offering in-person access and a Spooky Walking Tour library staff created. Ms. Hemingway asked how people reserve a computer appointment if they do not have access to a computer. Ms. Donovan answered customers can call to reserve a time. Mr. Chanse added computers were planted successfully at Crosswalk for people who do not have access to a computer, and we will be looking for more partners to increase computer access. Mr. Kershner asked if we are still providing Wi-Fi in library parking lots. Mr. Chanse confirmed with the exception of Shadle and Downtown Library (Central Library). No further questions.

NEW BUSINESS

13a. Encumbrance Carry Forward (Penny Brown)

All City department accountants as a part of year end closing are asked to identify executed contracts that are incomplete. Once identified, the accountants submit a list to the City requesting that the contracts carry-forward into the next year. All department requests are combined, and it moves to City Council for adoption. To be consistent with the Library annual budget adoption process, the encumbrance carry-forward will be presented to the Board of Trustees annually with a request to approve carry-forward (re-appropriation) to the next year. There was \$4.9 million in Bond project carry-forward that rolled into the 2020 budget from 2019. The 2020 carry-forward amount will be significant. Ms. Brown requested that the Board acknowledge and approve the obligations that we carry-forward from 2019 to 2020 at year end and approve to carry-forward all obligations not completed at the end of 2020 to 2021. Ms. Hemingway moved to approve the motion. Mr. Smith seconded the motion. The motion passed unanimously.

13b. Library Operations Fund #1300-Red Fox Consulting Agreement (Nicole Edwards)

Ms. Edwards stated Red Fox Consulting has experience in diversity, equity, and inclusion (DEI), which can support the new DEI Advisory Council's efforts to ensure our organization is conducting business in alignment with this aspect of our mission. Red Fox Consulting's services would include facilitating guided discussion, evaluation of our DEI efforts currently, and consideration of training and other improvements in the area of DEI throughout the organization. We request board approval to execute an agreement with Red Fox Consulting for consulting services that pertain to diversity, equity, and inclusion for the organization in an amount not to exceed \$66,940. This was reviewed by City Attorney Mike Piccolo. Ms. Starkey asked what the length of this contract is. Ms. Edwards answered through September or October 2021 with dates subject to change. Mr. Kershner asked how money was found for this program. Ms. Edwards explained we added administration budget for consulting services to our budget. We have additional budget available this year since other spending decreased. Mr. Kershner asked about what Red Fox Consulting does. Mr. Chanse answered it is local through the primary contractor, Tara Ramos, who does statewide equity work through Excelerate Success to organize trainings and leadership for diversity, equity, and inclusion efforts. Ms. Hemingway asked how this will be incorporated into the Library's mission, vision, and goals long-term with staff. Mr. Chanse answered this will be the first step into assessing and developing a larger strategy. No further questions. Mr. Smith moved to approve the motion. Mr. Linane-Booey 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, December 15, 2020. Location will be virtual.

ADJOURNMENT

The meeting adjourned at 5:26 pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____