

MINUTES OF THE BOARD OF TRUSTEES MEETING**December 15, 2020**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, December 15, 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
Paul Chapin
Alan Wagner
Natalie Hilderbrand
Tara Neumann
Caris O'Malley

CHANGES TO THE AGENDA

None

APPROVAL OF NOVEMBER 17, 2020 MEETING MINUTES

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

APPROVAL OF NOVEMBER 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 was enough cash and investments to cover 131 days of operating costs in November (net of encumbrances and reserve for capital). We received Levy Lid Lift dollars and the General Fund allocation was adjusted for the \$400,000 in savings, a reduction of \$80,000 per allocation for the remainder of the year. Our November expenditures came to \$654,065. We renewed annual memberships with American Library Association, Public Libraries of WA, and Washington Library Association, which provide continued access to events, news, and award opportunities. The City began to issue Federal reimbursement funds for COVID-19-related supplies purchases. There is an approval process, and we will not know the reimbursement total until they issue the funds. No further questions. There will not be a financial report for Library Operations in January because December is kept open for period 13 and the year-end closing process.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Brown explained November was a light month in expenditures at around \$1.4 million. Capital Bond projects must go through an additional review process with the City because bond documents have longer record retention requirements. Staffing at the City has been impacted by COVID-19 and the holiday delayed some invoice payments into December. The City transferred the \$400k to us for the MOU for landscaping and paving at the Central Library (Downtown). The City was not successful with the launch of the fixed asset system software mentioned in October. Minnie is processing a year's worth of input into the old system the City used prior to the suggested software. We have a \$38,000 contract with Spokane Arts Fund and increased it by \$12k to pay artists a stipend. The amendment increased the contract with Spokane Arts Fund to \$50,000. Ms. Starkey asked what the issue was with the new fixed asset system. Ms. Brown responded that the City was not able to launch the RFID tagging equipment. No further questions.

Mr. Walker shared construction is going well with no major issues. At The Hive, they are continuing slab work and roofing. At Liberty Park, they were flying glulam beams, and the building is taking shape. At Shadle Park, they put roof installation on the Lens section of the projects and continued work on mechanical, electrical, and plumbing systems. At Central Library, the project is moving forward with highlights including wall framing and the opening of the central staircase. At Shaw, they are taping sheet rock and painting. At South Hill and Indian Trail, things are moving forward with designs. Mr. Kershner asked if projects are buttoning up with winter settling. Mr. Walker answered they are almost there and they should be done buttoning up in two to three weeks. No further questions.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse shared the highlights of video programming, which included an interview with local author Jess Walter, a winter storytime series, a genealogy series, and a seasonal art break video. Mr. Chanse also highlighted ongoing work with Spokane Public Schools (SPS) in refining digital offerings to include new databases for students. For staff news, we made this year's Staff Day a virtual Staff Week to recognize the hard work done this year. The Team of the Year was Community Technology considering the smooth transition to digital and continuous digital support throughout the pandemic. The Employee of the Year was Juan Juan Moses, who created a variety of virtual programming, which included videos on urban homesteading and other topics. We launched the latest WIG (Wildly Important Goal) to focus on staff well-being. Additionally, our budget passed at the City Council meeting last night, putting us in a good position for next year. We suspended computer access through January 11, 2021 in response to the Governor's orders and increase in community COVID cases. We suspended hold pickups at STA Plaza due to inconsistent use and the increased need in staffing at other locations. No further questions.

COUNCIL LIASION REPORT

Ms. Burke explained that Council passed the Library budget and that they added a line item in the budget for the Spokane Transit Authority (STA) Student Bus Pass program. She is asking SPS for extra funding for a yearlong program and asking STA to adapt the student age range for passes. No further questions.

COMMUNICATIONS REPORT

Ms. Donovan reported that Communications coordinated virtual Staff Week with a collection of videos highlighting organizational updates and a livestream Q&A with Andrew at the end of the week. This past month, OverDrive and RBDigital merged and 41,000 audiobooks are now available on OverDrive. November was Native American Heritage Month and some of our top videos were provided by the Salish School of Spokane. We developed a Winter Reading Program per request from Spokane Public Schools (SPS) to support virtual learning. We designed a new monthly newsletter for the SPS virtual information board, PeachJar. The Inlander offered us a complimentary ad in their Back to Business Guide. One tweet from a community member about book bundles was liked 3,000 times and shared by Dan Rather, and that encouraged other libraries to create similar offerings for their curbside services. Ms. Starkey thanked the City Council and Ms. Burke for voting unanimously to change the name of a local drive to Whistalks Way. No further questions.

NEW BUSINESS

12a. Contract Amendment - mk Solutions (Tara Neumann)

Ms. Neumann reminded the Board that they approved a contract with mk Solutions in February 2020 for customer self-service solutions. As the projects progressed, we added a couple of checkouts and gates. We are looking to approve to amend the contract with mk Solutions to \$1,565,270.88. Mr. Kershner wanted to ask where the money would come from. Ms. Neumann and Ms. Brown reported it is within the AMH budget. Ms. Hemingway moved to approve the motion. Mr. Kershner and Mr. Smith moved to second the motion. The motion passed unanimously.

12b. Capital Bond #3365 - Technology Procurement (Penny Brown)

Ms. Brown shared we are turning a corner in Capital Bond Projects and that we are asking to procure and execute the purchase of technology equipment and software to the maximum budget of \$1,321,898. This will be done under the direction of Ms. Neumann and her team. To maximize the available budget and minimize costs, most technology purchases will be procured from Washington State contracts and cooperatives. Mr. Kershner moved to approve the motion. Mr. Smith seconded the motion. The motion passed unanimously.

12c. Capital Bond #3365 - FFE Shelving Procurement (Penny Brown)

This item is for the procurement of furniture, fixtures, and equipment. For the record, it reads “technology” in the report packet from December 15 and should read “FFE & Shelving”. Group 4 has prepared specification packages and will submit to supplier cooperatives to request quotes. If they are acceptable, SPL will execute the purchase. Ms. Brown will share monthly where we are at in this process. We seek approval to proceed and execute the purchase of furniture, fixtures, and equipment, including shelving, to the maximum budget of \$6,474,894. Ms. Hemingway moved to approve the motion. Mr. Kershner seconded the motion. The motion passed unanimously.

12d. Capital Bond #3365 - Signage, Wayfinding and Experiential Graphics (Penny Brown)

Ms. Brown explained we executed a contract with Helveticka, Inc. and set the budget not to exceed \$750,000. Helveticka, Inc. has worked since May 2020 on designs for all library locations and has taken outcomes and obtained quotes for fabrication and installation. We seek approval to increase the previously approved not to exceed \$750,000 budget for this by \$250,000 to \$1,000,000. Mr. Kershner asked if we have seen Helveticka’s designs. Ms. Brown defers to Mr. O’Malley and he confirms we have seen the designs and think they are “worth the extra expenditure.” Ms. Hemingway asked if this is just for design or if the approval is to include fabrication and installation. Ms. Brown reported it is through close-out. Ms. Hemingway asked how much of the interest earnings are left. Ms. Brown explained we have approximately \$1.8 million left. Ms. Hemingway moved to approve the motion. Mr. Kershner seconded the motion. The motion passed unanimously.

12e. Operations #1300 - Business Insurance Policy Renewal (Nicole Edwards)

Ms. Edwards explained that our existing policy expires December 31, and we seek to renew this policy. We request approval for authority to bind insurance coverage through 2021 with Hanover Insurance and Hartford Insurance in a combined quote not to exceed \$76,790. This amount does not account for unforeseen additions or deletions during the term of the policy. Mr. Kershner asked if numbers increased slightly with no major increases. Ms. Edwards confirmed. Ms. Hemingway asked why in the report, liquor liability was at \$1 million but in the comparison in the packet, it was included in the premium for 2020 and excluded in the 2021 renewal. Ms. Edwards explained we have that coverage on hold and if we do reopen, we will bring it back into the policy. Mr. Kershner moved to approve the motion. Ms. Hemingway 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, January 19, 2020. Location will be virtual.

ADJOURNMENT

The meeting adjourned at 5:20 pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____