

MINUTES OF THE BOARD OF TRUSTEES MEETING**December 14, 2021**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, December 14, 2021 via Zoom meetings.

Present were:

MEMBERS

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

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

Skyler Noble
Penny Brown
Nicole Edwards
Amanda Donovan
Matt Walker
Paul Chapin
Alan Wagner
Tara Neumann
Caris O'Malley
Natalie Hilderbrand
Alina Murcar
Sally Chilson

CHANGES TO THE AGENDA

Mr. Kershner asked if the Executive Session for Personnel was for staffing. It was decided that the Executive Session will not take place this month.

APPROVAL OF NOVEMBER 16, 2021 MEETING MINUTES

Mr. Kershner moved to approve the motion. Mr. Linane-Booey, IV seconded the motion. The motion passed unanimously.

APPROVAL OF NOVEMBER 2021 BILLS AND CONTRIBUTIONS

Mr. Kershner moved to approve the motion. Mr. Linane-Booey, IV seconded the motion. The motion passed unanimously.

FINANCIAL UPDATE

Ms. Edwards reported cash and investments balance is at 161 days of operating costs in addition to expenditure trends. Total expenditures for the month were \$824,049. Repair work is underway to the Central parking garage. No financial report will be shared in January due to period 13 posting that occurs in January. Mr. Kershner asked about the parking garage bill. Ms. Edwards said it will be about \$41,000 but our portion will only be \$5,000, which is our insurance deductible. No further questions.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Brown provided perspective on November expenditures and where the money was allocated. The Library is going through two reviews in the 2020 accountability portion of the annual audit by the Washington State Auditor's Office. It includes expenditure review of invoices from Leone and Keeble and the second is Public Works Procurement both are a few weeks from completion. In regard to fixed assets, the City was successful in uploading January 2021 fixed assets. Ms. Brown and Ms. Huang have spent three months preparing inventory uploads for all of 2021. This task is cumbersome due to technology procurement for the branches that are being placed in service. No contracts executed under special authority. Mr. Linane-Booey asked what the third audit was. Ms. Brown clarified that we are being reviewed in two portions – the one in question being the audit under public works procurement.

Mr. Walker expressed most projects are wrapping up. Central Library is six months away from closeout with some issues popping up to pay attention to. Indian Trail and South Hill have designs underway with them going to bid the third week of January. Ms. Hemingway asked how much longer until we close out Shadle Park and Liberty Park. Mr. Walker said two months. Ms. Brown added there is a step before closeout where it needs to be brought before the Board for approval. No further questions.

CHAIRMAN'S REPORT

None.

EXECUTIVE DIRECTOR'S REPORT

City Council approved the City's budget with the Library's full ask within that total. Other highlights include entering a pilot project with Spokane Public Schools where we will manage their collection at Glover and Shaw Middle Schools. This will help us better understand what student needs are. We entered an additional partnership with Spokane Regional Air to install air quality sensors at our Libraries. This partnership will be led by Ms. Deitz. STCU provided libraries with \$6,000 for Giving Tuesday.

Staff created a short history video about the history of Liberty Park that is gaining public interest. The STAR spotlight went to Saul Desautel from Facilities. We successfully launched FOLIO with a few minor issues that are under constant maintenance by staff and IT.

Ms. Hemingway asked how we will staff the school libraries partnership. Mr. Chanse explained we will increase staff in Support Services to help with in-house processing. Mr. Kershner asked about the STCU donation for Giving Tuesday and whether it went to the Library or the Foundation. It goes to the Library. Mr. Kershner asked if FOLIO is useable. Mr. Chanse confirmed this and explained some of the issues experienced. Mr. Linane-Booey, IV asked how fast the air quality censor project will come together and what the timeline is. Mr. Chapin explained we asked for this grant and the technicians at Spokane Regional Air will be at libraries in December and January, then we will get the sensors ordered, and their staff will help us install them in the new year. The data from this will be displayed at all locations. Mr. Linane-Booey, IV asked where this information will be displayed. Mr. Chapin said they are purple sensors where this data will be shared at each location. Mr. Chanse added this data will interact with other City data insights. Mr. Kershner asked if the Giving Tuesday donation is earmarked for anything specific. Mr. Chanse highlighted the donation can go toward any Library need. No further questions.

COUNCIL LIASION REPORT

None

COMMUNICATIONS REPORT

Ms. Donovan reported on Marketing highlights in November. The paid marketing campaign with the agency The Woodshop launched in November. The three digital ads from this campaign gained over 1 million impressions. The social media impressions were high due to a threat that took place. We received national interest about a tweet regarding the laptop dispenser at Shadle Park Library which led to a Spokesman-Review article. Mr. O'Malley published an article in Computers and Libraries regarding FOLIO. No further questions.

NEW BUSINESS

12a.: #1300 Amendment to Shadle Land Lease Agreement

Mr. Chanse explained the situation regarding the boundaries of the public artwork and library boundaries within the Parks. We worked with the Parks and Recreation board to align with their policy and amend the agreement of the land lease at Shadle Park and Liberty Park Libraries. The tennis courts at Liberty Park need to be replaced with a different recreational option, hence the Liberty Park remediation. The Park board did approve all three items (12a, 12b, and 12c).

Mr. Kershner asked where the additional expense would come from and if we can handle it. Mr. Chanse and Ms. Brown said it would come from a contingency in the Bond project budget. This money will return to us in the form of park services. No further questions.

We request Board approval to execute the amendment to the Land Lease and Use Agreement with City Parks & Recreation Department. Mr. Kershner moved to approve the motion. Mr. Linane-Boeoy, IV seconded the motion. The motion passed unanimously.

12b.: #1300 Amendment to Liberty Land Lease Agreement

Mr. Chanse explained this item in 12a. We request approval to execute the amendment to the Land Lease and Use Agreement with City Parks & Recreation Department. Mr. Smith moved to approve the motion. Mr. Linane-Boeoy, IV seconded the motion. The motion passed unanimously.

12c.: #3365 Amendment to Liberty Remediation

Mr. Chanse explained this item in 12a. We request approval to execute the amendment which increases square footage and the monetary value of the MOU from \$225,000 to \$260,000. Mr. Linane-Boeoy, IV moved to approve the motion. Mr. Smith seconded the motion. The motion passed unanimously.

12d.: 2022 Business Insurance Policy

Ms. Edwards explained the coverage we are renewing includes Property, Liability, Fine Arts, Auto, Umbrella, Crime, Sexual Abuse, Earthquake, and Management & Employment Practices Liability policies. After reviewing and evaluating coverages and premiums it has been concluded that the best option is with a company called Philadelphia Insurance. A motion approving the binding of coverage policies for the year 2022 at a combined amount not to exceed \$80,000. Mr. Kershner asked if the \$80,000 include the Management & Employment Practices Liability. Ms. Edwards confirmed. Mr. Kershner followed up and asked if she will need to come back to the board. Ms. Edwards said we will not need to come back to the board. Mr. Chanse added we started this process earlier than usual due to COVID delays. No further questions. Mr. Linane-Boeoy, IV moved to approve the motion. Mr. Smith seconded the motion. The motion passed unanimously.

12e.: #1300 Technology Staff Computer Procurement

Ms. Neumann explained we are seeking an upgrade for staff computers now because we were waiting for the larger projects to start wrapping up. Additionally, staff are using more data and need the tech to accommodate this increase. We request board approval to purchase necessary staff computers in an amount not to exceed \$55,000.00. Mr. Kershner asked if the expense will come out the budget. Mr. Chanse confirmed, and we have a line item for technology. Mr. Smith moved to approve the motion. Mr. Kershner moved to second 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

This was removed from the agenda.



NEXT REGULAR MEETING

The next regular meeting will be Tuesday, January 18, 2022. Location will be virtual.

ADJOURNMENT

The meeting adjourned at 5:13 pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____