

MINUTES OF THE BOARD OF TRUSTEES MEETING**July 19, 2022**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, July 19, 2022 via Zoom meetings and in-person at Central Library.

Present were:

MEMBERS

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

COUNCIL LIASION

Councilmember Jonathan Bingle, Absent

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:34pm by Ms. Hemingway.

VISITORS

Skyler Noble
Penny Brown
Nicole Edwards
Paul Chapin
Alan Wagner
Tara Neumann
Caris O'Malley
Andy Rumsey
Alina Murcar
Ashley Lock
Lorraine Mead
Lisa Cox
Charles Hansen

CHANGES TO THE AGENDA

None

APPROVAL OF JUNE 14, 2022 MEETING MINUTES

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

APPROVAL OF JUNE 2022 BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

Operations: Ms. Edwards reported we had the ability to pay 169 days of operating costs. The June expenditures totaled \$744,057. We brought barcoding in-house to save money. Our lease at STA Plaza ended as of July. Room booking software through Communico was set up. The 2023 budget was close to being completed for Library. Ms. Starkey asked when the finance committee meeting was. Mr. Chane and Ms. Edwards said it is Thursday the 21st at 11:15am. Mr. Kershner commented we usually do not have a meeting in August and clarified that we are next month. Mr. Kershner asked if the Friends covered part of the Summer Reading magazines. Ms. Edwards said they covered about \$5,200. Ms. Hemingway asked if we have become so efficient that we brought back in-house barcoding with the extra library space. Ms. Edwards confirmed. Mr. Chane mentioned the vendor was not meeting our criteria and it was better to bring it back in-house. No further questions.

Bond: Ms. Brown reported we processed 17 purchase orders for furniture and metal shelving in June for Phase 1 projects. The metal shelving prices are now including steel surchargers which were not encountered in Phase 1. Custom casework and staff furniture still needs to be ordered and are under review. Fortunately, Phase 1 furniture and shelving costs are under budget, and we are still operating within the Board approved maximum. Central Library opened July 11, and we will encounter the most voluminous manual upload for placing fixed assets into service. No contracts executed under special threshold authority. No further questions.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Mead presented on closeout for Liberty Park and The Hive, and we are receiving the official certificate of occupancy for The Hive on July 20. Construction is underway at Indian Trail and South Hill. Central Library received the certificate of occupancy on July 8. Ms. Mead reported on other items for the locations. Ms. Hemingway asked what the timeline is for South Hill and Indian Trail to open. Ms. Mead said it will be the end of the year or the beginning of 2023 since we still need to order furniture. Mr. Chane mentioned South Hill is likely to open first. No further questions.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chane congratulated the organization for the successful opening ceremony of Central Library. Over 2,500 people visited the building that day and we are seeing a growth in usage of our resources. We hosted the Point in Time Count at the library and over 150 people attended. Ryan McComb will be doing a comedy special at the library and Lilac City Live will be happening July 25.

STAR Spotlight went to Minnie Huang for her work in asset tracking. Mid-Columbia Libraries visited and toured the system. They want to replicate our relationship with Spokane Public Schools. We are focused on hiring at the library. We received a clear title for the land at The Hive and Central Library. No further questions.

COUNCIL LIASION REPORT

None

COMMUNICATIONS REPORT

Ms. Murcar presented highlights from June which included the completion of wayfinding at Central Library, photoshoots at Liberty Park and Central Libraries, and the opening of Central Library. Most social media highlights are from the grand opening of Central Library. Pride Month was also a highlight in social media.

Recommended Reads newsletters are our second most popular email read each month. We received 14 earned media opportunities for the Central Library reopening. Ms. Murcar shared more statistics from the grand reopening of Central Library. No further questions.

NEW BUSINESS

12a.: Music Education Overview Presentation – Andy Rumsey

Mr. Rumsey presented on Music Education at the Library. He explained the tiers of service available at Central Library's Media Studio and the local music Wiki to chronicle the work of musicians in the area. Mr. Rumsey explained MUSICat for our new addition of Lilac City Local, where local musicians can upload music for the community to access. Ms. Hemingway asked if local musicians can apply to have their albums loaded to MUSICat. Ms. Rumsey confirmed and what budget was previously assigned to Freegal will now be allocated to MUSICat.

Mr. Kershner asked if they could use the instruments in the room currently. Mr. Rumsey confirmed. Mr. Kershner asked if Mr. Rumsey offers all the lessons mentioned. Mr. Rumsey confirmed. Mr. Kershner asked if someone can help a visitor if they want to use the Production Studio. Mr. Rumsey wanted to make himself available for people who are interested in learning, but otherwise the room is equipped with instructions for the equipment. Mr. Chanse asked if KYRS will help as well. Mr. Rumsey confirmed. Mr. Kershner clarified that someone should be available to help with the process and they can if they book a time with Mr. Rumsey. No further questions

EXECUTIVE SESSION

None

PUBLIC COMMENT

The public had the option to email trustee@spokanelibrary.org with any comments and none were received. Mr. Hansen made a comment about the inconvenience of closing the library at 7pm for community members who work late. Mr. O'Malley added that the genealogy collection may move to Shadle Park. Mr. Chanse clarified the history of the hours and what they are today to have consistent hours throughout the system. Mr. Kershner asked about self-service hours. Mr. Chanse said we may extend them in the future. Mr. Kershner asked if it would be easier at Central Library. Mr. Chanse said it would be more difficult at Central Library. Mr. Kershner asked how the self-service model was working. Mr. Chapin answered that there are currently two people working the desk during self-service and there have been no issues at Central Library. Mr. Kershner clarified and asked about the other locations. Mr. Chapin said it is working at the other locations. Mr. Kershner asked Mr. Hansen if hours were extended for self-service at Shadle Park would be helpful for genealogy. Ms. Bronson added she is staffing the room from 9am-4pm for walk-ins and the genealogy collection is currently available during that time. Mr. Kershner asked if the genealogy collections is in the Inland Northwest Special Collections. Ms. Bronson confirmed. Ms. Starkey added the additional weekend hours may help with this issue as well. No further questions.

NEXT REGULAR MEETING

The next regular meeting will be Tuesday, August 16, 2022. Location will be at Central Library, 906 W. Main.

ADJOURNMENT

The meeting adjourned at 5:19 pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____