

MINUTES OF THE BOARD OF TRUSTEES MEETING November 18, 2025

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, November 18, 2025, in person at Indian Trail Library with virtual access via Zoom meetings.

Present were:

MEMBERS

Mr. Gary Stokes – Board Chair – Arrived at 4:36pm
Ms. Dani DeJaegher
Ms. Mari Margil
Ms. Shelby Lambdin – Vice Chair – Absent
Ms. Alexi Castilla

COUNCIL LIASION

Councilmember Kitty Klitzke

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

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

VISITORS

Amy Burchell
Marcia Johnson
Lisa Cox
Shelby Gow
Jennie Anderson
Denise Neujahr
Alina Murcar
Skyler Noble
Amanda Donovan
Jarnel Gooler
Nicole Edwards
Vanessa Strange
Juan Juan Moses
Ashley Lock
Tara Neumann
Jason Johnson

CHANGES TO THE AGENDA

None. Ms. Margil moved to approve the agenda. Ms. Castilla seconded the motion.

APPROVAL OF OCTOBER 21, 2025 MEETING MINUTES

Ms. Margil moved to approve the minutes of the October 21, 2025 meeting. Ms. Castilla seconded the motion. The motion passed unanimously.

APPROVAL OF OCTOBER 2025 BILLS & CONTRIBUTIONS

Ms. Margil moved to approve the October bills and contributions. Ms. Castilla seconded the motion. The motion passed unanimously.

FINANCIAL UPDATE

Ms. Edwards reported the library holds cash and investments sufficient to cover 73 days of operating costs. October total expenditures were \$1,361,825; highlighting staff wages/benefits (\$1,089,767), interfund charges (\$89,014), capital books/materials (\$71,052), and utilities and third-party security.

There is no bond project payment activity again this month; therefore, financials are omitted from the financial report for October in regards to fund 3365.

Business Office Updates: Staff made process improvements in reconciliation files and revenue recognition tracking items. Additionally, a special meeting was held for Library with City Council during this month to discuss the budget and the takeaway is that it went well and our voices were heard during the open dialogue

Ms. DeJaegher asked about the number of days in operating costs the library should have in reserve. Ms. Edwards said we want to have 90 days in reserve as a goal, as has been for over a decade. The governmental funds minimum recommendation is 30 days. No further questions.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse explained we concluded public engagement for Vision 2030 with focus groups at the end of October. A few core takeaways were reported on. In DEI efforts, the team planned to watch a documentary in December, and the library honored Native American Heritage Month. Gonzaga University students were added to our partner card agreement and can access library materials for free. Ashley Reis was named STAR Spotlight. The library continued work with the City of Spokane on the library budget and posted communication about the state of the library budget to the public.

Ms. DeJaegher asked what the outreach services daycare team entails. Mr. Chanse explained staff pull books and provide book borrowing services at local daycares. Ms. DeJaegher clarified if this program would be removed should the proposed budget be denied. Mr. Chanse confirmed it would be an option. No further questions.

COUNCIL LIAISON REPORT

Ms. Klitzke shared that she spoke one-on-one with other Councilmembers after the library special meeting. She explained some of the limitations about speaking with the whole Council after the meeting, as that would constitute a quorum. She expressed that library operations in comparison with other libraries was compelling. Discussions about what to cut and what to keep have been challenging, and Councilmember Klitzke shared some thoughts on that. Councilmember Zappone and Klitzke have been aligned in not wanting to cut hours and service, but it is unclear what other Councilmembers think at this time. There may not be a budget prepared for the November 24th meeting. Mr. Chanse asked if the library should send the comparable reports directly to Council

or to have another meeting. Councilmember Klitzke explained that a clear and direct report to Council may be best. Councilmember Klitzke shared more thoughts about public perception about the popularity of the library. Ms. DeJaegher asked if sharing foot traffic at the branches would be helpful supplemental information. Ms. Klitzke confirmed and added providing that with explanation as to why it's important to the user experience would be helpful. No further questions.

COMMUNICATIONS REPORT

Ms. Donovan provided marketing highlights from October which included recognition for Ms. Murcar for her presentation at the Office of Neighborhood Services Neighborhood Summit, the preparatory work for the team's goals in 2026, and the initial work on the next library campaign. Ms. Donovan shared numbers about the engagement with the library's special budget message. No further questions.

PROGRAMMING REPORT

Mr. Johnson shared the programming report from October with statistics regarding participation. The highest attended events were the 33 Artists Market at The Hive, Toddler Storytime, Spokane Is Reading, The Great Pumpkin Festival, and the WSU Health Fair. Mr. Johnson highlighted the last Lilac City Live event as that event is concluded. Mr. Stokes asked if there is a possibility for the event to come back. Mr. Johnson explained that participation and the impact score kept decreasing amidst the increase in events in general. Ms. Castilla expressed her gratitude for the library in providing free and fun events. No further questions.

NEW BUSINESS

13a. Resident and Non-Resident Library Card Policy — Final Amendment – Andrew Chanse

Mr. Chanse explained this item is a follow-up to the Resident-Non-Resident library card policy from July. The library had a conversation with the Spokane Tribe and they were interested in being included within this policy.

The Library Board of Trustees is requested to:

Approve the final Resident and Non-Resident Library Card Policy, incorporating the new eligibility category under the Residents section: "Are enrolled members of the Spokane Tribe of Indians." Upon approval, this amendment will take effect immediately. Staff will update all digital and printed materials to reflect the change and will notify the Spokane Tribe of Indians of the Board's formal action.

Board Questions & Answers:

- Ms. DeJaegher asked if they would get a similar partnership to Spokane Public Schools. Mr. Chanse said they had this discussion and are open to the idea.
- No further questions

Mr. Stokes moved to approve the final Resident and Non-Resident Library Card Policy. Ms. Margil seconded. Motion passed unanimously.

13b. Holiday Policy Update – Amanda Donovan

Ms. Donovan provided background on this item with the former policy being in line with a different hours structure. There is not a need to close at 5pm anymore when we close at 6pm now. This policy would take effect in 2026.

Ms. Margil asked if we do not do this on Christmas Eve. The library has been closed on Christmas Eve but we did not feel it was necessary for the 23rd of December. Ms. Castilla asked for clarification on the policy regarding the day after Thanksgiving. Ms. Donovan shared this background.

The board was asked to approve the Holiday Policy with the two early closure times removed. Mr. Stokes moved to approve the motion. Ms. Margil seconded the motion. The motion passed unanimously.

13c. Cooking Program Presentation -- Juan Juan Moses

Ms. Moses presented on her work with library cooking programs and her goal to share healthy cooking and talent with the community.

Board Questions and Answers

- Ms. Castilla asked what Ms. Moses's next program is. The next programs are a plant swap, line dancing, and a musical event.

No further questions.

EXECUTIVE SESSION

None

PUBLIC COMMENT

The public had the option to email trustee@spokanelibrary.org with any comments.

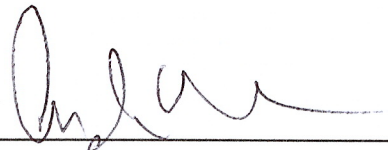
NEXT REGULAR MEETING

The next regular meeting will be Tuesday, December 16, 2025. Location will be at Liberty Park Library.

ADJOURNMENT

The meeting adjourned at 5:22pm.

Secretary



Chairman, Board of Trustees



Date

12/16/25