



MINUTES OF THE BOARD OF TRUSTEES MEETING

November 15, 2022

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, November 15, 2022 in-person at Central Library with virtual access via Zoom meetings.

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 4:31pm by Ms. Hemingway.

VISITORS

Skyler Noble
Amanda Donovan
Penny Brown
Nicole Edwards
Paul Chapin
Alan Wagner
Caris O'Malley
Lorraine Mead
Natalie Hilderbrand
Charles Hansen
Lisa Cox
Juan Juan Moses
Gene Budsock
Thanh Ngo

CHANGES TO THE AGENDA

None

APPROVAL OF OCTOBER 18, 2022 MEETING MINUTES

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

APPROVAL OF OCTOBER 2022 BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

Operations: Ms. Edwards reported we closed October with 169 days of operating costs in available cash and investments and that balance is \$6,210,230. Ms. Edwards covered the expenditure trends in October and total October expenditures were \$746,327. In Business Office news, Minnie Huang has traveled to all locations for the annual inventory audit and placing the City's new RFID tags on items. No further questions.

Ms. Brown explained there were two purchases orders issued under special authority to Leone & Keeble and Garco Construction for unexpected construction costs to resolve various building issues. Ms. Brown explained we have some construction budget left in all categories. Under active construction projects, there is contingency that was moved to building construction. Later in this meeting, the Board will be asked to approve not to exceed amounts on three active renovation projects. Ms. Starkey asked if the book drop was at Liberty Park Library. Ms. Brown confirmed and that there will be a book drop at South Hill as well. No further questions.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Mead shared there are miscellaneous items being processed with some pieces of furniture showing up at the libraries. For the Central Library contract, there are some base scope issues that will wrap up by January to close out the contract in early 2023. South Hill and Indian Trail are ongoing with a few issues that have come up that are being addressed. Mr. Kershner asked Mr. Chanse about books and materials being ordered for the new locations. Mr. Chanse explained there is still budget and orders are ongoing for South Hill and Indian Trail. Ms. Brown shared there was \$2 million for books and materials and utilized for the whole library system. There is \$413,000 remaining. Mr. Kershner asked to clarify about the issue receiving the books. Mr. Chanse explained this process slowed down due to the vendor having a ransomware attack, moving processing in-house, and publishing slowing down during the pandemic. Mr. Kershner asked if we still have plenty leftover. Mr. Chanse confirmed and explained that is for all materials. Ms. Starkey asked what the estimated time was to open South Hill and Indian Trail. Mr. Chanse shared it will be in the first quarter with Indian Trail opening late-January, early-February and South Hill opening late-February, early-March. No further questions.

CHAIRMAN'S REPORT

Ms. Hemingway explained there was a great interest in the open Board member seats and had about 20 applications. They sent three recommendations to the Mayor for consideration. No further questions.

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse thanked Ms. Hemingway and Ms. Starkey in participating in the Trustee interviews. The Hive won two more awards for a total of seven awards. Mr. Chanse was invited to participate in the West Central development project to see how the library may play a part in the development of the area. The Library had a wide array of programs on the calendar and Mr. Chanse highlighted some of those events. DEI efforts are ongoing with *Mediocre: The Dangerous Legacy of White Male America* was the next book club pick. We expanded our offerings on Kanopy. Last month, we hosted our annual Staff Day and recognized staff for their work at the library over the course of the year and staff members' years of service.

The STAR Spotlight went to Jamie Lawson at Liberty Park Library. Three new staff members onboarded. Friends of the Library gondolas were set up at each neighborhood library to act as a bookstore. We submitted the budget as proposed to the Mayor and it is now under City Council review. Ms. Hemingway asked if there are any open staff positions, we are hiring for. Mr. Wagner said there would be by the end of the year as we look forward to staffing Indian Trail and South Hill. Mr. Kershner asked what the FOLIO team was. Mr. Chanse explained it is the team that set up our catalog through the open-source Folio software. We are the first public library in the country to adopt Folio as an ILS and Library of Congress recently adopted Folio as well. Mr. Kershner asked about the Kanopy usage. Mr. Chanse explained usage has been good and it allows us to offer a more diverse collection. No further questions.

COUNCIL LIASION REPORT

None

COMMUNICATIONS REPORT

Ms. Donovan shared that Staff Day was successful and staff feedback indicated an interest in a full-day event. Staff received hoodie sweatshirts. The Marketing team traveled to Indianapolis to the Library Marketing and Communications Conference. Ms. Donovan presented on redesigning your website and Ms. Noble and Ms. Murcar presented on email marketing and beating the algorithm.

For email marketing, we increased the frequency of email marketing and saw a correlated increase in website traffic. For successful events, The Hive 33 Artists event had more than 500 people attend to shop local art. Popular posts on social media include highlights from our braiding event and haunted walking tours. Earned media highlighted Lilac City Live, The Hive 33 Artists, Indigenous People's Day, and the event When Freedom of Expression is at Risk. No further questions.

NEW BUSINESS**13a.: 2018 UTGO Capital Bond Fund – Meridian Not to Exceed – Penny Brown**

Ms. Brown asked to lift our not to exceed amount. There is \$105,000 in the not to exceed amount left with additional costs coming and at Indian Trail \$203,000 is remaining. We request to lift the not to exceed amount to \$351,000 to utilize the remaining construction budget as needed. Mr. Kershner asked if we do not need that money in the other line items. Ms. Brown explained those other items have been taken care of. Ms. Starkey moved to approve the motion. Mr. Kershner seconded the motion. The motion passed unanimously.

13b.: 2018 UTGO Capital Bond Fund – Walker Construction – Penny Brown

Ms. Brown explained this will be a similar request as 13a on the other projects with Walker Construction. There were several issues we are investigating at Central Library. \$117,000 is left in this contract and we request to lift the not to exceed amount by \$210,000. Ms. Hemingway asked if this was for Central. Ms. Brown confirmed. Mr. Kershner moved to approve the motion. Ms. Starkey seconded the motion. The motion passed unanimously.

13c.: Shadle Discovery Garden and Programming Overview – Juan Juan Moses

Ms. Moses highlighted the history of the Discovery Garden, how the Shadle Discovery Garden is utilized, and what types of programs are hosted at Shadle Park Library. 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.

NEXT REGULAR MEETING

The next regular meeting will be Tuesday, December 20, 2022. Location will be at Central Library, 906 W. Main.

ADJOURNMENT

The meeting adjourned at 5:19 pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____