

## **MINUTES OF THE BOARD OF TRUSTEES MEETING April 21, 2026**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, April 21, 2026, in person at Shadle Park Library.

Present were:

### **MEMBERS**

Ms. Shelby Lambdin  
Ms. Dani DeJaegher  
Ms. Mari Margil  
Ms. Alexi Castilla  
Ms. Kris Dinnison

### **COUNCIL LIASION**

Councilmember Kate Telis

### **LIBRARY DIRECTOR**

Mr. Andrew Chanse

### **CALL TO ORDER**

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

### **VISITORS**

Skyler Noble  
Amanda Donovan  
Sarafina Triveloni  
Jordan Hilker  
Denise Neujahr  
Vanessa Strange  
Shelby Gow  
Nicole Edwards  
Alina Murcar  
Sammi Day  
Jennie Anderson  
Jason Johnson  
Charles Hansen  
Lisa Cox  
Remelisa Cullitan  
Tara Neumann  
Ashley Lock  
Natalie Hilderbrand

### **CHANGES TO THE AGENDA**

A proposed change to remove the virtual component from the agenda was called forth after the previous decision to cease livestreaming the board meetings on Zoom. Ms. DeJaegher moved to approve the agenda. Ms. Castilla seconded the motion.

### **APPROVAL OF MARCH 17, 2026 MEETING MINUTES**

Ms. Dinnison moved to approve the minutes as presented. Ms. Margil seconded the motion. The motion passed unanimously.

### **APPROVAL OF MARCH 2026 BILLS & CONTRIBUTIONS**

Ms. Margil moved to approve the motion. Ms. Dinnison seconded the motion. The motion passed unanimously.

### **FINANCIAL REPORT**

Ms. Edwards reported there were 38 days of operating costs in available cash and investments. March balance is at \$3,325,697 which includes reserve for capital in the amount of \$1,754,775. Ms. Edwards shared expenditure trends from March, and total March expenses were \$1,027,593. Ms. Edwards highlighted some cost savings from the Facilities department where they purchased a used truck-mounted carpet cleaner which greatly improves the efficiency and timeliness of our carpet cleaning closure days.

Business Office News: The 2025 year-end tests were completed and all necessary asset tracking. Customer accounts were to be sent to collections again through FOLIO.

### **CHAIRMAN'S REPORT**

None

### **EXECUTIVE DIRECTOR'S REPORT**

Mr. Chanse reported that he participated in meetings regarding budget and levy plans. Mr. Chanse explained there may be other items on the ballot. Salt Lake City library system visited Spokane Public Library to assess how they can efficiently adjust their operations. In DEI, the library planned to discuss *The Anti-Ableist Manifesto* next month and posted an Autism Acceptance Month blog. STAR Spotlight went to Nora Wilette for helping a customer in distress.

Mr. Chanse invited Lisa Cox to share information about the Teddy Bear Quilt program earlier in the month. Ms. Cox showcased the quilts that were made.

#### Questions & Answers

- Ms. DeJaegher asked if the levy ask would be slated for 2027 or 2028. Mr. Chanse explained that the levy would need to be on the 2027 ballot for the 2028 budget.

### **COUNCIL LIAISON REPORT**

Councilmember Telis shared some upcoming legislation and projects that Council is working on.

Ms. Dinnison asked who monitors and inspects housing. Councilmember explained that is being discussed and that they are working through details.

### **COMMUNICATIONS REPORT**

Ms. Donovan shared that the new issue of *Lilac City Local* was published. April is one of the team's busiest months for programming and library promotion, including: Food

Drive, National Library Week, Get Lit, Hope in the Community, and more. Central Library, Shadle Park Library, and South Hill Library won the Best of awards for *The Inlander* Best of issue.

- Ms. Dinnison praised the efforts surrounding budget communications. Ms. Donovan thanked her and acknowledged that budget explanation will be an ongoing series throughout the year in the library's communications.

### **PROGRAMMING REPORT**

Mr. Johnson reported that the programming team had 497 programs in March and shared the impact score and highlights from the month. There were 304 one-on-one sessions and consults. No further questions.

### **SAFETY & SECURITY REPORT**

Mr. Hilker shared how the safety trainings have been going on the dates where individual branches close for carpet cleanings. There are no training dates at Hillyard as they follow Shaw Middle School's safety guidance. The Safety and Security team led a self-defense discussion during the last staff training day. They led a CCTV audit and furniture audit to improve safety standards in the branch. Mr. Hilker shared other social services updates that occurred throughout the quarter.

### **Questions & Answers**

- Ms. Dinnison asked about safety at The Hive. Mr. Hilker explained the facility is locked, and there are low-level incidents. He explained there was a guard at The Hive.
- Councilmember Tellis asked about the violations of laws policy. Mr. Hilker explained what some of these incidents are and how broad it is.
- Ms. Castilla asked about the de-escalation training and if that is based off a curriculum. Mr. Hilker explained the resources he and his team used for the training.
- Ms. Margil asked about the next cycle of training and if the training happens twice a year. Mr. Hilker confirmed and explained training will start with Central Library again in June.
- Ms. Castilla asked about the ID event and about the providers participating. Mr. Hilker briefly explained which providers will be there.
- No further questions

### **NEW BUSINESS**

#### **14A. Community Technology 2026 Lyngsoe Systems Contracts**

Ms. Edwards explained the background on this item.

### Questions & Answers

- Ms. Dinnison asked if we lease the equipment and if they are new kiosks. Ms. Edwards explained we do not lease the equipment; it was purchased with capital bond dollars during our remodel and construction phases, and this is not for new equipment, but for software and licensing on the current equipment. Now that MK Solutions has dissolved their US-based customers.
- Ms. DeJaegher asked what MK was charging annually. Ms. Edwards explained it was \$97,000 annually for the library's portion, and then there is a separate software licensing cost.
- No further questions.

A motion was presented for the Board to approve the Spokane Public Library to enter into two agreements with Lyngsoe Systems for the maintenance service and software licenses for the library and for the Spokane middle schools in the amount of \$97,853 before applicable taxes or duties. Ms. Dinnison moved to approve the motion. Ms. Castilla seconded the motion. The motion passed unanimously.

### **14B. Community Technology 5-Year Comprise Technologies, Inc.**

Ms. Edwards explained the background on this item.

The Comprise software is no longer supported on the equipment we have. A motion was presented for the Board to approve the Spokane Public Library to enter a five (5) year agreement with Comprise Technologies, Inc. for the public scanning and printing equipment, credit card terminal equipment, and maintenance and software licenses. The first two (2) years totaling \$79,099.35 after freight and taxes. This motion also authorizes continued software licensure purchases for years 2028 through 2030.

There would not be equipment purchased after 2028.

### Questions & Answers

- Ms. Margil asked if Comprise would extend their support through this year and next year and clarified if we need new equipment. Ms. Edwards explained the equipment would depreciate and that it would be replaced this year.
- Ms. Margil asked what happened to the equipment after we've replaced it. Ms. Edwards explained it would be scrapped as there is no resale value or prolonged use.
- Ms. Margil asked if it could be reused. Ms. Neumann explained how the new equipment would function better for this and that the old equipment doesn't accommodate many solutions.
- Ms. DeJaegher asked if the equipment can interface with any provider and Ms. Edwards explained that yes, this new equipment is open-source so that we have

more control over the functionality and would have option to go with various different providers instead of being handcuffed to a single-source.

- Ms. Castilla asked how this would support the new credit card scanners. Ms. Edwards explained there is a long-term solution to replace scanners as they are required by either licensing or changing card regulations. Typically the lifespan of a card reader is about five to six years.
- Ms. Lambdin moved to approve the motion. Ms. Margil seconded the motion. The motion passed unanimously.

#### **14C. Display and Distribution of Printed Materials Policy Update**

Mr. O'Malley provided background on this item. The items displayed on the Community Board should reflect actionable items that are time sensitive.

##### Questions & Answers

- Ms. DeJaegher asked if branch managers would still have oversight over the boards. Mr. O'Malley confirmed that this would provide more guidelines for approval.
- Ms. Castilla asked about the item of discussion of religious groups versus promotion of religious texts. Mr. O'Malley explained how people gathering would be permitted but not the promotion of texts. Ms. Castilla asked for more clarification. Mr. O'Malley determined that there would need to be a date rather than evergreen, standing content.
- Discussion occurred about the potential loopholes for this policy.
- Ms. Dinnison asked about the timeline of an item on the board, and Councilmember Telis clarified. Mr. O'Malley stated items would be up for thirty days prior to removal.
- No further question.

Ms. Dinnison moved to approve the motion. Ms. Lambdin seconded the motion. The motion passed unanimously.

#### **14D. Security Camera and Video Monitoring Policy Update**

Mr. O'Malley provided background on this item and asked the board to rename and revise this outdated item. Mr. O'Malley highlighted the changes from the previous policy to the revised version.

##### Questions & Answers

- Councilmember Telis asked how Federal agencies would be treated in this policy. Mr. O'Malley explained they would need to go through the public records software or through Mr. Chanse.

- Ms. Castilla asked if the library tracks requests from law enforcement. Mr. O'Malley confirmed and explained this would strengthen the record keeping. Mr. Hilker provided some details on this process.
- Ms. Castilla asked how this would work if law enforcement shared with another entity. Mr. O'Malley confirmed.
- Ms. Dinnison asked if this would only apply to video or other tracking of customer information. Mr. O'Malley explained this covers visual representation of library activities. He explained his reasoning.
- Ms. DeJaegher asked about how Hillyard and the relationship with Shaw Middle School factors into this policy. Mr. O'Malley explained they are working through this with schools to ensure they are not violating student privacy. Mr. O'Malley explained how this would work with a student who is in library footage. Ms. DeJaegher asked if this nuance would need to be highlighted in the policy. Ms. Lambdin added some wording that could be added in accordance with school policy. Mr. O'Malley stated he could add that.
- Ms. Margil asked if law enforcement would need a warrant for footage. Mr. O'Malley explained the Spokane Police Department would be represented. Any other entity would need to move through a public records request or through Mr. Chanse.

Ms. Lambdin entertained a motion to approve the policy with the amendment as it relates to any relationship with Spokane Public Schools. Ms. Dinnison seconded the motion. The motion passed unanimously.

#### **14E. Election of Officers**

Mr. Chanse explained officers were determined in January with Ms. Lambdin as chair and Ms. DeJaegher as vice chair. Ms. Dinnison moved to approve the motion. Ms. DeJaegher seconded the motion.

#### **14F. Finance Subcommittee**

Ms. Lambdin and Ms. Margil volunteered to fill these roles. Ms. Dinnison moved to approve the motion. Ms. Castilla seconded the motion. The motion passed unanimously.

#### **14G. Director Evaluation Subcommittee**

The board was asked to determine committee members. Ms. Dinnison and Ms. Castilla volunteered. Ms. Castilla moved to approve the motion. Ms. Margil seconded the motion. The motion passed unanimously.

#### **14H. SPLF Liaison**

The board was asked to determine Ms. Castilla. Ms. Dinnison moved to approve the motion. Ms. Lambdin seconded the motion. The motion passed unanimously.

# FILM PRODUCTION NOTIFICATION

**Filming Dates:** Friday, May 30 and Saturday, May 31, 2025 • Downtown Spokane, Washington • Production Co: Motion State Productions • Client: Firestone Tires

Motion State Productions, on behalf of Firestone Tires, will be filming a national television commercial in Downtown Spokane. Temporary road closures, traffic diversions, and parking restrictions will be in effect as detailed below. All closures are temporary; signage, flaggers, and production assistants will be on-site throughout.

Please note that no parking signs will be posted at each location. Please note that once filming is complete, no parking signs will be removed.

If there is any accommodation required during this time, we will make sure that vehicles get to and from each location.

## ROAD CLOSURE SCHEDULE

Date	Time	Location / Closure	Notes
Sat, May 30	6:00 PM – 10:00 PM	Monroe St. Bridge	Full bridge closure. Detours posted.
Sun, May 31	11:30 AM – 3:00 PM	N Monroe St. & W Riverside Ave.	Full corridor closure. Detours in place.
Sun, May 31	5:00 PM – 7:00 PM	Stevens St. and Washington Bridge	Full bridge closure. Detours posted.
Sun, May 31	7:00 PM – 11:00 PM	Stevens St. & W Riverside Ave.	Full intersection closure. Water SFX in use.

## PRODUCTION ADVISORIES

<b>Parking</b>	<ul style="list-style-type: none"> <li>No Parking signs posted in all filming areas. Signage removed and areas restored once filming is complete.</li> <li>Vehicles in violation may be subject to citation or tow.</li> </ul>
<b>Pedestrians</b>	<ul style="list-style-type: none"> <li>Production assistants at key points will ask pedestrians to briefly hold or walk around the set.</li> <li>Public access will be maintained between takes wherever possible.</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>Significant lighting gear and cables will be present at each set location. Cables will cross sidewalks; cable ramps/covers in place.</li> <li>Large production vehicles (camera cars, grip trucks, generators) staged nearby.</li> </ul>
<b>Water SFX</b>	<ul style="list-style-type: none"> <li>Water special effects in use at Stevens St. &amp; W Riverside Ave. on the evening of May 31.</li> <li>Surrounding pavement may be wet. Use caution in vicinity.</li> </ul>
<b>Traffic</b>	<ul style="list-style-type: none"> <li>Certified flaggers stationed at all closure points. Traffic holds kept as brief as possible.</li> <li>Emergency vehicle access maintained at all times in coordination with Spokane Fire &amp; Police.</li> </ul>

## QUESTIONS & CONTACT

**Location Manager:** Paul Riordan • Motion State • **206-755-7095**    **Permitting:** City of Spokane — All activities conducted under City permit, coordinated with Spokane Fire, Police & DOT.

Thank you for your patience and cooperation. Motion State is committed to minimizing disruption while filming in our city.