

**MINUTES OF THE BOARD OF TRUSTEES MEETING****June 14, 2022**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, June 14, 2022 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  
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 4:32pm by Ms. Hemingway.

**VISITORS**

Skyler Noble  
Penny Brown  
Nicole Edwards  
Matt Walker  
Paul Chapin  
Alan Wagner  
Tara Neumann  
Caris O'Malley  
Sally Chilson  
Andy Rumsey  
Alina Murcar  
Jamila Leone  
Thomas Herrlinger  
Ashley Lock  
Lorraine Mead  
Lisa Cox

**CHANGES TO THE AGENDA**

Item 12c under New Business was moved to the July Board Meeting.

### **APPROVAL OF MAY 17, 2022 MEETING MINUTES**

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

### **APPROVAL OF MAY 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 had the ability to pay 167 days of operating costs and that the levy lid lift distribution was received as expected. Ms. Edwards reported a total of \$740,314 for May operating expenditures. For Business Office news, the 2023 budget process began. The City accelerated the budget process and a new software will be utilized. Business Office moved into Central Library. No further questions.

Bond: Ms. Brown reported May was the highest expenditure month with half of the dollar amount being for furniture and South Hill and Indian Trail libraries. She reported on public works projects with us having closed three projects since the last board meeting. We had the ability to release retainage on some invoices. No contracts executed under special authority. No further questions.

### **BOND CONSTRUCTION PROJECT UPDATE**

Mr. Walker explained Liberty Park and The Hive are still in closeout. The Central Library is in closeout with some construction still in progress. Punch lists are almost done. Indian Trail and South Hill Libraries are in construction. Mr. Chane thanked Mr. Walker for his work as he was retiring. Mr. Walker introduced Lorraine Mead who will take over. No further questions.

### **CHAIRMAN'S REPORT**

None

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

Mr. Chane shared we won three national awards – one for interior design for The Hive, and two PR Xchange awards for the Marketing department: one for library rack cards and the other for Summer Reading magazines. Summer Reading will run through September 15 with events, activities, and prize books. This year, there is a bookmark coloring contest. STA Summer Passes launch June 15. Students 18 and under receive free rides throughout the summer through September 30.

STAR Spotlight went to Colleen Cashon. Two new staff members onboarded. There were two promotions at Central Library. Central Library will open July 11 with food trucks, speakers, and tours. South Hill will open late 2022 and Indian Trail will open early 2023. We signed two agreements for locations for new library kiosks: Yokes and Gonzaga Haven. Budget season began.

Ms. Hemingway asked if the ballot boxes are available at South Hill and Indian Trail. Mr. Chanse said no. Mr. Kershner asked if the City gave us permission to close Spokane Falls Blvd. Mr. Chanse confirmed that we are working with the City to make this happen. No further questions.

### **COUNCIL LIASION REPORT**

None

### **COMMUNICATIONS REPORT**

Ms. Donovan reported Summer Reading began and we delivered magazines to 20 different schools. STA Summer Passes were delivered. Questions about meadowgrass at Liberty Park Library came up and we created signage to help explain this choice. More communication about meadowgrass will be created. New library cards were created with eight new designs. Ms. Starkey asked if adults could get the library card with Playspace characters. Ms. Donovan confirmed.

Two book displays for Juneteenth and Pride were curated at Liberty Park in collaboration with Ms. Leone. Ms. Donovan served on a committee for John Cotton Dana. The Spokesman-Review published an article on Central Library.

Ms. Starkey asked if there will be programming at Liberty Park Library on meadowgrass. Ms. Donovan explained there will be a Waterwise event at Liberty Park Library soon. Ms. Starkey said it would be a good thing for the north region as well. Mr. Kershner explained Jack Nesbit will be presenting at Shadle Park Library and said he could present on the landscape as well. Mr. Kershner asked if one of the comments was about mowing the lawn. Ms. Donovan said that is a question along with if there are noxious weeds in the landscape. Mr. Kershner asked if there will be permanent signage. Ms. Donovan said we have temporary signs made and a permanent solution will be considered. Mr. Wagner said a new staff member is onboarding who has expertise in this. Ms. Hemingway said this would be helpful for anyone who wants to know more about these plants in their yards. Mr. Kershner asked if we received engagement with the Library of Things collection. Ms. Donovan said the display at Shadle Park is looking sparse. No further questions.

### **NEW BUSINESS**

#### **12a.: Central Library Opening Marketing Campaign – Amanda Donovan**

Ms. Donovan explained we are working with The Woodshop on the reopening campaign and provided an overview of materials. Some dollars will be spent on Summer Reading. Ms. Starkey asked if they are visible within the skywalk. Ms. Donovan said they are not double-sided. Mr. Kershner asked if they are permanent. Ms. Donovan said they are semi-permanent. Ms. Starkey asked if these are replacement banners. Ms. Donovan said there are more banners with updated information.

### **12b.: Meeting Room Policy and Procedure Updates – Caris O’Malley and Amanda Donovan**

Mr. O’Malley provided an overview of the updated Meeting Room Policy and an update of the procedures with the new and renovated library meeting rooms. Highlights included an ability for commercial users to rent the spaces when applicable and a detailed procedure to determine commercial use versus non-commercial use. Ms. Donovan explained we’ve hired a new person to coordinate special events that require more customer service. Ms. Hemingway asked if this person will be involved with Lilac City Live. Ms. Donovan confirmed.

Ms. Starkey asked if the room rental still be free if a nonprofit accepts donations. Mr. O’Malley shared we could work with them on whether it could be charged or not. We created flowcharts to outline various cases on why a nonprofit may be charged for certain actions. For charitable purposes, we may not charge them. Ms. Starkey asked if a nonprofit were to host a breakfast and have people pay for their breakfast, would they be charged for the room. Mr. O’Malley outlined it depends based on the procedure. Ms. Donovan outlined the various groups within the procedure. Mr. O’Malley provided an overview of the procedural flowcharts. Ms. Starkey asked if an apolitical group would be charged for a fundraiser. Mr. O’Malley confirmed. Mr. Kershner asked if commercial means a business wants to use the room without asking for money. Mr. O’Malley outlined the procedure for this.

Ms. Starkey asked if she wanted to host a DEI meeting, if it would be charged. Ms. Donovan clarified this situation. Mr. Kershner asked what the procedure was before. Mr. O’Malley said it was not outlined in the former policy. Mr. O’Malley presented an amendment to add a cleaning fee of \$45. Ms. Hemingway asked for clarification on a statement regarding the calendar of events. Ms. Donovan explained we do not promote meeting room events, but there are times we may want to share events in the meeting rooms. Mr. Kershner asked for clarification on Studio. Mr. O’Malley clarified. The Media Studios will have a different procedure.

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

### **12c.: Music Education Overview Presentation – Andy Rumsey**

This item was moved to the July board meeting.

### **EXECUTIVE SESSION**

None.

### **PUBLIC COMMENT**

The public had the option to email [trustee@spokanelibrary.org](mailto:trustee@spokanelibrary.org) with any comments and none were received.

### **NEXT REGULAR MEETING**

The next regular meeting will be Tuesday, July 19, 2022. Location will be at Central Library, 906 W. Main.



**ADJOURNMENT**

The meeting adjourned at 5:19 pm.

Secretary \_\_\_\_\_

Chairman, Board of Trustees \_\_\_\_\_ Date \_\_\_\_\_