



MINUTES OF THE BOARD OF TRUSTEES MEETING

April 19, 2022

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, April 19, 2022 via Zoom meetings.

Present were:

MEMBERS

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

COUNCIL LIASION

Councilmember Jonathan Bingle

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

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

VISITORS

Skyler Noble
Penny Brown
Nicole Edwards
Matt Walker
Paul Chapin
Alan Wagner
Tara Neumann
Caris O'Malley
Sally Chilson
Jason Johnson
Nicolette Ocheltree
Natalie Hilderbrand
Ashley Lock
Alina Murcar
Charles Hansen
Lisa Cox

CHANGES TO THE AGENDA

None

APPROVAL OF MARCH 15, 2022 MEETING MINUTES

Mr. Kershner moved to approve the motion. Mr. Linane-Booey seconded the motion. The motion passed unanimously.

APPROVAL OF MARCH 2022 BILLS AND CONTRIBUTIONS

Mr. Linane-Booey moved to approve the motion. Ms. Starkey seconded the motion. The motion passed unanimously.

FINANCIAL UPDATE

Ms. Edwards reported 140 days of operating costs in cash and investments and total expenditures for March were \$833,105, including staff expenditures of \$537,572. The City made progress on the new fixed asset software; they have uploaded most of 2021 assets. We provided the City with 2021 data for the CAFR. The Business Office is moving in May to Central Library. No further questions.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Brown reported on furniture and shelving updates for new locations. In March, Meridian Construction provided us with the necessary insurance and documents required by the contract. Building permits are in and Meridian has already submitted their first invoice. Shadle Park Library exterior artwork will be installed soon. In March 2021, Tara Neumann brought forth a board action to accept an e-rate reimbursement. We received \$240,000 and it will replenish the technology budget. No contracts executed under special authority. Mr. Linane-Booey asked about the e-rate reimbursement program. Ms. Brown answered it is available only to schools and libraries and the amount is reimbursed based on poverty rates. This reimbursement was for technology capital. No further questions

Mr. Walker mentioned Shade Park Library closeout is almost completed. Closeout for Liberty Park and Hillyard is underway. Central Library received certificate of temporary occupancy and staff could start to move in. Lincoln Street was opened. Furniture is moving in. South Hill and Indian Trail – slabs were placed, conduits were placed, and wall-framing began. Ms. Hemingway asked how large the Photovoltaic Panels are. Mr. Walker outlined they are 75x50 feet on the roof. Mr. Kershner asked if the Board will receive a walkthrough. Mr. Chansé confirmed. Mr. Kershner asked if the children's area was installed. Mr. Walker confirmed.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chansé reported the Friends of the Library held their first sale in two years and raised nearly \$5,000. Library Giving Day fundraised nearly \$10,000 for the Foundation. As the mask mandate was lifted, we are meeting at the branches more. April 11 saw the return of in-person programming. Tara Ramos conducted the first of a four-part principle for our DEI work in-person.

Skyler Noble received the STAR Spotlight for March. We onboarded new staff. Remelisa Culitan will be the new Youth Arts Specialist, Dana Bronson will be the new Local History Specialist, and Matthew Giron started on the Facilities team. We started the move to Central Library with the certificate of occupancy. July 11 will be the opening day. Mr. Kershner asked if the Friends will move their sales to Shadle Park Library now that they held the book sale there. Mr. Linane-Booey asked if it was the same weekend as the Shadle Park Art Fair. Mr. Chanse said it was the first week in April and the Friends do not have plans to permanently move the book sale, but the option is on the table. Mr. Kershner mentioned people could stumble upon the book sale on the weekend at Shadle Park and this was less so at Central Library. No further questions.

COUNCIL LIASION REPORT

Mr. Bingle mentioned Council approved money for lease vehicles - 25 hybrid vehicles and 10 electric vehicles. Potential zoning change for people in residential areas. People could comment on consent items because they made a rule change. No further questions.

COMMUNICATIONS REPORT

Ms. Donovan reported on Ms. Noble's work for the Foundation and Friends. This month's focus was gardening resources and Earth Day related programming. Ms. Murcar updated the gardening resources page on the website with our new resources in addition to a gardening trifold. Newsletter about Library Giving Day had high engagement. No further questions.

NEW BUSINESS

12a. Capital Bond Fund #3365 – Final Acceptance – Shadle Park Renovation – Garco Construction - Penny Brown

Ms. Brown explained we notify the Department of Revenue that we are ready to close the project. Once we get confirmation, we can closeout. All the subcontracts must file affidavits. 54 subs have filed and only one needs to be approved. Ms. Brown asked the Board to approve final acceptance of the Shadle Park Renovation project to be effective on the date L&I approves the last pending affidavits.

Ms. Hemingway asked if approving the final acceptance hinders us when we want to apply for other things. Ms. Brown said no because it is the normal process. When they are done, the contractor files an affidavit. Labor and Industries is slow to approve these because they are low on staff due to COVID. Ms. Hemingway asked if this is closing out our relationship with Garco. Ms. Brown confirmed, and it does not affect our warranty. Mr. Kershner asked if we can do a conditional final acceptance. Ms. Hemingway confirmed. Ms. Brown added that with this approval we are not delaying for another month paying the money we owe to Garco and filing a notice of completion. Mr. Kershner moved to approve the final acceptance effective on L&I approval. Ms. Starkey seconded the motion. The motion passed unanimously.

12b. Review of the 2022 Employee Engagement Survey Results - Alan Wagner

Mr. Wagner outlined the results of the 2022 Employee Engagement Survey Results which occurred in March. This has been largely the same survey since 2015. For five consecutive surveys, we have improved our results ever year. That is not the case for this year. A lot of factors contribute to this survey. Mr. Wagner compared our results to other organizations nation-wide.

Mr. Kershner asked if there are strong “yes” answers and average “yes” answers in terms of satisfaction. Mr. Wagner confirmed. Mr. Kershner asked when this survey occurred. Mr. Wagner said March. Mr. Kershner asked if this was before union contraction negotiations or after. Mr. Wagner said it was during. Mr. Linane-Booey asked if there were action plans in response. Mr. Wagner confirmed. Ms. Starkey commented that even at financial institutions, there were similar results. Mr. Chanse added they knew answers would be lower and we are working to increase engagement now that we seem to be coming out of the pandemic. Mr. Linane-Booey added these are items that can be easily addressed. No further questions.

12c. Self-Service Update - Paul Chapin

Mr. Chapin reviewed the status of Self-Service Hours at the Library. This is review for Shadle Park, Liberty Park, and Hillyard only. Mr. Kershner asked about wayfinding. Mr. Chanse confirmed there will be wayfinding and we were limited in implementing due to backorders. Ms. Hemingway highlighted variables that contribute to the confusion. Mr. Chapin agreed and over time people learn. Mr. Kershner asked if we will not have back-room staff out on the public floor. Mr. Chapin said there will be a person assigned to a floor in case people have questions that are easily solvable. Liberty Park and Hillyard already do this because their foot traffic is lower. Mr. Kershner clarified if there would be an additional person available or someone taken away. Mr. Chapin said we would reassign staff to have a presence in the public area. Mr. Chapin also noted the presence of a security guard has been helpful. Mr. Kershner asked if a security guard can register library cards. Mr. Chapin clarified that the security guard cannot register library cards. No further questions.

12d. Election of Officers - Andrew Chanse

With reference to the bylaws provision on officer terms, Mr. Chanse explained that the officers will remain the same and are renominated for a 2nd year. Ms. Starkey moved to approve the motion. Mr. Kershner seconded the motion. The motion passed unanimously.

12e. SPLF Liason - Andrew Chanse

Mr. Chanse explained the Board needs a liaison for the Spokane Public Library Foundation. A motion is proposed to select one trustee to serve as the liaison to the Spokane Public Library Foundation. He outlined the time commitment and their next meeting. Mr. Linane-Booey volunteered. Mr. Kershner moved to approve the motion. Ms. Starkey seconded the motion. The motion passed unanimously.



12f. Finance Committee - Andrew Chanse

Mr. Chanse outlined the need for two members to serve on the finance committee to discuss the 2023 budget. Motion to select two members to the finance committee. Ms. Starkey and Ms. Hemingway volunteered. Mr. Kershner moved to approve the motion. Mr. Linane-Booey moved to second the motion. The motion passed unanimously.

EXECUTIVE SESSION

None.

PUBLIC COMMENT

The public had the option to email trustee@spokanelibrary.org with any comment. There were none. Ms. Hilderbrand asked if there were two members for the finance committee. This was confirmed.

NEXT REGULAR MEETING

The next regular meeting will be Tuesday, May 17, 2022 at Shadle Park Library.

ADJOURNMENT

The meeting adjourned at 5:43pm. June meeting will be moved from the 21st to the 14th.

Secretary _____

Chairman, Board of Trustees _____ Date _____