

MINUTES OF THE BOARD OF TRUSTEES MEETING**April 18, 2023**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, April 18, 2023 in-person at Indian Trail Library with virtual access via Zoom meetings.

Present were:

MEMBERS

Ms. Lara Hemingway, Chair of the Board
Ms. Mary Starkey
Mr. Gary Stokes
Ms. Shelby Lambdin
Ms. Dani DeJaegher

COUNCIL LIASION

Councilmember Zack Zappone

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:32pm by Ms. Hemingway.

VISITORS

Penny Brown
Nicole Edwards
Paul Chapin
Vanessa Strange
Caris O'Malley
Alina Murcar
Lorraine Mead
Amanda Donovan
Jennie Anderson
Natalie Hilderbrand
Ashely Lock

CHANGES TO THE AGENDA

None

APPROVAL OF March 21, 2023 MEETING MINUTES

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

APPROVAL OF March 2023 BILLS AND CONTRIBUTIONS

Ms. DeJaegher moved to approve the motion. Mr. Stokes seconded the motion. The motion passed unanimously.

FINANCIAL UPDATE

Operations: Ms. Edwards reported on the cash and investment trends. As of March close, the library had the ability to pay for 165 days of operating costs in available cash and investments. The Library has spent and encumbered 23% of expenses for 2023 and total expenditures for March were \$958,956. In Business Office news, they have been working with Hub International Insurance to get additional policies for site pollution and workplace violence. Ms. Huang celebrated her 5-year anniversary. The city has begun the 2024 budget process. Ms. DeJaegher asked if there would be any large budget changes in 2024. Ms. Edwards answered that there will be some large changes for staffing and some operations costs which will be explained in detail when we go through the budget process. No further questions.

Bond: Ms. Brown started by reminding the group that she has created an accounting structure for development of the Nevada property and the three library kiosks: Yokes, Catholic Charities, and a third location that is not yet assigned. There are expenditure statements now included in the packet. This account code structure will also serve Ms. Edwards going forward in operations. The total in unobligated cash at the end of March is \$3M. No obligations were executed under the special signing authority. There is a small amount for the feasibility study as well as an amount for design of the sites, under the Group 4 and Integrus umbrellas. Electrical encumbrances for the kiosks will be shown in May. Ms. Hemingway asked if the kiosk installation would be managed by Hill International. Ms. Brown and Mr. Chansé answered yes. No further questions.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Mead explained all projects are wrapping up and this will be her last report. The rest of the year will be doing closes outs, minor changes, warranty work, and follow up on furniture. No further questions.

CHAIRMAN'S REPORT

Ms. Hemingway welcomed Ms. DeJaegher to her first meeting as a board member. No further questions.

EXECUTIVE DIRECTOR'S REPORT

Mr. Chansé reminded the Board of the Friends of the Library book sale upcoming in April. The Foundation had a successful Library Giving Day, thanks to much work by Ms. Noble. Last week, Mr. Chansé attended the Library Council of Washington meeting in Yakima. At that meeting, he suggested a statewide investment on training and incident trackers for security and drug-related issues in libraries. OverDrive is discontinuing the OverDrive App and is consolidating to the Libby app. Impacted customers will be notified. Star Spotlight for March went to Amy Burchell for her work developing partnership procedures with Spokane Public Schools. Shadle Park, Hillyard, and South Hill will serve as locations for the Mayors Budget Town Halls in May. The Board Retreat will be on May 2. Bethiah Streeter received a \$400,000 grant to fund Peer Social Services; Better Health Together doubled the original ask of \$200,000. The services will be at Central, Shadle Park, and Liberty Park. Local providers recognized the importance of the work we are doing at Central. Ms. DeJaegher asked if this would include an expansion in staff. Mr. Chansé replied this will fund Peer employees in collaboration with our staff.

Mr. Stokes asked if it was a multi-year agreement. Mr. Chapin answered that it is a three-year agreement. No further questions.

COUNCIL LIASION REPORT

Mr. Zappone reported on upcoming state level drug use legislation that may impact the city. Mr. Zappone is looking for feedback regarding STA operating strategy. Zappone asked how the library has been resolving issues of bathroom use. Mr. Chane answered that we have a security guard who regularly patrols the first-floor bathroom. Mr. O'Malley answered we have a dedicated guard for the first floor and restroom area, including propping open the door. This has reduced a lot of issues. Mr. Zappone asked if people lose their library cards often and what we charge to replace them. Mr. Chane answered that it happens often and it's free to replace. No further questions.

COMMUNICATIONS REPORT

Ms. Donovan shared highlights for the month including a successful Library Giving Day campaign, tote bag pop-up shops, and in-language Russian video with the Thrive Center. No further questions.

PROGRAMMING REPORT

Mr. Johnson introduced his report moving forward. He explained what a value score is and how it relates to programming. The vision for programming at SPL is specialization; we want to be great at the specialized topics rather than mediocre at everything. These programs will provide more value for attendees. Mr. Stokes asked for clarification on if the amount of programming was cut to provide more targeted programs on specific topics? Mr. Johnson explained that programming has actually increased and is more specialized. An overview of March's programming was provided. More than 272 events were held in March with 4,330 attendees. Ms. Hemingway commented that she appreciated how identifying the score will encourage staff to build a better program. Ms. Lambdin asked if there are other library systems who measure programs this way. Mr. Johnson said, "No, we are blazing a trail." Mr. Chane indicated we emphasize programming at Spokane Public Library, more than other libraries do. Ms. Hemingway asked if other libraries staff programming professionals in the same way. Mr. Chane explained not in such a specialized way. Mr. Stokes asked how programs are judged as you are doing them versus something you are working on over a couple of months. Mr. Johnson said we aren't doing surveys at this point. Mr. Chane added we are figuring out what feedback is needed to be helpful. Ms. DeJaegher asked if customers could sign into an event with a library card. Mr. Johnson answered that we experimented with that, but the technology wasn't there yet. Mr. Chane added that this is only for programs that the library is producing and does not include events hosted in library event rooms. Mr. Chane asked how we are measuring success of artists at The Hive. Mr. Johnson replied that this happens when they provide programs at The Hive that could be measured. Mr. Zappone commented that the Indian Trail Neighborhood Council recently moved back to the Library and resulted in a major increase in attendance. Ms. DeJaegher indicated it would be great to show the efficacy of library programs compared to non-library sponsored programs. Ms. Lambdin asked what does programming look

like for English language learners or individuals who do not speak English as their primary language.

Mr. Johnson said we do not offer that at this time aside from offering ASL translation upon request. Mr. Chanse indicated it will be something we explore in the future. Mr. Stokes added we could partner with universities. No further questions.

NEW BUSINESS

14a.: Capital Bond Fund #3365 – Final Acceptance – Security Solutions NW - Penny Brown

In February 2021, the Board approved the purchase and installation of the Remote Lock System. Ms. Brown requested that the board formally accept the public works project under contract with Security Solutions NW and approve the release of retainage after receipt of the release letters from the three state agencies. Ms. Starkey moved to approve the motion. Ms. Lambdin seconded the motion. The motion passed unanimously.

14b.: Election of Officers - Andrew Chanse

Mr. Chanse reported that according to the bylaws April is when we select new officers. Mr. Chanse suggested that Ms. Hemingway continue in her role as Chair. Mr. Stokes volunteered to serve as Vice-Chair. Ms. Starkey moved to approve the motion. Ms. Lambdin seconded the motion. The motion passed unanimously.

14c.: Finance Committee - Andrew Chanse

Mr. Chanse sought two volunteers to serve on the Finance Subcommittee. Ms. Starkey and Ms. Hemingway volunteered. Mr. Stokes moved to approve the motion. Ms. DeJaegher seconded the motion. The motion passed unanimously.

14d.: Friends Liaison - Andrew Chanse

Mr. Chanse sought one trustee to serve as liaison to the Friends of the Spokane Public Library board. Ms. DeJaegher volunteered. Mr. Stokes moved to approve the motion. Ms. Starkey seconded the motion. The motion passed unanimously.

14e.: Foundation Liaison - Andrew Chanse

Mr. Chanse sought one trustee to serve as liaison to the Spokane Public Library Foundation board. Ms. Lambdin volunteered. Ms. Starkey moved to approve the motion. Mr. Stokes seconded the motion. The motion passed unanimously.

14f.: Director Evaluation Committee - Andrew Chanse

Mr. Chanse sought two volunteers to serve on the committee for the Director Evaluation to be completed by December 2023. Ms. Starkey and Mr. Stokes volunteered. Ms. Lambdin moved to approve the motion. Ms. DeJaegher seconded the motion. The motion passed unanimously.

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, May 16, 2023. Location will be at South Hill Library.

ADJOURNMENT

The meeting adjourned at 5:35 pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____