

MINUTES OF THE BOARD OF TRUSTEES MEETING**August 20, 2024**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, August 20, 2024 in-person at Central Library with virtual access via Zoom meetings.

Present were:

MEMBERS

Mr. Gary Stokes, Chair of the Board - Absent
Ms. Shelby Lambdin, Vice Chair
Ms. Dani DeJaegher - Absent
Ms. Lara Hemingway
Ms. Mari Margil

COUNCIL LIASION

Councilmember Paul Dillon - Absent

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:38pm by Ms. Hemingway.

VISITORS

Skyler Noble
Vanessa Strange
Amanda Donovan
Ashley Lock
Jason Johnson
Tara Neumann
Nicole Edwards
Jennie Anderson
Natalie Hilderbrand
Mason Neil
Samantha Day
Ginny Ramos
Amy Burchell
Karen Nielsen
Alina Murcar
Joseph Molloy

CHANGES TO THE AGENDA

None

APPROVAL OF JULY 16, 2024 MEETING MINUTES

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

APPROVAL OF JULY 2024 BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

Operations: The library was able to cover 126 days of operating costs in available cash and investments. Ms. Edwards covered the operating costs and for the month of July those totaled \$1,311,785. A one-time charge was made for the Spokane County Elections Office to the Treasurer for the February Levy Lid Lift ballot measure renewal. It was split with Spokane City Council and Library paid for 84 percent of that cost. This was covered using funds from the DEI budget and other budget within Library Administration that will no longer be available for use for the remainder of 2024. Ms. Hemingway asked if there were any other costs we needed to cover with the budget used for the one-time charge from the DEI budget. Ms. Edwards clarified that there were not.

Bond: Ms. Edwards explained the Spokane Arts arrangement was extended through the end of the year to cover the final projects for the libraries and this was a no cost extension that does not require Board approval. Ms. Edwards explained where we are at with the Alpine contract, they began construction as of August nineteenth. In Business Office updates, Mr. Chanse and Ms. Edwards met with the Finance Committee to discuss the 2025 budget options. The Business Office team was able to cross train and cover for Ms. Wrixon who needed to take time off for medical.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse shared the City and the Library was awarded money through the EPA for Climate Resilience. Central Library and Liberty Park Library will be enhanced with solar infrastructure. As requested by the Mayor's Office, we met with Priority Spokane to discuss how we might support a greater effort in early childhood learning. Mr. Chanse recorded a podcast with Family Promise Spokane about homelessness and public libraries. Mr. Chanse met with the new head librarian at Gonzaga's Foley Library. The July STAR went to Jules Amante. The Library is in the very beginning stages of building the plan for Vision 2030. Vision 2025 will end next year and we are receiving staff input for Vision 2030. Ms. Hemingway asked if we are anticipating more solar panels at Central Library as that location has solar panels. Mr. Chanse explained it would better equip us with more solar panels. No further questions.

COUNCIL LIASION REPORT

Ginny Ramos filled in for Councilmember Dillon for the Council Liaison report. The Homeless Bill of Rights was deferred. The new police chief will start on August 26th and will be sworn in outside of City Hall. No further comments.

COMMUNICATIONS REPORT

Ms. Donovan shared Ms. Noble is helping the Youth Services team rebrand their Preschool Storytime to be Kindergarten Countdown Storytime to build upon kindergarten readiness resources. The 1,000 Books Before Kindergarten program will be reintroduced as a part of this too. There is a strong interest from the City of Spokane and Spokane Public Schools in emphasizing resources around kindergarten readiness that this supports. Summer Reading Club continues to see engagement as we entered August. Top social media engagement included Lilac City Records and submitting a call for original music. Top public relations promotions centered around the event with Thrive Internation about their recent trip to the U.S./Mexico border and the Indian Trail Library Garden grand opening. No further questions.

PROGRAMMING REPORT

Mr. Johnson shared programming information from July. Summer Reading events including the STEM Olympics, Rockin' Reptiles, and Red Yarn were popular in addition to a few others. 321 programs were hosted and 4,071 people attended. No further questions.

NEW BUSINESS

13a.: 2025 Budget Information – Nicole Edwards

Ms. Edwards explained that the City is working to adopt a biennial budget for 2025 and 2026 which will be adopted by Council in early December. The Library was tasked with a 5 percent budget reduction and to create two potential budget scenarios to propose, one being our standard budget with continued operations as is from 2024 and the second will be "Book 1" which is the scenario that includes savings identified. Ms. Edwards showed a comparison of the 2024 budget with a 2025 budget proposal. We are looking at a \$1,338,815 deficit for 2025. Ms. Edwards provided an informational overview and broke down the proposed budget totals with potential adjustments including the Levy Lid Lift dollars and estimated cost of living increases. We are focusing on how we can make reductions operationally which is the "Book 1" budget incentive from Mayor's office, this includes an overtime restriction, holding two positions vacant, remove the budget for DEI contract work, delay the fleet replacement, implement travel restrictions which excludes the Executive Director, reduce the materials budget by 10 percent, and reduce computer replacements by 38 percent. At this time it is a unanimous decision that we are not interested in a reduction of public hours, services, or staff. Mr. Chanse and Ms. Edwards will continue to meet with the City and bring back potential solutions or City changes to the reduction initiative to the Board.

Ms. Margil asked what the internal deadline is for the budget. We need to adopt it before it goes to Council in December. Ms. Edwards would like to have the Library Board's decision by October. The resolution items for "Book 1" will be presented to the Board as a separate action item that is potentially supplemental to the primary budget action item. Ms. Hemingway asked for clarification in the Book 1 column on the two vacant positions. Will we go back on the decision to hold the Social Services Position open if the City redefines the needs for that position? Mr. Chanse clarified that we would work with the city collaboratively to brainstorm about the future role of the position. No further questions.



13b.: FOLIO (Future of Libraries is Open) – Tara Neumann & Joseph Molloy

Mr. Molloy shared an overview of FOLIO, explained how we are building it out for other libraries to utilize in the FOLIO community, and discussed how it has expanded since its implementation at Spokane Public Library. Ms. Margil asked if we use the term “FOLIO Application” in the sense that it is a mobile app. Mr. Molloy confirmed and explained how the marketplace for building applications is small, but we are doing it quickly and inexpensively. Ms. Margil asked if there will be a mobile application in the future in addition to the desktop version. Mr. Molloy confirmed. Mr. Chanse added some background on ILS systems and how if we needed enhancements or changes, the third party would not often do this quickly, so building it out ourselves is the optimal path forward.

13c.: Let’s Explore Spokane Video Series Overview - Mason Neil

Mason Neil shared their background with wanting to start a children’s media project and how the idea of Let’s Explore Spokane was launched with help from Ryan Tucker and Andy Rumsey. They explained how this video series highlights the community we live in and how this information benefits children. Topics of this video series include how does water get clean and where does our trash go. They discussed how the series benefits partners involved and where the series is headed.

Ms. Margil asked if Mason had read the recent *Inlander* article about how the City works with topics on sewage treatment and if there may be potential partnership there. Ms. Margil also asked if growing food would be a good topic. Mason agreed and hoped to act on that topic in the spring. 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, September 17, 2024. Location will be at Hillyard Library.

ADJOURNMENT

The meeting adjourned at 5:35 pm.

Secretary _____

A handwritten signature in blue ink, appearing to be "Andrew", written over a horizontal line.

Chairman, Board of Trustees _____

A large, stylized handwritten signature in blue ink, written over a horizontal line.

Date _____

9/17/24