

MINUTES OF THE BOARD OF TRUSTEES MEETING**August 15, 2023**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, August 15, 2023 in-person at The Hive with virtual access via Zoom meetings.

Present were:

MEMBERS

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

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
Samantha Murphy
Tara Neumann
Caris O'Malley
Alina Murcar
Ashley Lock
Amanda Donovan
Vanessa Strange
Sophie Strom
Justin Harmon
Jamila Leone
Thomas Herrlinger
Natalie Hilderbrand
Lisa Cox

CHANGES TO THE AGENDA

None

APPROVAL OF JULY 18, 2023 MEETING MINUTES

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

APPROVAL OF JULY 2023 BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

Operations: Ms. Edwards reported on the cash and investment trends. Expenditures for the month of July totaled \$1,072,162. In Business Office news, there was a hit and run accident, no staff were injured. We are underway with the insurance claim on that. We are getting quotes for obtaining a small utility van. Mr. Stokes asked how old the vehicle was. 2018. Ms. Hemingway asked if it was totaled. Ms. Edwards reported that it was not, it is in the shop for repairs. No further questions.

Bond: Ms. Brown reported there was an amendment to the Hill contract to extend the scope of work through 2024 and cover amounts for kiosks and the Nevada property. Ms. Brown explained that Group 4 and Hill International bills for hours they work, and their invoices show hours devoted to each site and which worker works on that property. Ms. Brown presented the various projects and purchase orders actively open. By the end of July, 54 projects, 18 active, and 4 closed. As of the end of July, we had nine open contracts – four active. The Helveticka contract will be presented next month and three other contracts: one for Walker and two for Meridian, will be brought forth later. There are 11 non-furniture open purchase orders. July was spent transitioning projects to Ms. Huang and Ms. Edwards. Ms. Brown thanked the Board for her time at the library. Mr. Chanse and Ms. Hemingway thanked Ms. Brown for her work over the years, especially on the Bond projects.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse highlighted a new venture with the Nevada property - a partnership with Thrive International for providing some housing on this land for refugees. Details were in the works at this time. Mr. Chanse was on the interviewing committee for the new Spokane Arts Executive Director. In our DEI efforts, we watched *Viral*, a documentary about antisemitism, and a blog post was written about the problematic nature of the Dewey Decimal System. Kiosks were mostly installed at Yokes and Gonzaga Family Haven. UL Testing and graphic wraps were underway for these devices. All middle schools will be a part of the Library soon. We're recruiting for many positions that were approved by the board. Denise Neujahr was hired to be the new Youth Services Manager. STAR Spotlight went to Abdul Hakkani. Derek Morrow was hired as the new Safety and Security Manager. Two modifications will be made to Central Library staff spaces – the Studio on the first floor will now be utilized as the Peer Resources space and a new staff breakroom will be built on the second floor. The City of Spokane is projecting a \$20 million shortfall for 2024. Mr. Chanse presented to City Council for the Levy. We were enacted as a cooling center during the heat wave. A Narcan vending machine will be installed at Central Library on the first floor, funded by Better Health Together.

Ms. Hemingway asked where the vending machine will go. By Elevator B on the first floor. Ms. Hemingway asked if we close at 7pm now. Mr. Chause explained we close at 7 Monday through Thursday, and 5pm for Friday and Saturday. Mr. Stokes thanked Ms. Edwards and Mr. Chause for their presentation to City Council. Ms. Lambdin asked how long the funding is for the vending machine for Better Health together. The time period will be confirmed and shared with trustees. Mr. Stokes asked about the shelf life of Narcan. Mr. Harmon explained it can last a while. No further questions.

COUNCIL LIASION REPORT

None

COMMUNICATIONS REPORT

Ms. Donovan highlighted the new internal website for staff, which was a strategic priority to be accomplished in 2023. Social media highlights were shared. Earned media included coverage on the Mayoral Forum hosted at Central Library. No further questions.

PROGRAMMING REPORT

Ms. Strange reported programming highlights in July with 254 events. The LEGO Build event was successful for youth and the publishing event hosted by Ms. Shields was popular. The Benny & Joon exhibit was a viewpoint. Ms. Bronson had 47 research consultations in the Inland Northwest Special Collections ("INSC"), which are time intensive. No further questions. Mr. Chause made a comment about opening the INSC more and making it more accessible.

NEW BUSINESS

13a.: 2024 Budget Adoption – Nicole Edwards

Ms. Edwards presented the proposed 2024 budget, providing details on encumbrance carryforward amounts, revenue, staffing costs and FTEs, various expenditures, and other items in each budget. She covered where we flex each budget and why some totals changed. The Levy Lid Lift was briefly mentioned. Ms. DeJaegher asked about the difference between public services and program services. Public services are frontline facing, and programming is for events and specialized or individual classes. Ms. DeJaegher asked for further clarification of the difference between public and program services and asked about Support Services. Ms. Edwards explained Support Services work on purchasing of books and materials. Mr. Stokes asked what else is covered under the umbrella of books and materials. Ms. Edwards mentioned it covers digital materials as well as all products offered to the public that we purchase from various vendors. Ms. Edwards explained that the usage of the library is different and we are reacting to changes. Mr. Chause added that if we want to operate in a safe and clean environments, we want to accommodate the cost for that. Ms. Edwards further explained there is revenue in other areas to cushion certain cost increase and to prepare ourselves for a shortfall of tax dollars.

Ms. DeJaegher made a comment about the responsibility of the finance team in addition to the transparency with the budget is reflected in the budget and the spaces maintained. Mr. Chanse added some guidance the City had in how the budget was formatted in terms of staffing and operating costs. Mr. Chanse shared the ways we can present this budget to effectively communicate our need. Ms. Hemingway clarified that our ask will be presented and if not adopted and aligned with what is submitted to Council, we could submit to Council separately.

Ms. Hemingway and Ms. DeJaegher made comment about how the budget was formatted conservatively. No further questions.

We requested adoption of the 2024 budget as presented for funds 1300 Library Operations and fund 3365 Library Capital Bond and the carryforward of encumbrances that remain outstanding at year-end 2023 for both Library funds.

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

13b.: Annual Employee Meeting, Library Closure – Samantha Murphy

Ms. Murphy proposed a full-day library closure for a Staff Day on October 18, 2023. We requested Board approval for Library closure from 9am to 7pm on Wednesday, October 18, 2023. All Libraries are normally open from 9am to 7pm on this date.

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

13c.: Peer Spokane – Justin Harmon

Mr. O'Malley, Mr. Chapin, and Mr. Harmon provided an overview of Peer Spokane and Peer Services Specialists, the Community Resource Studio at Central Library, and the next phase of social services at the library. Ms. DeJaegher asked about talking points and what the response is to comments about the role of the library. Mr. Chanse explained that we guide people to information. People have different needs depending on where they are in life. We try to accommodate and meet people at their point of need. Ms. DeJaegher asked how we talk about this to create a united front. Ms. Donovan would share talking points. Ms. Murcar added there was a blog posted that shared this information as well. Mr. Stokes asked about an age cap for people taking part in this. Mr. Harmon replied that we serve everyone except with mobile services where he will not drive anyone under the age of 18. 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 19, 2023. Location will be at Hillyard Library.

ADJOURNMENT

The meeting adjourned at 5:52pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____