

**MINUTES OF THE BOARD OF TRUSTEES MEETING****August 16, 2022**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, August 16, 2022 in-person at Central Library with virtual access 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  
Mr. Jim Kershner, Absent  
Ms. Mary Starkey

**COUNCIL LIASION**

Councilmember Jonathan Bingle

**LIBRARY DIRECTOR**

Mr. Andrew Chanse

**CALL TO ORDER**

The meeting was called to order at 4:33pm by Ms. Hemingway.

**VISITORS**

Skyler Noble  
Penny Brown  
Nicole Edwards  
Paul Chapin  
Alan Wagner  
Tara Neumann  
Caris O'Malley  
Alina Murcar  
Lorraine Mead  
Natalie Hilderbrand  
Nicholette Ocheltree  
Shane Gronholz  
Dana Bronson  
Vanessa Strange  
Jason Johnson  
Angela Richardson  
Sally Chilson  
Charles Hansen  
Lisa Cox  
Ashley Lock

**CHANGES TO THE AGENDA**

None

### **APPROVAL OF JULY 19, 2022 MEETING MINUTES**

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

### **APPROVAL OF JULY 2022 BILLS AND CONTRIBUTIONS**

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

### **FINANCIAL UPDATE**

Operations: Ms. Edwards reported we had the ability to pay 172 days of operations costs in our available cash and investments. Ms. Edwards discussed the expenditure trends and expenses for July totaled \$993,501 which includes three pay periods for personnel. In Business Office news, they established record keeping for online bookings. Ms. Hemingway asked if record keeping for meeting rooms was for commercial meeting room use. Ms. Edwards confirmed. No further questions.

Bond: Ms. Brown discussed a purchase order made under special authority for Leone and Keeble for work at The Hive. Part of the work was for a sink and to cool the A/V rooms. She explained that we are experiencing this problem across all branches where A/V and server rooms are overheating. This is being evaluated by the engineers. We were included in the all-city accountability audit. Public Works procurements were the topic. No audit concerns reported. As a reminder, all remaining bond funds must be committed or encumbered for bond projects during the fifth and final year. Ms. Brown explained the layout of the 2023 budget in relationship with the bond projects which Ms. Edwards will discuss. The primary goal is to complete the projects. Installation costs for the 24/7 kiosks are not expected until next year. Ms. Starkey asked if the addition of the sink was purposefully left out of the design and then it was needed installed later. Ms. Brown explained this room didn't have a sink in the original design and is not sure if it was intentionally left out. Mr. O'Malley clarified the intention of that room in The Hive was to be a classroom, but the need evolved as patrons were completing hands-on art projects. No further questions.

### **BOND CONSTRUCTION PROJECT UPDATE**

Ms. Mead shared closeout is still underway at Liberty Park, The Hive, and Shadle Park. Central Library moved into closeout. South Hill and Indian Trail are underway being over 50 percent completed. A supply chain issue has come up for the wood ceilings. Some tasks will be completed out of sequence in 2023. South Hill is behind due to mechanical systems. Ms. Hemingway asked what a chiller yard is. Ms. Mead shared it is a mechanical piece that sits outside the building to cool the building. No further questions.

### **CHAIRMAN'S REPORT**

None

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

Mr. Chanse shared the library is a designated cooling center for the City of Spokane. The report showed there isn't much engagement in this service. Lilac City Live returned last week with 200 people in attendance. Mr. Chanse highlighted some programs occurring monthly.

Administration is working the front lines so staff can attend DEI training this month. The next discussion group is on the topic of homelessness. The Spokane Public Schools partnership is expanding to seven middle schools total to provide library access throughout the district. STAR of the Month went to Juan Juan Moses to tending to the meadowgrass and noxious weeds at Shadle Park Library. New staff were onboarded this month. We are awaiting a timeline for the rest of the budget process from the City. Ms. Hemingway asked about the middle school partnership. Mr. Chanse explained the process of requesting items to and from the school. No further questions.

### **COUNCIL LIASION REPORT**

Councilmember Bingle discussed libraries being activated for cooling centers. Policy money was allocated to community centers for capital projects, collective bargaining agreements, additional funds for education success, nonprofits, small businesses, a municipal justice center, neighborhood business districts, multi-cultural centers, and admin costs. No further questions.

### **COMMUNICATIONS REPORT**

Ms. Murcar presented highlights from social media to include the grand reopening and library card designs in addition to high engagement and impressions. Professional photos were taken at some of our locations for promotional materials. For email marketing, the second newsletter sent in July encouraged the download of the library app. Recommended Reads performed well. Earned media was highlighted. No further questions.

### **NEW BUSINESS**

#### **13a.: 2023 Budget Adoption – Nicole Edwards**

Ms. Edwards presented in detail the 2023 budget in sections. Ms. Edwards spoke with City about some of the numbers in revenue that she will provide more updates on. Budgeted revenue was not provided for commercial use spaces. We requested an additional 3.4 FTE which will include front line staff and the move from part-time to full-time for the Youth Services outreach position. Tuition reimbursement is included for staff continuing education. Security at Central will be for a full year. Additionally, the cost for renting STA Plaza space will go away. The bond fund budget was mentioned. Projections through 2027 were included.

Ms. Starkey asked why there are no staff in-training. Mr. Chanse explained it is under Human Resources, but we do not have a person for that task. Sometimes outside help is brought in. Ms. Hemingway asked if all the new headcount is under public services. Ms. Edwards confirmed. Mr. Smith asked if we do not know the branch. Mr. Chanse said we do not. Mr. Smith asked where we go from here with the budget. Mr. Chanse explained we will be able to get some time to present our asks and needs to the City.

Mr. Smith asked if we would like to approve the budget as presented. Mr. Chanse explained he would like the Board's support through this process. Ms. Hemingway asked when it goes to council if they should expect to see changes. Mr. Chanse said our ask is not beyond the 2.5 percent from the general fund. Mr. Smith if we are budgeting 2.5 percent from the general fund but memos say 3.9 percent. Mr. Chanse and Ms. Edwards explained we do not expect the 3.9 percent.

We request adoption of the 2023 budgets for funds 1300 Library Operations and 3365 Library Capital Bond and the carryforward of encumbrances that remain outstanding at year-end 2022. Mr. Smith moved to approve the motion. Ms. Starkey seconded the motion. The motion passed unanimously.

**13b.: Video Production Specialist and Studio Overview – Ryan Tucker**

Mr. Tucker reviewed the amenities of the Video Studio in addition to the classes being provided for video production. Mr. Tucker will share more at our other locations as well. Ms. Hemingway asked if there is self-service time or if Mr. Tucker will be there. Mr. Tucker explained he is there Monday-Friday, and they were working on a process for people to come in for self-service. Ms. Starkey asked if the equipment could leave the Video Studio. Mr. Tucker said it stays in the room. Ms. Hemingway asked if people can only book up to 60 days in advance. Ms. Murcar and Ms. Noble confirmed. Ms. Hemingway asked how many times Mr. Tucker had to ride in the gondola for Lilac City Live. Mr. Johnson confirmed an amount. No further questions.

**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, September 20, 2022. Location will be at The Hive, 2904 E. Sprague.

**ADJOURNMENT**

The meeting adjourned at 5:30 pm.

Secretary \_\_\_\_\_

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