

**MINUTES OF THE BOARD OF TRUSTEES MEETING****December 17, 2024**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, December 17, 2024 in-person at Shadle Park Library with virtual access via Zoom meetings.

Present were:

**MEMBERS**

Mr. Gary Stokes – Chair of the Board  
Ms. Lara Hemingway  
Mr. Dani DeJaegher  
Ms. Mari Margil  
Ms. Shelby Lambdin

**COUNCIL LIASION**

Councilmember Paul Dillon

**LIBRARY DIRECTOR**

Mr. Andrew Chanse

**CALL TO ORDER**

The meeting was called to order at 4:30pm by Mr. Stokes.

**VISITORS**

Nicole Edwards  
Tara Neumann  
Sam Day  
Vanessa Strange  
Denise Neujahr  
Lauren Hayes  
Ashley Lock  
Jason Johnson  
Charles Hansen  
Jake Waters  
Henry Lin  
Rosemary Yarwood  
Natalie Hilderbrand  
Jennie Anderson  
Alina Murcar  
Skyler Noble

**CHANGES TO THE AGENDA**

Agenda Item 13F was moved after the Executive Session.

**APPROVAL OF NOVEMBER 2024 MEETING MINUTES**

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

### **APPROVAL OF NOVEMBER 2024 BILLS & CONTRIBUTIONS**

Ms. Hemingway moved to approve the bills and contributions. Ms. DeJaegher seconded the motion. The motion passed unanimously.

### **FINANCIAL UPDATE**

Ms. Edwards covered cash and investment trends for November. The Levy Lid Lift dollars came out to \$1,225,413. We ended with 141 days of available operating costs. Other project updates were covered. The total November operating expenditures were \$1,365,022 which includes for personnel a total of three pay periods in November.

Bond Fund Update: In November, Spokane Arts and contractor costs were covered. South Hill furniture and fixtures were covered. Costs of the Nevada property were covered. We spent 98 percent of the Bond fund charges. The final contracted payment with Spokane Arts was covered. From Department of Revenue, one for Indian Trail landscaping, custom South Hill work, and Five-Mile Kiosk – all these projects moved into close-out. There were two bond projects left at month's end. Ms. Hemingway asked if the \$1.29 million for encumbrance remaining would be carried over into 2025. Ms. Edwards confirmed that the total encumbrance balance will be carried forward into 2025, it will be that number less any payments made in December and period 13.

Business Office News: Year-end preparations are underway, and Period 13 will wrap-up mid-January – covering year-end reporting for 2024 with included encumbrances. There will not be a financial report in January. Washington State auditors contacted the City for an audit of City p-cards and that is currently underway, so far, we have provided them with our procurement policy as requested and anticipate further audit to occur soon. No further questions.

### **CHAIRMAN'S REPORT**

Mr. Stokes gave Ms. Day a shoutout for answering questions about where we were and how we were doing. No further questions.

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

Mr. Chanse presented his submitted report for the Board. A draft communications plan was created for Vision 2030. There were 55 trustee applicants for the Library Board to the City. Mr. Stokes asked when the application will close. Mr. Chanse said at the end of the month. In DEI efforts, we discussed *There is Something in the Water*, covering environmental racism. In November, there was a Trans Day of Remembrance event in honor of Trans Awareness Week. Cooking items were being added to the Library of Things like cookie cutters. Dana Bronson was appointed to the City's Landmarks Commission. STAR Spotlight went to Isaac Johnson and Keith Ritter in Facilities. A leadership retreat for Vision 2030 was hosted for strategy about our five-year vision. The cabinet retreat happened in December. City Council passed the budget and the library is now planning for a five percent budget cut. Ms. Margil asked if the five percent is for the next two years or just the next year. Mr. Chanse explained this is for the next two years. Mr. Chanse covered the library's usage of ThoughtExchange to get staff feedback for changing

library hours. The library planned to utilize the PEG dollars which was formerly used by CMTV which will not only be used to add cameras and filming tools to the Library of Things, but for the Video Studio and public streaming. We hope to partner with KSPS on this effort. Ms. Hemingway asked if ThoughtExchange will only be used internally or if it will also be used to receive feedback from the public. Mr. Chanse explained we will use it for internal and external use. Mr. Stokes asked how long Library of Things items can be checked out for. Some items could be checked out for three weeks and some are checked out for one. Mr. Stokes asked how many items could be checked out at once. Ms. Noble explained two items can be checked out at a time. No further questions.

### **COUNCIL LIASION REPORT**

Councilmember Dillon shared Council had their last meeting of the year last night and shared updates and various approvals of City initiatives which focus on Council rules, Spokane Arts, public testimony for committees, among others. Councilmember Klitzke would replace Councilmember Dillon for the library board. The budget was passed and included increasing staffing for Code Enforcement. Councilmember Dillon hoped to have an adjustment of a fixed percentage in budgets like Parks. No further questions.

### **COMMUNICATIONS REPORT**

Ms. Murcar explained the marketing team went to LMCC in St. Louis to present on internal communications and received great feedback from that. The team welcomed a part-time Communications Assistant to help with marketing tasks. Ms. Murcar shared that the team participated in the Vision 2030 retreat. Email engagement, social media, and organic reach highlights were covered. No further questions.

### **PROGRAMMING REPORT**

There was a typo listed in the attendance and should be changed to 3,000 attendees instead of 14,000 as noted. Mr. Johnson shared programming highlights from November. Program highlights included Kindergarten Countdown Storytime, Transgender Day of Remembrance, Lyla in the Loop in partnership with KSPS, a program on racially restrictive covenants, and many others. Mr. Stokes asked if we have hosted Transgender Day of Remembrance in the past. Mr. Johnson explained this is the third year we've hosted. Mr. Stokes asked about program attendance. Mr. Johnson said we doubled our attendance at this year's program. No further questions.

### **NEW BUSINESS**

#### **13a. 2025 Business Insurance Policies**

Ms. Edwards explained our insurance is set to expire December 31, 2024, and assessed the companies that would be a more cost-effective plan for us. Our insurance agency, Hub International Northwest, reached out to a total of nineteen insurance companies for quotes to ensure the most competitive pricing. The best option came back with Philadelphia, our current plan carrier. The quotes shown in the packet include the addition of the Nevada property. Ms. Edwards explained the elements of the plan we will have and shared we will continue with the

current insurance provider, Philadelphia Insurance Companies. There is a difference this year as our umbrella plan will max out at five million versus the ten million, we have been carrying. There is an additional and separate umbrella plan being purchased under this quote model for the additional five million, to make a total of ten million. Ms. Margil asked if that line item includes Directors and Officers insurance. Ms. Edwards confirmed. Ms. Hemingway asked that the estimate for additional umbrella was factored in. Ms. Edwards confirmed and clarified how that will work.

The Board was asked to approve the binding insurance coverage policies for the year 2025 at a combined amount of \$138,639.

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

### **13b. Partnership Cards**

Ms. Neumann shared the background of our partnership cards with Spokane Public Schools and other partners like Community Colleges of Spokane and City of Spokane. The goal of partnership cards with various businesses is to encompass staff members who may live outside of the city so they can take advantage of Spokane Public Library's resources. She covered the future of partnership cards and potential partners. Ms. Hemingway asked if Ms. Neumann is speaking with Mr. Pond about StartUp Spokane and business connections. Ms. Neumann confirmed and explained this process was put on hold with the onboarding of Folio. Businesses enter an MOU with us so we can protect data. No further questions.

### **13c. Planning Vision 2030 for Spokane Public Library | Community Engagement Plan**

Mr. O'Malley covered some of the thought and discussion around the Vision 2030, five-year strategic plan to support the diverse needs of the Spokane community. The intention was to work with different stakeholders to identify some key points of the vision. There is a proposed three-phase approach, starting with staff feedback in ThoughtExchange along with other campaign tools for when we reach out to the public. Ms. DeJaegher asked how the library would collect focus group information. Mr. O'Malley explained there are some AI integrations within ThoughtExchange that will help in addition to some written notes and other tools.

Mr. Stokes asked which communities will be easy to reach out to and which would be more difficult. Mr. O'Malley explained neighborhood councils will be easy to reach, but outside of that, more niche groups would be more difficult to reach and explain what the value of the library is. Ms. DeJaegher asked Mr. Chanse if we would contract out for more support. Mr. Chanse explained we have started conversations with a group that specializes in more open communication with outside groups. This could look like an open application process and random process similar to jury selection to reach out to different groups. No further questions.

### **13d. Kindergarten Countdown Storytime Presentation**

Ms. Hayes presented information about her experience working with youth and the formation of the Kindergarten Countdown Storytime series. 1,000 Books Before Kindergarten was covered. Ms. Hayes covered projects she is covering in the new year. Ms. Hemingway asked if storytimes are an hour long. Ms. Hayes explained the differences in time for each age group's storytime. Mr. Stokes asked if you could count the same book toward your 1,000 Books Before Kindergarten goal. Ms. Hayes confirmed. Ms. DeJaegher asked how Ms. Hayes does this for 100 kids. Ms. Hayes explained her technique when she has larger groups which may include closing books early or incorporate more dancing. No further questions.

### **13e. Subcommittee to Recommend Trustee**

Mr. Chanse explained the background for this item. Mr. Stokes asked how many judges are needed and if it needs to be the same two judges throughout the process. Mr. Chanse explained two are needed and typically the same two are involved throughout the process. Ms. DeJaegher asked if Ms. Hemingway would be included because she is an outgoing board. Ms. Hemingway was involved last time but mentioned it may make more sense for people who are remaining on the Board. Ms. Lambdin volunteered. Mr. Stokes asked how soon we need to establish this subcommittee. Mr. Chanse explained that once there is a subcommittee, meetings will be scheduled at the end of January. Some discussion occurred about who will participate. Mr. Chanse asked if the Board would select two and an alternate. Ms. Margil asked if the recommendation comes before the Board before the mayor. Mr. Chanse said it historically has not, but it could. The Board liked this idea and discussed how this would work. Ms. Lambdin and Ms. DeJaegher would be the two members elected with Mr. Stokes as an alternate.

The Board was asked to approve a motion to select members, two members and an alternate to the above committee. A motion was presented to have Ms. Lambdin and Ms. DeJaegher serve on the committee with Mr. Stokes as the alternate. Ms. Hemingway moved to approve the motion. Ms. Margil seconded the motion.

### **EXECUTIVE SESSION**

Mr. Stokes moved for us to move into Executive Session at 5:51 for a total of 15 minutes. Executive Session ended at 6:10pm.

### **13f. Director's Compensation**

The Board was asked to approve a motion increasing the Library Director's compensation by seven percent effective December 22, 2024.

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

### **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**

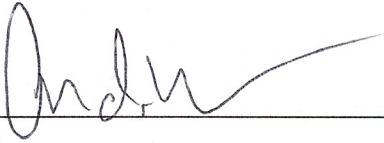



**ADJOURNMENT**

The next regular meeting will be Tuesday, January 21. Location will be at Hillyard Library.

**ADJOURNMENT**

The meeting adjourned at 6:11pm.

Secretary 

Chairman, Board of Trustees  Date 1/21/25