



MINUTES OF THE BOARD OF TRUSTEES MEETING

February 15, 2022

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, February 15, 2022 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
Ms. Mary Starkey

COUNCIL LIASION

Mr. Jonathan Bingle

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:30pm by Ms. Hemingway.

VISITORS

Skyler Noble
Penny Brown
Nicole Edwards
Amanda Donovan
Matt Walker
Paul Chapin
Alan Wagner
Tara Neumann
Caris O'Malley
Shiloh Deitz
Nicolette Ocheltree
Alina Murcar
Natalie Hilderbrand

CHANGES TO THE AGENDA

None

APPROVAL OF JANUARY 18, 2022 MEETING MINUTES

Mr. Kershner moved to approve the motion. Mr. Linane-Booey, IV seconded the motion. The motion passed unanimously.

APPROVAL OF APPROVAL OF DECEMBER 2021 (period 13 accruals) BILLS AND CONTRIBUTIONS

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

APPROVAL OF JANUARY 2022 BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

Ms. Edwards covered the days of operating costs. The 2021 carryforward encumbrances of \$137,845 will be added to our 2022 budget in anticipation of invoices and fulfillment of 2021 work. Ms. Edwards covered the dollar amounts of the encumbrances and expenditure budget from 2021. Overall expenditures were covered and how much of the budget was used in each category. No further questions.

Library operations in January 2022 were allocated for 142 days of operating costs. Ms. Edwards noted a typo in the packet for 142 days. The amount had a reserve for capital balance. January expenditures were shared and totaled \$686,136. For Business Office news, the year-end process is still underway and the team worked closely with the City for the fixed asset system. No further questions.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Brown explained the difference in presenting financial data between operations and multi-year capital bond projects. No special contracts executed under special authority. Ms. Brown covered the various budget highlights and asset classes for each construction location. Ms. Hemingway asked Ms. Brown if we will spend all our contingency in phase one or if there will be some carryforward. Ms. Brown said some funds might come out of other site budgets and other capitalized costs. No further questions.

Mr. Walker explained Liberty Park, Shadle Park, and Hillyard are still in closeout. Bids for Indian Trail and South Hill would be brought before the board in the special meeting. Central Library updates were covered. Standard completion is scheduled for March 1. No further questions.

QUARTERLY PERFORMANCE REPORT

Ms. Deitz covered data from Q4. No further questions.

CHAIRMAN'S REPORT

None.

EXECUTIVE DIRECTOR'S REPORT

Mr. Chansé shared we canceled tours of Central Library due to COVID and they would be rescheduled. The Library was accepted as a program presenter at the California Library Association Annual Conference for The Hive. For the past month, administrative and staff teams

participated in a training for Working with LGBTQIA2S+ Communities and reading a book club book about gender.

In honor of Black History Month, we have a book list curated by Spokane NAACP President Kiantha Duncan. A program surrounding Drag Culture is scheduled for the end of the month. We plan to hire a variety of new positions in the next year. We continued negotiations with Library 270. STAR Spotlight went to Ashley Locke. Moveouts were successful at Hillyard and East Side. Cabinet meetings are virtual again.

Ms. Hemingway asked about how the transitions with FOLIO are going. Mr. Chane mentioned there were a few issues in the transition and we needed to launch in a live environment to address these issues. Overall, Mr. Chane said this system will allow us more control despite the short-term issues experienced. Mr. Kershner asked if the catalog itself is working and accurate. Mr. Chane said it is and the issue is more around requesting materials. No further questions.

COUNCIL LIASION REPORT

Councilmember Bingle and Ms. Ocheltree shared that they met with Mr. Chane and got to know him better. No further questions.

COMMUNICATIONS REPORT

Ms. Donovan shared January marketing highlights including increasing the number of newsletters sent per month, preparing to launch a new Recommend Reads email, and working with Little Fish Productions to create an animated logo slide for videos.

Ms. Donovan reported on marketing highlights and detailed data from 2021. No further questions.

NEW BUSINESS

14a.: 2021 Annual Report – Amanda Donovan

Ms. Donovan shared the 2021 Annual Report with the Board. Mr. Kershner asked if the music was composed by Mr. Rumsey. Ms. Donovan said no and shared the link to the music he had composed in the chat. No further questions.

14b.: Library Operations Fund #1300 – Redfox Consulting Agreement

Ms. Edwards requests the board to execute an agreement with Redfox Consulting for consulting services that pertain to diversity, equity, and inclusion for the organization in an amount not to exceed \$66,940. Ms. Starkey moved to approve the motion. Mr. Smith seconded the motion. The motion passed unanimously.

EXECUTIVE SESSION

None



PUBLIC COMMENT

The public had the option to email trustee@spokanelibrary.org with any comment. There is no official guidance on how to address public comment in a virtual format. These comments were addressed. One comment focused on masking in the library. The other comment focused on the lack of drive-thru drop boxes at the new locations. Mr. Kershner asked if there is a drive-thru book drop at Shadle Park Library. Mr. Chanse confirmed that we had the space to accommodate a drop box at that location. The South Hill Library does not have as much space, and it is a concern to accommodate this request. Mr. Kershner mentioned there are external drop boxes that you need to approach the library to utilize. No further questions.

NEXT REGULAR MEETING

The next regular meeting will be Tuesday, March 15, 2022. Location will be virtual.

ADJOURNMENT

The meeting adjourned at 5:36pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____