

MINUTES OF THE BOARD OF TRUSTEES MEETING**February 21, 2023**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, February 21, 2023 in-person at Hillyard Library with virtual access via Zoom meetings.

Present were:

MEMBERS

Ms. Lara Hemingway, Chair of the Board
Mr. Nathan Smith
Ms. Shelby Lamdin
Ms. Mary Starkey
Mr. Gary Stokes

COUNCIL LIASION

Councilmember Zack Zappone

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
Caris O'Malley
Alina Murcar
Lorraine Mead
Ashley Lock
Amanda Donovan
Charles Hansen
Sally Chilson
Marcia Johnson
Lisa Cox

CHANGES TO THE AGENDA

None

APPROVAL OF DECEMBER 2022 MEETING MINUTES

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

APPROVAL OF DECEMBER 2022 BILLS AND CONTRIBUTIONS

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

APPROVAL OF PERIOD 13 BILLS AND CONTRIBUTIONS

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

APPROVAL OF JANUARY 2023 BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

Operations: Ms. Edwards presented the 2022 financial report. Cash and investments totaled 173 days of operating costs. The expenditure trend shows that the Period 12 and Period 13 totaled \$1,742,950. This includes three payroll pay periods and an accrual for January. Graphs were presented to illustrate the year's expenditures for the encumbrance carryforward and each budget, total encumbrance carryforward is \$198,981.61. Staffing costs were presented. Local 270 make up 53 percent of the library's workforce, the rest is managerial and professional. The supplies budgets were presented. Services budget was presented including contract services. Interfund charges were presented. Ms. Hemingway asked why we were over budget for IT and phone services. The FOLIO development and licensing rolled over into 2022 expenditures and an internet service that our Support Services team was using for part of the year was included in that. Ms. Starkey asked under 2022 services, contractual services, and public services, was there something we had anticipated in either of those services that did not occur. We carry that budget forward each year and the closure of South Hill and Indian Trail contributed to that. No further questions.

January 2023

In January 2023, we had the ability to pay 148 days of operating costs. Ms. Edwards noted some significant differences in the Library adopted budget to the City's final adopted budget, including Levy Lid Lift came in higher, general fund allocation was less, and interfund came in at a higher amount. For January, the expenditures came out to be \$764,958. Ms. Edwards broke down that total. In Business Office news, alongside the City we are completing year-end accounting tasks. Ms. Huang and Mr. Stuart started the process of tagging assets out of Indian Trail and South Hill to get ready for the grand openings. No further questions.

Bond: Ms. Brown reported there were no obligations executed under the special threshold. The Bond update focused on year-end 2022. Ms. Brown reported the carryforward encumbrance totals. Our 2023 budgets are equal to the remaining proceeds and resources and the bond as a whole is accounted for on a continuum of the five-year construction period. 2022 was the close of year four. Budget remains for \$2.7 million for resources we have not committed yet. Since we are in the last year, we need to commit those totals by contract or purchase order or transfer that money to the Debt Service Fund at the City of Spokane. 26 public works projects were active at the time of the Board meeting. Ms. Brown shared the financial snapshot to show the

breakdown of the \$2.7 million among the library locations. There is a placeholder for Liberty Park and The Hive each for \$50,000 as we are still finishing up projects at those locations.

There are public art pieces and books and materials that are still being purchased. Some budget has been held for the 24/7 kiosk installations. No further questions.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Mead shared that construction was wrapping up. There are projects that were completed at Liberty Park, The Hive, and Shadle Park. At Central, there were panels being installed above the stage. Some changes will be made at Central. Indian Trail and South Hill are substantially complete. The certificate of occupancy was given to Indian Trail and a temporary certificate was given to South Hill so we can open. Work on the chiller will be completed at the end of April and a book drop will be added before opening.

Staff were shelving books at those locations and a few punch list items remain. Indian Trail is slated to open on March 7 and South Hill is slated to open March 21. No further questions.

CHAIRMAN'S REPORT

Ms. Hemingway welcomed the new trustees Gary Stokes and Shelby Lambdin, and the new council liaison, Zack Zappone.

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse welcomed the new trustees and council liaison. For programming, in celebration of Black History Month, there were programs held for a Resource Fair, story time, and others. The staff book discussion in January focused on *Indigenous Peoples' History of the United States*. Staff trainings were held with the Washington Braille and Talking Book Library. In the next months, we are focused on de-escalation and mental health first aid. The online catalog was updated and improved accessibility features were implemented on the website. Title-level hold updates should come in July. Many new staff were hired and shuffling of home locations occurred to accommodate the new locations opening. Since we did not meet in January, there were two STARS to report. In December, Gina Cooper and Marcia Johnson were honored for keeping up with the snow. In January, Alina Murcar was honored for their work in supporting and marketing our business services. Indian Trail is expected to open March 7 and Ms. Starkey will present at the ribbon cutting. The external book drop at Liberty Park was installed to accommodate community feedback. Security presence was increased at Central Library from two to four people. Spokane Police were brought into the conversation as well on how to improve security. In April, trustees will be voted into various committees. No further questions.

COUNCIL LIAISON REPORT

Councilmember Zappone introduced himself to the group. Mr. Chanse and Mr. Zappone discussed programming outside on the Plaza during the orientation. City Council will vote on Fair Housing ordinance on Monday for landlords and tenants. Mr. Zappone explained the details of the ordinance. Mr. Zappone shared he is on the Spokane Transit Authority board and explained his projects at STA that he is working on.

COMMUNICATIONS REPORT

Ms. Donovan shared Marketing highlights from the year 2022 including an increase in number of completed projects. She also mentioned awards won and travelling to present at the Library Marketing and Communications Conference in Indianapolis. Additionally, the team began work on the language access initiative and translated various library materials into seven languages. New library cards were designed.

Ms. Donovan shared the top posts on each social media platform and which webpages were our most popular. Earned media was shared from the year which included state and national media.

Priorities for 2023 included growing TikTok, opening South Hill and Indian Trail, implementing texting services, accessibility enhancements, and updating the library app. Mr. Stokes asked if strategic planning is conducted annually or on a longer-term basis. Ms. Donovan responded we operate on a one-year strategic plan as well as react to events in the world/community as needed. No further questions.

NEW BUSINESS

15a.: 24/7 Library Kiosk Installations – Caris O’Malley

Mr. O’Malley presented an overview of the 24/7 Library Kiosks that will be installed. In past presentations on this topic, Mr. Chapin identified areas that included the community amenities we sought for these projects. These locations included Yoke’s in the Eagle Ridge area, Gonzaga Family Haven near the Logan neighborhood, and Mann-Grandstaff VA Medical Center on the way to Indian Trail Library.

Mr. Smith asked how long the land agreement last for. Mr. O’Malley shared it is indefinitely or until the end of life of the product with clauses with both parties to be able to exit it. Mr. Chause clarified the expected useful life of the kiosks is 10 years. Mr. Stokes asked why this route was chosen for this project. Mr. O’Malley explained these kiosks accommodate people who are unable to visit a library due to time restraints from the library’s open hours and proximity from a library location. Mr. Chause mentioned council expressed support for this project during the development of the bond and after a similar machine was installed at the West Central Community Center. Mr. Smith asked how much it costs to operate these machines. Mr. O’Malley explained this would be an FTE position to service these machines.

Following this general discussion, Ms. Hemingway exited the meeting to recuse herself from the discussion of the agreement with Yokes Fresh Market, which is represented by the law firm where she works. Ms. Starkey moved to approved the request to proceed with the installation of the 24/7 kiosk at Yokes Fresh Market. Ms. Lamdin seconded the motion. The motion passed unanimously. Ms. Hemingway returned to the meeting. Mr. Smith moved to approve the request to proceed with the installation of 24/7 kiosks at Catholic Charities and Mann-

Grandstaff VA Medical Center. Ms. Starkey seconded the motion. The motion passed unanimously.

15b.: 24/7 Library Kiosk Installations at Nevada

Mr. O'Malley explained that we sought locations for the fourth kiosk location and had trouble finding one. There is property the library owns on an undeveloped lot on Nevada Street that has been on the real estate market for over a decade. Our bond council explained that development of the property for a kiosk or other uses would be a proper use of our bond funds. The location meets most of the criteria for a kiosk location. Mr. O'Malley explained a potential use for this space and the logistics of development. Ms. Hemingway asked if the line through the middle was a sewer pipe. Mr. O'Malley confirmed. Mr. Chanse added the Shiloh-Hills neighborhood council supported this project and suggested we utilize this property. The closest facilities are the North Spokane library. Ms. Hemingway asked if we would encumber the \$1.3 million to use this for capital improvement.

Ms. Starkey asked if it is an old pipe that needs replacing. Mr. O'Malley explained it serves a mobile home park nearby and we have an agreement to build over the top of it and retain access to it. Mr. Chanse said we would follow-up with the architect. Ms. Starkey expressed concern about the pipe being under a garden. Mr. Chanse explained there is more information we need to sort out before moving forward. State capital dollars could be assessed to match half of the cost of this project. We did not know about the pipe as it was not on the deed and it was a legacy of a project from the 90s. No further questions.

Mr. Smith moved to approve the motion to remove the Nevada Street property from the real estate market and to proceed with the design and permitting of site improvements. Mr. Stokes seconded the motion. The motion passed unanimously.

15c.: 2022 Annual Report – Amanda Donovan

Ms. Donovan provided an overview of the Library's 2022 Annual Report. The video was shared with the room. 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, March 21, 2023. Location will be at South Hill Library, 3324 S. Perry, Spokane, WA 99203.

ADJOURNMENT

The meeting adjourned at 6:18pm.



Secretary _____

Chairman, Board of Trustees _____ Date _____