

**MINUTES OF THE BOARD OF TRUSTEES MEETING****February 20, 2024**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, February 20, 2024 in-person at Hillyard Library 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 - Absent  
Ms. Shelby Lambdin - Absent

**COUNCIL LIASION**

Councilmember Paul Dillon

**LIBRARY DIRECTOR**

Mr. Andrew Chanse

**CALL TO ORDER**

The meeting was called to order at 4:32pm by Ms. Hemingway.

**VISITORS**

Nicole Edwards  
Alina Murcar  
Charles Hansen  
Lisa Cox  
Ashley Lock  
Natalie Hilderbrand  
Jason Johnson  
Marcia Johnson  
Amy Burchell  
Skyler Noble  
Tara Neumann  
Minnie Huang  
Paul Chapin  
Caris O'Malley  
Lorraine Mead

**CHANGES TO THE AGENDA**

Mr. Chanse requested the Financial Update to be added to the agenda after the eighth item. All materials were in the packet, but the item was left off of the agenda.

### **APPROVAL OF JANUARY 16, 2024 MEETING MINUTES**

Ms. Noble asked to submit an edit. The approval of the previous month's meeting minute title was to be changed from "APPROVAL OF OCTOBER 17, 2023 MEETING MINUTES" to "APPROVAL OF DECEMBER 19, 2023 MEETING MINUTES". Ms. DeJaegher moved to approve the motion with the noted change. Ms. Starkey seconded the motion. The motion passed unanimously.

### **APPROVAL OF DECEMBER 2023 BILLS AND CONTRIBUTIONS**

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

### **APPROVAL OF PERIOD 13 BILLS AND CONTRIBUTIONS**

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

### **APPROVAL OF JANUARY 2024 BILLS AND CONTRIBUTIONS**

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

### **FINANCIAL UPDATE**

Ms. Edwards covered December and period thirteen (13) expenditures which combined totaled \$1,686,801. Ms. Edwards then presented year end 2023 Library Operations results of actuals compared to budget. There are two items in revenue that relate to prior years, a one-time transfer from the bond which consists of reimbursement of temporary lease costs during construction and e-rate discounted technology. There will be no encumbrance carryforward from 2023 to 2024. Ms. Edwards covered non-tax related financial resources equal to \$508,508. Overall expenditures versus the budget show we utilized 101 percent of budget, we overspent budget on pages and substitutes for public services staff and facilities staff. Supplies were slightly overspent in addition to alarm and security services.

2023 utilities were introduced to the 2023 year-end financial reporting and graphs to provide a branch level view of utilities usage. Interfund charges are established by various City departments, and they process the service fees. These include accounting services for process payment batches and payroll processing, IT software support, fuel for fleet, and banking services at City Hall. Capital budget was fully utilized.

Ms. Starkey asked about the difference in benefits between budget and actual. Ms. Edwards explained we overspent in that area combined and there were some vacancies which kept us under budget, but in the salaries and wages budget alone, we overspent in excess of that on temporary/seasonal staff and this amount included overtime and out of grade pay. Ms. Starkey asked why we were so far under for benefits. Ms. Edwards explained overall, the percentage isn't as low as it seems, as a percentage it's minor, but the gap is due to having the security guard positions open and from retirements of administrative positions, when we fill those the actual cost decreases in that role compared to the annual established budget which does not change. Ms. DeJaegher asked if we added more budget for part-time staff in 2024 since we were over budget in 2023. Ms. Edwards confirmed.

### Bond Fund Update

The Alpine contract was executed under increased threshold authority. Ms. Hemingway asked if the authority will automatically expire or if we need to act. Mr. Chanse said it was already completed. Ms. Edwards shared the financial commitments in a contract or purchase order at the end of 2023 are the only items left to spend, as there is no additional budget to commit.

The Bond ended the year fully encumbered with \$0 in remaining budget. Obligations are rolled into 2024 and are established as the budget threshold for 2024 while we close our projects. Ms. Edwards shared financial updates on the remaining capital bond projects. Ms. Hemingway asked where the public art is located. Ms. Edwards shared art is at all locations.

### January 2024 Library Operations

In January, the Library has the ability to pay 143 days of operating costs in cash and investments. Expenditure trends were covered, and total January expenditures were \$988,397. In Business Office updates, new Accounting Specialist, Minda Roberts joined the team. The year-end closing process is still underway in some categories. Ms. Starkey asked which insurance premiums were covered and if they were for the whole year. Ms. Edwards confirmed. No further questions

### **CHAIRMAN'S REPORT**

None

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

Mr. Chanse shared the Levy passed with nearly 58 percentage points and shared some of the informational outreach staff did. Governor Inslee was at Central Library and The Hive last month for two different occasions. In DEI efforts, we worked with Lisa Gardner, NAACP President, on a blog, in addition to working with the NAACP on a few events. Support Services has worked to improve materials processing. Some operational changes were made to Central Library including issuing door codes for restrooms, limiting food and beverage consumption on the second and third floors, and limiting patio access during parts of the day to discourage camping. STAR Spotlight went to Facilities members to help with frozen pipes. Central Library was evacuated and closed last Friday to support staff after an individual experienced a mental health crisis.

Ms. Starkey asked if we have a system for monitoring any water events at the library such as a burst pipe. Mr. Chanse explained he will find that information and bring it back to the board. Ms. Edwards added information about the HVAC notification system for the building. Conversation among Board members about monitoring systems occurred. Ms. Hemingway asked about City use of the spaces. Mr. Chanse stated that we are working with City Cable 5 to streamline their access to technology when city-led events are held on the stage. No further questions.

### **COUNCIL LIASION REPORT**

Mr. Dillon commented on the Levy and the incident last Friday. He explained Lili Navarrete was appointed to District 2 and they are delineating committees. He mentioned City Council is

looking into more Behavioral Health Units and expand City efforts for the “street medicine models” and partnerships focused in Spokane, especially downtown. Regarding City ordinances, Mr. Dillon is focused on pedestrian safety. Conversations about the budget are starting early. No further questions.

### **COMMUNICATIONS REPORT**

Ms. Murcar shared the Communications highlights from January with Playspaces, Library Learning Week, Nerf Wars, Governor Inslee, and the Annual Report gaining a lot of earned media and social media attention. The Annual Report will be covered later in the meeting. Other highlights were covered in addition to earned media and operational changes. No further questions.

### **PROGRAMMING REPORT**

Mr. Johnson provided the Programming Report with highlights being an increase in the Value Score, the NAACP Presidential Swear-In, the Heat Speak Album Release Party, Library Learning Week, and other events.

### **NEW BUSINESS**

#### **14a. Capital Bond Fund #3365 Final Acceptance – Central Branch Renovation – Walker Construction - Nicole Edwards**

Ms. Edwards shared the background information on this item, all required documentation has been submitted and approved by L&I, approval of this final acceptance will allow us to proceed with Notice of Completion. We ask the Board to grant final acceptance of the Central Branch public works project which was renovated by Walker Construction Inc. Ms. Starkey asked what the added stock materials are. Ms. Mead explained this may include add-ons for items that need touch ups like carpet, ceiling tiles, and other similar-use items. Ms. Starkey asked about the warranty. Ms. Mead explained there were some late punch list items like outdoor lighting to the building, but the main contract was completed over a year ago. Ms. Starkey moved to approve the motion. Ms. DeJaegher seconded the motion. The motion passed unanimously.

#### **14b.: Writing Education Specialist Presentation - Sharma Shields**

Ms. Shields provided background on the Writing Education program at Spokane Public Library and what she does day-to-day. No further questions.

#### **14c.: 2023 Annual Report - Alina Murcar**

Ms. Murcar presented the 2023 Annual Report document and video. Ms. Hemingway asked where the Annual Reports are shared. Ms. Murcar explained Annual Reports were sent to branches and will be shared at State of the City in April. 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.



SPOKANE  
PUBLIC LIBRARY

**NEXT REGULAR MEETING**

The next regular meeting will be Tuesday, March 19. Location will be at Indian Trail Library

**ADJOURNMENT**

The meeting adjourned at 5:44pm.

Secretary

Date

4/16/24

Chairman, Board of Trustees

Date

4/16/2024