

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

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

Present were:

MEMBERS

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

COUNCIL LIASION

Councilmember Zack Zappone

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:31pm 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
Ashley Lock
Amanda Donovan
Brenda Kochis
Mason Neil
Angela Richardson

CHANGES TO THE AGENDA

Action item 13c: as added to the agenda.

APPROVAL OF February 21, 2023 MEETING MINUTES

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

APPROVAL OF February 2023 BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

Operations: Ms. Edwards reported on the cash and investment trends. The expenditure trends were reported and February expenditures totaled \$983,077. A reported change was made from the packet under utilities for the storage facility to be \$1,833 from \$1,6. In Business Office news, payroll and HR volume has increased since the beginning of the year. The full-time equivalent hired since the beginning of the year is 12.8 FTE and have filled about 16 positions. Historically, the financial expenditure report is broken down by service area under “programming”, the name will move forward as “Summer Reading Program”. There is an increase in volume of purchasing card activity and the Library has 25 purchasing cardholders within the organization. Ms. Starkey asked to clarify if there was more programming aside from Summer Reading Programming. Ms. Edwards explained other programming is under Public Services. Ms. Hemingway asked if the cards are for staff who hold purchasing cards. Ms. Edwards confirmed. Ms. Hemingway asked what was purchased from those cards. Ms. Edwards explained supplies and other general use things the library needs. Ms. Starkey asked if we stock up at the beginning of the year. Ms. Edwards clarified we buy in bulk throughout the year. No further questions.

Bond: Ms. Brown discussed the accountability of fixed assets. Employees and Business Office are responsible for safekeeping their assets. Regarding fixed assets, Indian Trail and South Hill asset uploads are being prepared separately to avoid mistakes. These are the last two branches going into service. They uploaded two spreadsheets: one for technology and materials handling, the other for cost additions. Additionally, the City of Spokane purchased a fixed asset module which still is not fully operable for over two years. Ms. Brown reported the upload worksheets are not uploading correctly into the system. The City accountant had to manually put the library’s assets into the system in addition to the rest of the City of Spokane. July 2022 was just uploaded and that was the month Central was added. Ms. Brown explained how this works and elaborated the nuances of this project.

Ms. Brown created an accounting structure for the Nevada Street development and kiosk installations. It will be presented in April. Those existing budgets will move out of PMO and reside it in a new section to track the projects. No further questions.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Mead shared all branch renovations are completed. Small projects at The Hive and Liberty Park are underway. There are some closeout items underway at Central Library. Indian Trail has some shelves that need to be installed. Meridian has a few issues that will need to be resolved. South Hill has a chiller that will need to be installed and a drive-up book drop. Ms. Hemingway

asked if there are other items that are delayed aside from the chiller being shipped in May. Ms. Mead explained that is it. No further questions.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse welcomed the Board to South Hill Library. Mr. Smith will leave the board after this meeting. Successful grand reopening ceremonies were held at Indian Trail and South Hill libraries. The Board approved the location contracts last month, although the VA Hospital has now asked us to pause installation for a few years. Instead of waiting, we will look to find another location. The Friends of the Library will host their book sale April 27-29 at Shadle Park Library. We are in discussion with Spokane Public Schools about their next bond project about a replacement for The Community School. Next month, we will change reporting for programming and Jason Johnson will report at board meetings. Mr. Chanse highlighted the collections for the opening of the libraries. STAR Spotlight went to Ashley Lock, Amanda Miller, Chad Huddlestun, Nicole Miller, Samantha Murphy, and Abe Green. With the openings completed, staff are settling into new locations. Tech enhancements were made at Central, The Hive, Shadle Park, and Liberty Park. We have hosted safety and security discussions monthly and Mr. Chanse is talking with the City of Spokane about this. Budget season is starting again. Mr. Stokes asked if weather plays a part in the incidents that have occurred. Mr. Chanse explained it is more common with colder weather, although there will be some research to confirm this thought. Facility use increases with inclement weather. Ms. Hemingway asked if the City and DSP have been cooperative. Mr. Chanse confirmed and we are working to organize more engaged discussions. Mr. Zappone added that he heard DSP would be continuing safety meetings. Ms. Starkey shared her understanding with how staff may feel with the added stress of safety and hoped there are resources available for staff to talk about it. Mr. Chanse explained having a Social Worker on staff is beneficial for hosting discussions on various topics to help work with stress and wellbeing. Ms. Lambdin added if bringing in groups from the City would be beneficial in those conversations. No further questions.

COUNCIL LIASION REPORT

Mr. Zappone reported Council approved a 90-day study with the regional homeless authority. No further questions.

COMMUNICATIONS REPORT

Ms. Donovan shared the priority for the last month was the reopening of Indian Trail and South Hill. Ms. Murcar conducted media interviews on opening day. An accessibility feature was added to the website. The team attended a half-day retreat to connect with City of Spokane marketing groups on how to better collaborate. The Library is working with Houdini to redesign the Spokane Business Library website with Mark Pond. Ms. Murcar and Ms. Noble led a webinar with our email vendor.

Social media highlights included Indian Trail Library's grand reopening. Ms. Donovan shared the TikTok statistics. Earned media included coverage on all local television channels for Indian Trail Library and KREM and KXLY came for the South Hill Library opening. No further questions.

NEW BUSINESS

13a.: Facility Truck Purchase – Nicole Edwards

Ms. Edwards explained the need for new trucks for the Facilities department. Quotes are being collected for purchasing a new truck. In the future, the rest of the fleet will need to be replaced as well. Ms. Hemingway asked if there is an opportunity to use excess bond funds for new vehicles. Ms. Edwards explained the budget is allocated for the kiosks and we expect there to be no excess funds. Mr. Chanse added there may be an opportunity to take costs incurred for rental spaces and reimburse those into the bond to replenish other costs. No further questions.

Ms. Starkey moved to approve the motion approving the purchase of a Library utility truck in an amount not to exceed \$70,000. Mr. Stokes seconded the motion. The motion passed unanimously.

13b.: Youth Environmental Programming Overview - Mason Neil

Mason Neil provided an overview of youth environmental programming at the Library. Mr. Stokes asked if Neil would consider Daniel Tiger as inspiration in addition to Mr. Rogers. Neil shared an anecdote at storytime connecting with children at storytime, covering the emotion of grief. No further questions.

EXECUTIVE SESSION

Ms. Hemingway convened the Board to executive session at 5:18pm for a period of 10 minutes to discuss a personnel matter. Everyone left the meeting aside from Mr. Wagner and Trustees. Ms. Hemingway reconvened the meeting at 5:37pm.

13c.

Mr. Smith highlighted Mr. Chanse's performance and tenure at the Library. Mr. Smith moved to approve a motion to add an addendum to Mr. Chanse's contract agreement to add four years to his employment agreement with a four-year rolling contract moving forward. Mr. Smith moved to approve the motion. Ms. Starkey seconded the motion. The motion passed unanimously.

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, April 18, 2023. Location will be at Indian Trail Library, 4909 W. Barnes, Spokane, WA 99207.



ADJOURNMENT

The meeting adjourned at 5:41 pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____