

**MINUTES OF THE BOARD OF TRUSTEES MEETING****November 19, 2024**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, November 19, 2024 in-person at Liberty Park Library with virtual access via Zoom meetings.

Present were:

**MEMBERS**

Mr. Gary Stokes – Chair of the Board  
Ms. Lara Hemingway - Absent  
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**

Marcia Johnson  
Amy Burchell  
Paul Chapin  
Skyler Noble  
Amanda Donovan  
Andy Rumsey  
Jamila Leone  
Denise Neujahr  
Jake Walters  
Natalie Hilderbrand  
Samantha Day  
Jason Johnson  
Ashley Lock  
Thomas Herrlinger

**CHANGES TO THE AGENDA**

None

**APPROVAL OF OCTOBER 2024 MEETING MINUTES**

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

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

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

### **FINANCIAL UPDATE**

Mr. Chanse covered cash and investment trends for October. We ended with 114 days of available operating costs. The Library received its Levy Lid Lift dollars at the beginning of November. Other project updates were covered. The total October operating expenditures were \$1,036,797.

Bond Fund Update: In October, Nevada property costs accounted for \$57,000. The Library Kiosk at this property was expected to be installed by year end but will be completed in the spring.

Business Office News: A quote was anticipated for insurance coverage for the Board by December. Ms. DeJaegher complimented. Ms. Margil asked if there is a second update for the next budget proposal. Mr. Chanse said there will be one before the end of the year. No further questions.

### **CHAIRMAN'S REPORT**

None

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

Mr. Chanse presented his submitted report for the Board. He attended the Library Director's conference in Philadelphia and shared insights from that event. In DEI efforts, the next book club featured *Caste: Origins of our Discontent* by Isabel Wilkerson. The final all-staff training was in the beginning of November from the stress and trauma series. STAR Spotlight went to the Community Technology department for the upgrade to FOLIO. Mr. Chanse has scheduled Office Hours for the season. Mr. Chanse shared data from Urban Libraries Council about gate count trends in the United States compared to Spokane Public Library's usage data. Mr. Chanse shared other updates from the report surrounding strategic planning for 2025 and beyond. Regarding the budget, there has not been an update for City departments yet.

Mr. Stokes asked how other libraries are doing regarding wellness. Mr. Chanse explained other libraries are experiencing what we are facing and shared how libraries are experiencing the effects of our society. Mr. Stokes followed up and asked if other libraries in surrounding areas are also experiencing these trends. Mr. Chanse confirmed. Ms. Lambdin asked if there was data around staff retainage. Mr. Chanse explained we are not experiencing much turnover among our staff and are actively working to prevent burnout and support our staff. Ms. DeJaegher asked if there are different issues depending on library location. Mr. Chanse shared we bring other staff into Central Library depending on what the library is experiencing to cover shifts. There are staff interested in working at Central Library and bringing in a Safety Team has helped our mission and we continue to see improvements, but there is always work to be done. PEER Spokane at Central Library has also helped work to connect our population to different services. Mr. Stokes asked what the library's turnover rate is.

Ms. Day and Mr. Chanse can provide that information to Mr. Stokes after this meeting. Mr. Stokes was curious about how each year compares to one another. Mr. Chanse explained our retention has been strong. Ms. DeJaegher asked how the staff survey will affect Vision 2030. Mr. Chanse confirmed the survey and additional steps have been taken to assess what our priorities are for Vision 2030. No further questions.

### **COUNCIL LIASION REPORT**

Councilmember Dillon explained there is an upcoming budget hearing and study session highlighting important budget topics in the proposal from Mayor Brown. Councilmember Dillon shared topics from Council such as the Community Safety Plan passing, putting dollars toward traffic revisions, and Community Court. A Homelessness Round Table was being held at Central Library to discuss different policy proposals around this topic. There is an alcohol ordinance that lapsed that is being brought back for the downtown area to reduce alcohol related crimes. Mr. Stokes asked Councilmember Dillon what he thinks about the new police chief. Councilmember Dillon had praises for the new police chief and has some work to do. No further questions.

### **COMMUNICATIONS REPORT**

Ms. Donovan explained we are implementing an automatic card renewal email so library customers will be notified when their card is close to expiration. Other marketing highlights include Global Entrepreneurship Month, Dinovember, Native American Heritage Month, and Write a Novel in November Month. The team recently came back from the Library Marketing and Communications Conference in St. Louis where they presented on the topic of internal communication and learned and connected with library marketing professionals from around the country. Email, web, and social media statistics were covered. Mr. Stokes asked what the team's best takeaway from the conference was. Ms. Donovan explained how our presentation on internal communications was well received and it was rewarding to hear feedback from the audience. No further questions.

### **PROGRAMMING REPORT**

Mr. Johnson shared programming highlights from October. Event highlights included the Frankenstein exhibit, other Halloween-themed programming, an NAACP Forum, Spokane Is Reading, the Spokane Wood Carver's Association at The Hive, and the 33 Artist's Market. One Toddler Storytime had over 120 people in attendance. Ms. DeJaegher asked if field trips are reflected in the data. Mr. Johnson explained how a few tours are included but tours will be added in the report. No further questions

### **NEW BUSINESS**

#### **13a. 2025 Board Meeting Schedule - Skyler Noble**

Ms. Noble explained that the attached schedule is the planned Board Meeting schedule for 2025. This item needed to be approved for the City Clerk's Office to share. The Board is asked to approve the 2025 Board of Trustees schedule as written. Ms. DeJaegher asked why South Hill Library is not represented on the list. Ms. Noble explained it was not intentional and that the schedule was built based on room availability. Many of the meeting rooms were scheduled out for other uses on Board Meeting days through 2025.



Ms. DeJaegher moved to approve the motion. Ms. Lambdin seconded the motion. The motion passe unanimously.

**13b. Music Education Update - Andy Rumsey**

Mr. Rumsey shared the history of Music Lessons at the Library, including how we brought music lessons back after the pandemic. Mr. Rumsey provided an update on Music Lessons at the Library with the addition of a grant from the Future Song Foundation to bring in another teacher for music lessons. The grant was renewed recently through 2025.

Ms. Margil asked if lessons are primarily for younger people or if they were a mix. Mr. Rumsey explained it is a mix of people, and the majority are children, which is a focus for the Future Song Foundation. Mr. Stokes asked what the ratio is between students and adults. Mr. Rumsey estimated the ratio is one to two. Mr. Chanse asked Mr. Rumsey to highlight the instruments that are offered in music lessons. Mr. Rumsey shared the instrument lessons the library offers. 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.

**NEXT REGULAR MEETING**

The next regular meeting will be Tuesday, December 17. Location will be at Shadle Park Library.

**ADJOURNMENT**

The meeting adjourned at 5:13pm.

Secretary

A handwritten signature in black ink, appearing to be "M. Lambdin", written over a horizontal line.

Chairman, Board of Trustees

A handwritten signature in black ink, appearing to be "G. Lambdin", written over a horizontal line.

Date

11/21/25