

MINUTES OF THE BOARD OF TRUSTEES MEETING**November 16, 2021**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, November 16, 2021 via Zoom meetings.

Present were:

MEMBERS

Ms. Lara Hemingway, Chair of the Board
Mr. Casey Linane-Booey, IV, Vice Chair of the Board,
Absent
Mr. Nathan Smith
Mr. Jim Kershner
Ms. Mary Starkey

COUNCIL LIASION

Ms. Kate Burke, Absent

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
Amanda Donovan
Matt Walker
Alan Wagner
Tara Neumann
Caris O'Malley
Alina Murcar
Shiloh Deitz
Paul Chapin

CHANGES TO THE AGENDA

None

APPROVAL OF OCTOBER 19, 2021 MEETING MINUTES

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

APPROVAL OF OCTOBER 2021 BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

Ms. Edwards reported on cash and investments trends, currently at 143 days of operating costs in available cash and investments balance. Levy Lid Lift funding is expected to be distributed this month (November). Expenditures for the month totaled \$728,644. All libraries are officially cashless as of November, we have fully transitioned to the new payment system. We will pay the remaining balance on our RFID loan with payoff happening in early December. Mr. Kershner asked why we can pay off the loan now. Ms. Edwards answered that we can make this possible because we are retiring the RFID system and will have Levy Lid Lift funds recently distributed. No further questions.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Brown explained Ms. Huang and Ms. Brown worked on the monthly template for the fixed asset system provided by the City. City asked them to upload invoices to the new software as well. The City software is not able to accept uploads and they are working to resolve that issue with the software provider. Phase one projects are winding down and it is a busy time completing regulatory reports and filing notice of completions on the State website which triggers a notice to the State Revenue office. In October, the State Auditor informed the Library that the bond will be a part of the Public Works Procurement section of the accountability audit. The Hive and Liberty Park are a part of that audit contracted with Leone & Keeble. There were no contracts executed under the increased authority. No further questions.

Mr. Walker explained phase one is wrapping up and close-out procedures are being completed. Central Library is moving along with completion of side work and tiling with talks of close-out approaching. Phase two projects are starting, and six bids came in, but they were over budget. This will be discussed later in this meeting. No further questions.

QUARTERLY PERFORMANCE REPORT

Ms. Deitz provided an overview of the Library's Q3 performance. We will switch some of our reporting as we shift to Folio, so the data are both reliable and unreliable due to this change. No further questions.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chansé shared that there was much to celebrate recently with Shadle Park, Liberty Park, and the new website launching in addition to East Side and South Hill closing. We've been piloting self-service hours and we are adapting to make this experience more seamless for customers. We are awaiting guidance on the vaccine mandate and how that will affect employers. STAR Spotlight went to Jordan Hilker at Shadle Park Library for leading the preparation and opening of Shadle Park Library. We will now wait for City Council's negotiations

regarding budget. City of Spokane will discuss what to do with the land East Side Library sits upon in the coming months.

Last month, we discussed delays in publishing, and we are now seeing delays from our vendor due to labor shortages. We've decided to return to processing materials in-house. The laptop kiosk is now available for use, and it is a pilot project to see how laptop checkouts go.

Ms. Hemingway asked about how long customers can check out laptops for. Mr. Chanse answered 90 minutes and they are for in-house use only. Data is wiped from them upon return. Mr. Kershner asked if processing in-house is permanent. Mr. Chanse replied that if we can complete processing with better quality then it will be a permanent fixture.

Not in the report - over the weekend (11/13 & 11/4), Mr. Chanse kept the Board updated about an online threat we received on social media. To keep staff and customers safe, we decided to close the Library over the weekend. For the next week, we added security to let staff focus on serving customers. We will be reviewing our practices regarding how to handle this situation. Ms. Starkey explained she was pleased with how the situation was handled.

Mr. Chanse provided an explanation of an issue in our agreement with Spokane Parks and Recreation. The outdoor art installations at the Shadle Park and Liberty Park Libraries were installed outside of the agreed upon boundaries of our lease with Parks. We will bring an amended lease with updated boundaries to the library board after the Parks board goes through the process of amending the lease. We will provide a review of the art pieces as they were not included on art negotiations. Ms. Starkey asked if we are being asked to move the installation. Mr. Chanse replied we were not, and Parks will consider a change to the boundary. Mr. Kershner asked if we will amend the lease to end at the parking lot and if we must give anything in return. Mr. Chanse explained that Ms. Brown calculated about an \$35,000 would need to go to Parks to cover the expanded boundary at Liberty Park. Ms. Hemingway asked if additional funds would come out of bond proceeds. Mr. Chanse confirmed this. No further questions.

COUNCIL LIASION REPORT

None

COMMUNICATIONS REPORT

Ms. Donovan reported on Marketing highlights which included two ribbon cuttings, a variety of new collateral pieces, communication for various Library closures, and the new website launch. There was a 17.5 percent increase in web traffic in the last month. Marketing curated a successful Staff Week with videos and a live Q&A with Andrew. We launched our paid media campaign with The Woodshop.

For social media, there was high engagement with posts regarding new libraries, Instagram stories, and a bookface shared by Billy Idol. We are promoting content for Native American Heritage Month. This month also brought quite a bit of earned media coverage. No further questions.

NEW BUSINESS

13a. Bond Fund #3365 – Reject All Bids for Indian Trail Action and South Hill Renovations – Matthew Walker & Penny Brown

We are asking the Board for approval to reject all bids as they exceeded our budget. The bids were opened on November 2, the lowest bid was \$2.3 million over the original Group 4 estimates. With some added costs, it will be \$2.9 million over Group 4 original estimated costs. This would consume our interest earnings. This led to a discussion with our Public Works Attorney and Mike Piccolo where we learned about rejecting bids to reassess projects and designs. Mr. Chanse emphasized we will still be able to provide taxpayers with what we promised. Mr. Kershner asked how long this would delay projects. Mr. Walker shared we are estimating a new bid package by the end of January. Mr. Kershner asked how long before the revised projects would go out for bids. Mr. Walker responded with three weeks or more. Ms. Hemingway asked if this would change the project timeline. Mr. Walker said it would most likely be the same timeframe with some modifications. Mr. Kershner asked if we add another two to three months, if there is a danger costs will continue to increase. Mr. Walker responded it is a possible risk. Ms. Brown added there are benefits to adding alternates to the bid packages. Mr. Kershner asked if the alternates would ask bidders to submit a main bid and a series of alternates. Ms. Brown confirmed it would include our core “must-haves” in addition to some enhanced features. Ms. Hemingway asked if alternates are one or the other or if we can include all multiple alternates. Ms. Brown said it is a possibility. Mr. Kershner asked if we would not be able to pay for it with the bids as presented now. Ms. Brown said it would exhaust all interest and though it is possible to find the funds, this would be a more conservative option. No further questions.

Ms. Starkey moved to approve the motion. Mr. Kershner moved to second 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.

EXECUTIVE SESSION

None

NEXT REGULAR MEETING

The next regular meeting will be Tuesday, December 14, 2021. Location will be virtual. The board agreed to move the next board meeting to this date.



ADJOURNMENT

The meeting adjourned at 5:23 pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____