

**MINUTES OF THE BOARD OF TRUSTEES MEETING****October 19, 2021**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, October 19, 2021 via Zoom meetings.

Present were:

**MEMBERS**

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

**COUNCIL LIASION**

Ms. Kate Burke, Absent

**LIBRARY DIRECTOR**

Mr. Andrew Chanse

**CALL TO ORDER**

The meeting was called to order at 4:31m by Ms. Hemingway.

**VISITORS**

Skyler Noble  
Penny Brown  
Nicole Edwards  
Amanda Donovan  
Matt Walker  
Paul Chapin  
Alan Wagner  
Tara Neumann  
Caris O'Malley  
Natalie Hilderbrand  
Andrea Williams  
Tony Baird

**CHANGES TO THE AGENDA**

None

**APPROVAL OF SEPTEMBER 21, 2021 MEETING MINUTES**

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

**APPROVAL OF SEPTEMBER 2021 BILLS AND CONTRIBUTIONS**

Mr. Linane-Booey, IV moved to approve the motion. Mr. Kershner seconded the motion. The motion passed unanimously.

### **FINANCIAL UPDATE**

Ms. Edwards reported cash and investments for 142 days of operating costs. We utilized 64 percent of our annual expenditure budget. Total expenditures for September were \$761,957. The Business Office is in the process of applying for 2022 insurance coverage. Additionally, a driver ran through the construction gate at Central Library and an insurance claim has been initiated. Mr. Kershner asked what was damaged. Ms. Edwards explained the gate was damaged and a post near the entrance to the garage. Mr. Kershner asked if this parking garage is open right now. Ms. Edwards said it is closed. No further questions.

### **BOND CONSTRUCTION PROJECT UPDATE**

Ms. Brown provided an update on the electric vehicle charging stations that have been installed at some locations. At Central Library, there will be four chargers in the parking garage. September was busy with furniture deliveries and technology installation, creating tasks for tagging. Phase 1 projects are starting to wind down except for Central Library. The Indian Trail and South Hill bid is live with five contractors interested. In closing, no contracts were executed under special signing authority. Mr. Kershner asked if the charger stations came from a grant. Ms. Brown confirmed although we have not seen the output of it. Avista is moving forward with or without the grant. No further questions.

Mr. Walker highlighted the happenings at each location. They are processing close-out submittals. Shadle Park won an AGC award. The Central Library entrance is taking shape and sidewalks on Lincoln Street will be paved next. Bids for South Hill and Indian Trail are due November 2. Mr. Kershner asked what AGC stands for. Mr. Walker explained it stands for “Associated General Contractors” and it is a local group. Ms. Hemingway asked for clarification on the other awards won. The Library won an award for The Hive last year. No further questions.

### **CHAIRMAN’S REPORT**

None.

### **EXECUTIVE DIRECTOR’S REPORT**

Mr. Chanse mentioned September was busy with construction and website development, launching October 20. Mr. Chanse provided an overview of which libraries are closing for construction and which will open soon. Another project the Library is working toward is the catalog update through Folio. The website and catalog were not built with bond dollars but rather operating dollars and they were completed in house.

DEI updates include new trainings for Serving LGBTQ+ Populations with special guest Spectrum Center and upcoming trainings for anti-indigeneity and anti-blackness. The publishing industry is expecting delays later this year. The Hillyard Library team won the STAR spotlight for September. Library 270 contract negotiations are in effect and Mr. Kershner will join those negotiations. There will be a virtual Staff Day this year in response to concerns about COVID-19. Bids went out for Indian Trail and South Hill. We are still in budget negotiations with City Council. Mr. Kershner asked if the new Hillyard Library has shelving. Mr. Chanse confirmed it

does. Mr. Kershner asked about the other furnishings. Mr. Chanse explained we are waiting on some staff furniture. Mr. O'Malley added that custom casework is also delayed. Ms. Hemingway asked if we are using a different software for the catalog and if there is different search functioning. Mr. Chanse explained our records will not change and we might investigate different solutions for our records. No further question.

### **COUNCIL LIASION REPORT**

None

### **COMMUNICATIONS REPORT**

Ms. Donovan reported Marketing highlights with promotions for upcoming ribbon cutting ceremonies and communication about Library openings and closures due to construction. The website will launch October 20 at spokanelibrary.org. We conducted user testing last week and made improvements based on feedback. We are planning virtual staff week. We worked with local agency The Woodshop to create a new brand message guide. Professional photography is being taken at each new location for the website and new marketing collateral. Menstrual hygiene products are now offered in all new and renovated Library restrooms. No major developments in social media and there were a few stories written about the Library last month. Ms. Hemingway asked if the photos in the report were from the photographer. Ms. Donovan took the photos in the report. Mr. Kershner asked if the ribbon cuttings will be outdoors. Ms. Donovan confirmed that, weather permitting, we will host these events outdoors. Mr. Kershner asked if there is a contingency plan if the weather is bad. Ms. Donovan said we will move inside and require masks if this happens. No further questions.

### **NEW BUSINESS**

#### **12a.: Brand Message Guide & Campaign Overview – Andrea Williams, The Woodshop**

Ms. Williams and Mr. Baird explained their roles at The Woodshop and provided an overview of the new brand message guide. Mr. Kershner asked what the term is that will be on the Staff Day lanyards. Ms. Williams shared the title staff will wear is written as "Info Guides". Mr. Kershner expressed he liked the one-liner from the guide. Mr. Baird added the one-liner unites our direction with marketing with internal staff inspiration. No further questions.

#### **12b.: Director Review Subcommittee – Alan Wagner**

Mr. Wagner explained it is time to select a subcommittee for Mr. Chanse's review as Executive Director. Mr. Kershner volunteered to be on the subcommittee. Mr. Linane-Booey, IV also volunteered to serve on the subcommittee. A motion was asked for Mr. Kershner and Mr. Linane-Booey, IV to serve on the subcommittee. Mr. Smith moved to approve the motion. Mr. Linane-Booey, IV seconded the motion. The motion passed unanimously.

#### **12c.: Amendment for Hill International Consultant Agreement - Penny Brown**

Ms. Brown requests the Board to approve an amendment to the Hill agreement in an amount not to exceed \$235,000. Ms. Hemingway asked if this will carry us through the South Hill and Indian Trail projects. Ms. Brown confirmed, and it is expected the amount will meet the needs of all the projects. Mr. Kershner moved to approve the motion. Mr. Smith seconded the motion. The motion passed unanimously.



**PUBLIC COMMENT**

The public had the option to email [trustee@spokanelibrary.org](mailto:trustee@spokanelibrary.org) with any comments and none were received.

**EXECUTIVE SESSION**

None

**NEXT REGULAR MEETING**

The next regular meeting will be Tuesday, November 16, 2021. Location will be virtual.

**ADJOURNMENT**

The meeting adjourned at 5:15 pm.

Secretary \_\_\_\_\_

Chairman, Board of Trustees \_\_\_\_\_ Date \_\_\_\_\_