

**MINUTES OF THE BOARD OF TRUSTEES MEETING****October 17, 2023**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, October 17, 2023 in-person at Shadle Park Library with virtual access via Zoom meetings.

Present were:

**MEMBERS**

Ms. Lara Hemingway, Chair of the Board  
Ms. Dani DeJaegher  
Ms. Shelby Lambdin  
Mr. Gary Stokes – Absent  
Ms. Mary Starkey—Absent

**COUNCIL LIASION**

Councilmember Ryan Oelrich

**LIBRARY DIRECTOR**

Mr. Andrew Chanse

**CALL TO ORDER**

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

**VISITORS**

Paul Chapin  
Nicole Edwards  
Tara Neumann  
Minnie Huang  
Amanda Donovan  
Charles Hansen  
Becky Mace  
Jason Johnson  
Courtney Jahay  
Amy Burchell  
Marcia Johnson  
Samantha Murphy  
Lisa Cox  
Ashley Lock  
Natalie Hilderbrand  
Alina Murcar

**CHANGES TO THE AGENDA**

Ms. Hemingway proposed to move the Adult Programming Overview with Becky Mace to the start of the New Business items on the agenda.

### **APPROVAL OF SEPTEMBER 19, 2023 MEETING MINUTES**

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

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

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

### **FINANCIAL UPDATE**

**Operations:** Ms. Edwards stated that as of September the Library is able to pay 161 days of operating costs. Then she reviewed the operations expenditures for September and the total expenses were \$973,604. The Library also purchased a utility van for outreach. To date, we have encumbered and spent 72% of our budget for 2023. No further questions.

**Bond:** No obligations executed in the month of September. We have spent the entire \$2Million on books and materials. With the Nevada site, we are on schedule for publishing an advert for a Request for Proposals in the Gazette on 10/18 and 10/25. A notice of completion was filed for Indian Trail signage and shelving implementation.

We are currently on track for the levy lid lift in February 2024. Ms. Edwards and Mr. Chanse will present to City Council on Monday October 23.

Ms. Hemingway asked, on the Nevada site bidding, if we are hoping to get bids to encumber in November and December. Ms. Edwards answered in the affirmative and that our deadline for encumbrance is mid-December. No further questions.

### **CHAIRMAN'S REPORT**

None

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

Mr. Chanse highlighted his attendance at the library director retreat earlier this month at Spokane Valley Library, the focus was on discussion of upcoming legislation that may affect libraries in Washington State as well as collection control. We will be following legislation on efforts to ban book bans closely. Mr. Chanse also provided tours of Central and The Hive to west side library directors at the conclusion of the retreat. Liberty Park Library won the AIA Washington Civic Design Honor Award. For DEI efforts, later this month we will be reading and discussing *Unmasking Autism* and we observed Hispanic and Latinx Heritage Month in early October. The StartUp Spokane re-brand and website redesign launched very successfully. New hires include Kira Barker, special events coordinator and a handful of lateral transfers including Rachel Sullivan, Quinn Fredericks, Jesse Sandoval. Alan Wagner [former HR Director] officially retired; but we are pleased to have Samantha Murphy on board as our new HR Director. Our STAR Spotlight went to Ashley Lock, Quinn Fredericks, and Colleen Cashion. We are continuing to work with Mayor's administration and city council on the budget for 2024 and we are working with city council to get our levy measure on the ballot in February. The budget for 2024

currently includes a flat general fund allocation for 2024, this will not result in service cuts but we will need to pull more from our reserves.

Ms. DeJaegher asked how we determine our DEI topics and if we have a calendar. Mr. Chanse replied that it's combination of staff input, librarian input, and current trends. No further questions.

### **COUNCIL LIASION REPORT**

Ms. Hemingway welcomed new council liaison, Councilmember Ryan Oelrich. Mr. Oelrich voiced his appreciation of being assigned as the council liaison and recounted the importance of libraries in his life. Regarding council business, the big focus is on the budget and the shortfall of \$20M. Mr. Oelrich noted the library budget is well balanced and jokingly suggested they put the library in charge of everything. A balanced and hopefully responsible budget will be passed on November 22.

### **COMMUNICATIONS REPORT**

Ms. Donovan recounted highlights from the past month including the successful launch of the StartUp Spokane rebrand and website redesign. Community Scanning Day in partnership with Carl Maxey Center was a success and resulted in media coverage on all local news outlets as well as spurring partnership conversations with other local communities interested in developing their own digital archives. The team has been preparing for Staff Day on October 18. The library is partnering with EWU to offer space at The Hive to recently graduated art students to continue their work. The Library has two upcoming campaigns, one information-only campaign sharing about the library levy and a new "Be Your Best Self" campaign that the trustees will get to see in November.

Ms. Hemingway asked if more information could be provided about how staff and trustees could talk about the levy with the public. Ms. Donovan replied that she would share the library levy information-only campaign later in the agenda. No further questions.

### **PROGRAMMING REPORT**

Mr. Johnson shared that we hosted 217 events last month, 3,500 attendees, half of which are at storytime. The value score has appeared to drop due to a change in how we calculate the score. We are continuing to refine how to attract the appropriate age groups to events. Mr. Johnson highlighted several programs "Avoid Mistakes that Make you Look like an Amateur Writer", as well as the "Spokane Carvers Association" and an event in partnership with Spectrum Center, to show how events show how different elements can affect the overall value scores.

Ms. Hemingway commented that she appreciates the play by play the board is getting as Mr. Johnson finetunes the value score.

Ms. Lambdin asked if there is a weight for if you are doing a community partner event. Mr. Johnson confirmed that there are points applied for community partnership as well as the diversity and equity the group brings to the event. No further questions

## **NEW BUSINESS**

### **13d.: Adult Programming Overview - Becky Mace (note agenda change)**

Ms. Mace presented an overview of adult programming. As a generalist, she provides a wide range of valuable programming to the community. Programs included the South Indian Dance & Classical Music, Henna Painting, Rangoli, Exercise at the Library including Bhangra, Tai Chi, and Indian Yoga, Hiking in Spokane, Mend-It Café with Spokane Zero Waste, Poetry Rising, Braiding Programs, Spokane Taiko Drums, as well as Medical, Legal, and Financial programs. No further questions.

### **13a.: Library Levy Information-Only Campaign - Amanda Donovan**

Ms. Donovan outlined the parameters for sharing an information-only campaign for the levy and previewed designs for bookmarks, postcards, and other media to sharing information about the campaign. Ms. Donovan specified what is appropriate to say about the levy on the ballot and what is not permitted. No further questions.

### **13b.: Subcommittee to Review Thrive International Sale and Lease Agreement - Andrew Chanse**

Mr. Chanse acknowledged that we are pursuing a complex endeavor with Thrive International to bring housing and library services to the Nevada property. For our due diligence, Mr. Chanse seeks to form a subcommittee of two board members: Mr. Stokes (not present) and Ms. DeJaegher were suggested as subcommittee members and Ms. Hemingway confirmed that they were good suggestions. Ms. DeJaegher asked if there were subcommittees previously for The Hive partnership with Spokane Public Schools. Mr. Chanse replied that the timing was different and there were other elements at play such as land swaps. Ms. Hemingway moved to form a subcommittee of Mr. Stokes and Ms. DeJaegher, and Ms. Lambdin seconded. The motion passed unanimously.

### **13c.: Review Holiday Library Closures - Samantha Murphy**

Ms. Murphy indicated that the library would like to pursue an early closure at 5pm annually the day before Thanksgiving as well as on New Year's Eve if it falls on a day other than Sunday.

A change to reference New Year's Eve was noted in the Policy presented in the materials. Ms. Lambdin asked what that looked like for staff pay but then answered her own question through the supporting materials.

Ms. DeJaegher moved to make the changes as discussed to the holiday policy and Ms. Lambdin seconded. The motion passed unanimously.



**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, November 21, 2023. Location will be at Indian Trail Library.

**ADJOURNMENT**

The meeting adjourned at 5:15 pm.

Secretary \_\_\_\_\_

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