

MINUTES OF THE BOARD OF TRUSTEES MEETING**October 18, 2022**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, October 18, 2022 in-person at The Hive with virtual access 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

COUNCIL LIASION

Councilmember Jonathan Bingle, Absent

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:35pm by Ms. Hemingway.

VISITORS

Skyler Noble
Penny Brown
Paul Chapin
Alan Wagner
Tara Neumann
Alina Murcar
Lorraine Mead
Natalie Hilderbrand
Vanessa Strange
Jason Johnson
Sally Chilson
Charles Hansen
Lisa Cox
Ashley Lock

CHANGES TO THE AGENDA

None

APPROVAL OF SEPTEMBER 20, 2022 MEETING MINUTES

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

APPROVAL OF SEPTEMBER 2022 BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

Operations: Ms. Edwards 168 days of operating costs. Expenditures for September were \$745,415. In Business Office news, we are working to renew our insurance policy for 2023 and will bring that forward for Board approval at an upcoming meeting. The estimated budget for insurance we adopted was \$110,500. Mr. Smith asked if the \$337,000 difference in spending to date compared to prior year was anything specific. Ms. Edwards confirmed it was in payroll and other areas such as utilities, nothing singularly specific. Mr. Smith asked if there were any areas we need to increase specifically. Ms. Edwards answered no. No further questions.

Bond: No contracts issued under special authority. We are seeing unforeseen costs at Indian Trail and South Hill. Ms. Brown presented the costs that will need to be covered as we are needing to utilize our contingency. Ms. Brown will propose an increase to the not to exceed contract amounts for Walker and Meridian in November to be able to cover the construction costs. These new issues have pushed Indian Trail and South Hill opening dates out.

Mr. Kershner asked how close we are to exhausting the contingency. Ms. Brown answered that there is \$122,000 left at Indian Trail and \$38,000 at South Hill. There are other budget lines that can be shifted to accommodate. Ms. Starkey asked if specifications were given to the designers about the amount and type of cooling equipment for the technology rooms. Ms. Brown confirmed the question was asked and the design was made to what was standard, but we are finding we have more technology than most. Ms. Mead added there is more technology and more features needed as things advance, therefore adding more technology. Mr. Kershner asked about the addition of an exterior book drop at South Hill. Mr. Chanse explained we relied on the automatic return within the building, but an exterior drop is needed to accommodate accessibility in response to Liberty Park library's experience with book drops. Mr. Kershner asked if it is automated or if it is a standard book drop. Mr. Chanse answered it is a standard drop. Mr. Kershner asked if we were adding one at Liberty Park as well. Mr. Chanse confirmed we need to go through parks and were granted the ability to do so this year. Mr. Kershner asked about the size of the book drops. Mr. O'Malley explained they are smaller than they used to be. No further questions.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Mead shared Ms. Brown is presenting close out for The Hive and Liberty Park. Some work is needed for the book drop and additional items, but main closeout is prepared. There are last minute supply item needs at Central Library. For Indian Trail and South Hill, unforeseen costs were presented and the delays those projects cause. No further questions.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse shared the Public Library Director's Meeting of Washington was held at Central Library. The Secretary of State requested a tour of the Central Library. The Hive received two more awards. Recruitment continues for the Board of Trustees. Spokane Is Reading author event is next week with support to the Friends of the Library. The Library has focused on providing more access to Ukrainian titles for the Ukrainian speaking population in Spokane. The State Library granted us ARPA dollars which we will utilize for materials in languages other than English. STAR of the Month went to Mollie Coffey in Support Services. The Mayor submitted her preliminary budget. No further questions.

COUNCIL LIASION REPORT

None

COMMUNICATIONS REPORT

Ms. Donovan presented marketing highlights from September. We are increasing internal communication to four times a month. The team started planning for 2023. The Indigenous Peoples' Day blog and booklist was the most popular post. Earned media included Indigenous Peoples' Day and for the event When Freedom of Expression is at Risk with Boundary County Library Director Kimber Glidden. No further questions.

NEW BUSINESS

13a.: Capital Bond Fund #3365 – Amendment to Hill International Consultant Agreement - Penny Brown

Ms. Brown covered the issues the projects are currently experiencing at South Hill Library in addition to the items need for the 24/7 Library kiosks. We request board approval to execute an amendment to the Hill International agreement for program and construction management services in an amount not to exceed \$190,000. Ms. Starkey asked where Hill came in on the projected costs because it was a bid cost. Ms. Brown explained project management is required in bond projects and it does not forgo a bid process. No further questions. Mr. Linane-Booey departed the meeting at the end of this discussion.

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

13b.: Capital Bond Fund #3365 – Final Acceptance – Liberty Park & The Hive Construction - Penny Brown

Ms. Brown shared this is the second time we are bringing final acceptance to the Board. Leone & Keeble Inc. has completed all necessary tasks completed for these projects. Integrus Architecture submitted a letter recommending we certify these projects as complete. We request the board to grant final acceptance of the Liberty Park and The Hive public works projects both constructed by Leone & Keeble Inc. No further questions. Ms. Starkey moved to approve the motion. Mr. Smith seconded the motion. The motion passed unanimously.

13c.: Customer Code of Conduct Policy Update - Caris O'Malley

Mr. O'Malley reminded the board we brought forth the Customer Code of Conduct Policy Update last month that needed to be rewritten. The new requested edits were covered to be less restrictive with restroom conduct. The Social Services team will review the language in this policy and will bring forth more suggested edits if need be. We ask the board to approve the policy updates. Mr. Smith moved to approve the motion. Ms. Starkey seconded the motion. The motion passed unanimously.

13d.: Teen Programing Overview - Gina Cooper

Ms. Cooper shared with the Board her experience with teen programming and how teen programming operates at the library. Mr. Kershner asked how we do the Escape Room. Ms. Cooper creates the Escape Room herself where there is a key and multiple locks that need to be opened with clues. Mr. Kershner asked if the whole library is used. Ms. Cooper responded these are hosted in programming rooms. No further questions.

EXECUTIVE SESSION

None

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, November 15, 2022. Location will be at Shadle Park Library, 2111 W. Wellesley Ave., Spokane, WA 99205.

ADJOURNMENT

The meeting adjourned at 5:24 pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____