

MINUTES OF THE BOARD OF TRUSTEES MEETING**October 15, 2024**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, October 15, 2024 in-person at Indian Trail Library with virtual access via Zoom meetings.

Present were:

MEMBERS

Mr. Gary Stokes – Chair of the Board
Ms. Lara Hemingway
Mr. Dani DeJaegher
Ms. Mari Margil

Ms. Shelby Lambdin - Absent

COUNCIL LIASION

Councilmember Paul Dillon

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:36pm by Ms. DeJaegher.

VISITORS

Paul Chapin
Amy Burchell
Marcia Johnson
Ashley Lock
Jason Johnson
Jennie Anderson
Natalie Hilderbrand
Amanda Donovan
Skyler Noble
Alina Murcar
Nicole Edwards

CHANGES TO THE AGENDA

None

APPROVAL OF SEPTEMBER 2024 MEETING MINUTES

There was a motion to update the board minutes from August with the chair being changed from Ms. Hemingway to Mr. Stokes. Ms. Hemingway moved to approve the motion. Ms. Margil seconded the motion.

APPROVAL OF SEPTEMBER 2024 BILLS & CONTRIBUTIONS

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

FINANCIAL UPDATE

Ms. Edwards covered cash and investment trends for September. The Library had the ability to pay for 119 days of operating costs. This includes the reserve for capital and the net of encumbrances. Expenditure trends and other costs were covered, and the total operating September expenses came to \$1,032,441. \$759,956 of that amount was for personnel, capital books and materials totaled \$83,958, and another capital cost includes improvement dollars used for the permits for the Nevada project. The other half of these permits' cost was paid for by the available bond dollars established and budgeted for this purpose.

Bond Fund Update: In September, expenditures were \$202,431. Costs for Nevada property were covered. Shadle Park shed construction was paid for in full. The A & E construction professional services were covered as well. Equipment charges for the STA 5 Mile Kiosk were finalized as well. The Shadle Park Library shed project was closed out. The greenhouse is scheduled to arrive at the end of this month for the Nevada property. Ms. Edwards included a snapshot of public works projects which is one open and four entering closures. We are waiting for a letter of approval to release retainage from the Washingtons State Department of Revenue on all those projects. Overall budgets for every budget and remaining dollars were covered.

Business Office News: October is the month for processing vacation sellback. A maximum of two days is eligible for sellback. Ms. Huang has made site visits for the inventory process. The insurance renewal process is underway. Our current insurance carrier is increasing their rate by 12% and we are working on quotes for other vendors. The new insurance policy will be brought before the board before the end of the year. No further questions.

CHAIRMAN'S REPORT

Mr. Stokes reported that everything is going well. No further questions.

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse covered highlights from September which include choosing a Community Engagement platform to acquire more information about what the community wants from the library in the next stage of our vision. Mr. O'Malley and Ms. Donovan negotiated a great contract with ThoughtExchange. Mr. Chanse attended the Library Director's retreat and covered different topics from that, mostly regarding how the new legislature will affect libraries. Other highlights include his service on the Washington State Library Council terming out. A small team attended WOLFcon in London, England which focuses on open-source technologies for public libraries. Staff Day was September 19 and feedback from Staff Day regarding 2030 was collected. STAR Spotlight went to Vanessa Strange, Jason Johnson, Juan Juan Moses, and Alina Murcar for the Indian Trail Pollinator Garden. Office hours for staff engagement were scheduled again after the summer. No further questions.

COUNCIL LIASION REPORT

Council Member Dillon covered that budget discussions are continuing and there is transparency and collaboration regarding the process. A resolution was passed in support of the community safety measure. Roundtable discussions have occurred around homelessness. A larger town hall was scheduled for December for more feedback from the community. Changes to the utility rates were approved last night. An ordinance was passed to update the rental registry for landlords. Mr. Dillon explained the background of this ordinance. Mr. Dillon explained there is a hope for more funding for efforts surrounding inclement weather. No further questions.

COMMUNICATIONS REPORT

Ms. Donovan shared Marketing highlights from September including Banned Books Week and the fall issue of Lilac City Local magazine, which features Spokane Is Reading. Email campaigns have driven more traffic to our website, specifically toward a blog regarding Hispanic and Latino Heritage Month. Mr. Stokes asked why Facebook is lagging after Instagram. Ms. Donovan explained much of this is dependent on the algorithm and that stories that spark negative discourse in the comments increase engagement on Facebook. Mr. Stokes asked if we record library interactions and engagement. Ms. Donovan confirmed and explained how we record our data. No further questions.

Ms. Margil asked about the blog regarding voting resources. Ms. Donovan shared that the blog shared fact checking resources and voting resources including how to register to vote.

PROGRAMMING REPORT

Mr. Johnson reported there were 345 events with Storytime being the event with the highest attendance. Other highlights include the KYRS monthly concert, A is for Apple Parties, Music Lessons, where the grant funding for music lessons were renewed, the Indian Trail Garden opening, and more. Mr. Johnson shared information about the Frankenstein exhibit at Central Library from the Library of Science medicine.

NEW BUSINESS

13a. 2025 Budget Adoption – Nicole Edwards

Ms. Edwards attended the Mayor's budget meeting where information was shared about the reduction in the budget deficit to alleviate other budget cuts. City Council is scheduled to go over budget adoptions in November with finalization in December. Ms. Edwards provided an outline of the proposed 2025 budget showing a total of revenue \$13,035,279 and expenditures of \$14,374,094 and no change to staffing full time equivalent. These numbers the same figures presented in prior Board meetings with only one addition for \$27,500 for the ThoughtExchange platform which is reflected as both expenditure and revenue additions as we anticipate outside support or grant dollars for this platform. The 2025 budget details were then presented by Ms. Edwards from revenue, to staffing costs, supplies and services, and capital.

The Library requests adoption of the 2025 budget as presented for Library Fund 1300 Operations and the carryforward of encumbrances that remain outstanding at year-end 2024 for both Library Fund 1300 and Library Capital Bond Fund 3365.

Ms. Margil asked about the increase in the insurance coverage and decrease in umbrella coverage, and the totals in the packet. Ms. Edwards explained it would be offset by the Facilities overages that are typically expected. It will be a part of the agenda adoption process when we work to finalize. Ms. Margil asked when the deadline is for a new insurance policy. Ms. Edwards shared it will be covered in December. Ms. Hemingway asked with the Levy Lid Lift dollars we went out for this year and was wondering what the target number of operating days we want in reserve. Ms. Edwards explained the recommended number of days in reserve should not fall below 17 or 18. We used to be at zero and we wanted to build up to three months. Ms. Edward compared our budget and costs to other libraries and why we want to stay in a higher range of operating costs covered. Ms. Edwards explained the strategy behind sharing our message with the Mayor's Office so our ask to the public is minimal or none. The impacts of the budget will be shared in November after the budget becomes finalized. Mr. Stokes asked if we could increase media coverage for contributions and donations in bringing outside sources. Ms. Edwards affirmed this and mentioned the award dollars from the John Cotton Dana award could go toward something like that. Mr. Chanse explained the Foundation may be another source and they planned to meet in November to finalize strategy for the coming years. Ms. DeJaegher mentioned people may not know they can donate to the library. No further questions.

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

13b. Resolution 2024-1; Book 1 Budget Reductions – Nicole Edwards

Ms. Edwards explained the background on this item and that the Mayor's Office has delegated this as an exercise and is dependent upon the upcoming election and various other factors that are not yet determined. There is a potential general fund allocation reduction of five percent that also needs to be captured as expenditure reductions. There are potential expenditure savings in various areas including two vacant positions, digital collection items, restrict travel, overtime restriction, reduction of computer replacements, postponing replacement of the fleet, DEI work (though added into the City budget in other areas), among others written in the packet. The total identified expenditure savings are \$580,700. The accompanied pages are supplemental to this resolution and are presented in the same format as the budget and financials for reference (highlighted lines reflect the resolution changes). There have been no changes since the last meeting covering this topic.



Ms. DeJaegher asked if the voters approve the additional sales tax, she questioned if the board approved that would the changes be communicated. Ms. Edwards affirmed. Mr. Chanse added that we reduce funding in other areas to protect staff.

Ms. Margil asked if there are vacancies in the 2024 budget year if they would be replaced to maintain the level of staffing. Ms. Edwards and Mr. Chanse affirmed. Ms. Margil asked if this is the cut for just 2025. Ms. Edwards affirmed.

The Library requests Board approval for the authority to reduce the 2025 adopted Library Fund 1300 expenditure budget OR to exercise cost reductions by an amount up to and not to exceed \$580,700 among the identified items of this document and supplemental information.

Ms. DeJaegher moved to approve the motion. Ms. Margil moved to second the motion. The motion passed unanimously.

13c. Indian Trail Pollinator Garden & Meadow

Ms. Moses provided information on the new Bird Garden and Pollinator Meadow at Indian Trail Library. She explained how the idea came about, the background, and how it was built and grown. Ms. DeJaegher asked if Ms. Moses contacted Washington Native Plants Society and explained the new initiative they are working on. Ms. Moses explained we have a relationship with them. 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 19. Location will be at Liberty Park Library.

ADJOURNMENT

The meeting adjourned at 5:57pm.

Secretary

A handwritten signature in black ink, appearing to be "D. J. H.", written over a horizontal line.

Chairman, Board of Trustees

A large, stylized handwritten signature in black ink, written over a horizontal line.

Date

11/19/24