

MINUTES OF THE BOARD OF TRUSTEES MEETING**September 19, 2023**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, September 19, 2023 in-person at The Hive with virtual access via Zoom meetings.

Present were:

MEMBERS

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

COUNCIL LIASION

Councilmember Zack Zappone, Absent

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:30pm by Ms. Hemingway.

VISITORS

Nicole Edwards
Paul Chapin
Samantha Murphy
Tara Neumann
Caris O'Malley
Alina Murcar
Ashley Lock
Amanda Donovan
Charles Hansen
Natalie Hilderbrand
Lisa Cox
Mark Finney
Denise Neujahr
Minnie Huang
Marcia Johnson
Skyler Noble
Jason Johnson
Mark Pond

CHANGES TO THE AGENDA

Item 13b moved after item 13d.

APPROVAL OF AUGUST 23, 2023 MEETING MINUTES

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

APPROVAL OF AUGUST 2023 BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

Operations: The library currently has the ability to pay 168 days of operating costs. The cash and investments balance is \$6,991,801, including reserve for capital and net of encumbrances. Cash, investment, and expenses for August were covered and total expenditures for the month of August were \$923,916

Bond: Remaining budget is at \$1,829,408, not including interest earnings being pulled into the budget. Approaching the end of the year, the investment balance will be moved into cash. There are nine open contracts. Purchase orders for furniture are open for Central, South Hill, and Indian Trail branches. Business Office news: Fixed asset inventory list was opened, and site visits will ensue to account for items in the library system. A vacant position is available with the retirement of Penny Brown, and recruitment will be starting soon. Mr. Stokes asked how long it may take to replace Ms. Brown. Ms. Edwards reported she was the replacement. Mr. Stokes asked about the background of the new position. Ms. Edwards explained the background will preferably be in payroll.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse highlighted Mr. O'Malley and Mr. Chanse discussion of refugee housing with Thrive International. Mr. Chanse attended the Latah Valley Summit, a group organizing to make change in infrastructure near U.S. 195. They expressed excitement about the kiosk at Yoke's Fresh Market. The quarterly meeting of the City, School, Library partnership to discuss the Levy and accompanying communication took place in September. In DEI efforts, the group watched the documentary *I am Not Your Negro*. Two major events happened in August: Tacos Y Tequila and The Roots Experience. The StartUp Spokane website will launch October 4. Derrick Morrow joined the team as Safety and Security Manager and Denise Neujahr joined as Youth Services Manager. A few open positions still needed to be filled. Various promotions were discussed. STAR Spotlight went to Shane Sponcler and Matthew Giron for their quick action to some window damage at South Hill Library. City of Spokane news included budget recommendations to city administration. Budget is due from the Mayor's Office to City Council by October 2. There was confusion surrounding Levy Lid Lift language in how appropriate it was for the allocation received. They thought there should be less, but Bond Council confirmed the language was fine. With Council Member Beggs standing down and Council Member Ulrich stepping up, Council Member Ulrich may be our temporary Council Liaison. Ms. DeJaegher asked if the library has partnered with Parks before. Mr. Chanse explained our partnership through Liberty Park and Shadle Park and various programmatic opportunities. They also have special use of meeting room space. Ms. Hemingway asked if Parks has involvement in community gardens. Mr. Chanse explained some parks may have them but community groups may manage those more. No further questions.

COUNCIL LIASION REPORT

None

COMMUNICATIONS REPORT

Ms. Donovan highlighted the fall issue of Lilac City Local magazine and the stories included in the piece. The StartUp Spokane rebrand will launch soon. Through Koios, we were able to get Google Ad Grants for \$10,000 per month with support of the Friends of the Library.

The Library Kiosk wraps are being designed and finalized with Spokane Arts. Summer Reading wrapped up and Beanstack totals were discussed. Top social media posts were discussed. Ms. DeJaegher asked if the grant is a big lift for the team. Ms. Donovan explained that the third party, Koios would do the work. Audience member Mr. Pond asked for how long. Ms. Murcar shared it was indefinitely.

PROGRAMMING REPORT

Mr. Johnson shared an update to the value score concept for programming. The scoring needed to be recalibrated utilizing square root scaling of attendance and implementing a control chart with standard deviation. Ms. Hemingway suggested if there was a correlation with the prediction of attendance. Mr. Johnson explained it was based on the design of the program. Ms. Starkey asked if you assign the value score before or after the program. Mr. Johnson explained it should be before the program. This was adjusted since it was created more with adult programming in mind than youth programming, so some adjustments needed to be made. Ms. Starkey asked if you could analyze the program after the program with feedback. Mr. Johnson confirmed there are elements that need to be added. Mr. Stokes asked when changes will be made. Mr. Johnson adjusts as issues came up, which can be monthly. Ms. Hemingway made comment about wanting to come to more programs. No further questions.

NEW BUSINESS

13a.: Capital Bond Fund #3365 – Final Acceptance - Helveticka

Ms. Edwards shared background on this item. The Library requested the board to grant final acceptance of the public works project under contract with Helveticka. No questions. Ms. Starkey moved to approve the motion. Ms. DeJawgher seconded the motion. The motion passed unanimously.

13c.: Winter Staff Event, Early Library Closure – Samantha Murphy

Ms. Murphy requested Board approval for early library closure at 4pm on December 8th for a winter staff event. No questions. Ms. Starkey moved to approve the motion. Mr. Stokes seconded the motion.

13d.: StartUp Spokane Rebrand – Alina Murcar and Mark Pond

Ms. Murcar and Mr. Pond provided background on spokanebusiness.org and the future of StartUp Spokane after acquiring StartUp Spokane from GSI. StartUp Spokane went through a recent rebrand and the new website will be launched October 4. Mr. Stokes and Ms. DeJaegher made comments displaying their support. No further questions.

13b.: Sale of Nevada Street Property – Caris O’Malley

Mr. O’Malley provided background and some updates on the Nevada Street property. In partnership with Thrive International, the idea to add housing to this land was discussed. Mr. Finney explained his history with World Relief, his newer endeavor with Thrive International, and the potential for this property if we can work together.

We request approval to sign an MOU with indicating that we will proceed with the sale of the Nevada Street Property to Thrive International in exchange for a no cost 50-year lease of community space in their apartment building, garden space on the property, and space for a 24/7 Library Kiosk. A change was made to this item to remove the phrase “AND approve to enter into said sale agreement” and change “100-year” to “50-year”.

Ms. Starkey asked Ms. Hemingway to clarify on a word. Ms. Hemingway clarified the legal jargon. Ms. Hemingway asked Mr. Finney where Thrive International is, how they’re funded, and what is next. Mr. Finney explained they created an investment fund vehicle. They would be looking at an \$8 million build and they would need \$3-4 million in equity and cash. Through bringing more money to the table, and they would secure a donor to move forward. Numerica is a potential option. They are seeking investors and hoping to raise another \$1 million. Ms. DeJaegher asked who their investors are. Mr. Finney explained one is retired, one is a business owner, and one is a clergy member. Ms. DeJaegher asked what the ROI is for investors. Mr. Finney stated a 5 percent annual return based on a five-year grant. The largest investor would get a larger percentage in equity since they were first to invest. In four to five years, they hope to refinance as interest rates are high. Eventually they can cash out investors. Ms. DeJaegher asked what happens if the market doesn’t work out that way. Mr. Finney explained the investors are flexible because they are doing it for the mission. Ms. Hemingway asked if there is development experience on the board. Mr. Finney explained the developer is Millenium Northwest and they would give a discounted development rate and lower development fee because they are excited about the project. Mr. O’Malley added the owner of the developer expressed interest with the mixed-use space. Mr. Finney explained the rent structure of the housing and how they help families build credit. Ms. DeJaegher asked about the value of the land when it was for sale and how much it would be sold for. Mr. Chanse said \$687,000 and it had been on the market for 10 years without success. Ms. Starkey asked if there is a plan for turnover within the housing if there is someone who has more of a need. Mr. Finney explained how to housing is invested. They want 50 percent of the units to be discounted. This partnership can spur interest in more community gathering and shared space. Mr. Chanse highlighted that this arrangement starts the transition into this project. Ms. DeJaegher asked if the library is an investor with this sale and participate in the five percent return. Mr. O’Malley mentioned it would need to be discussed. Mr. Chanse mentioned the space is the return. Ms. DeJaegher clarified what the cost was with the former proposal. Ms. Hemingway asked if the City Attorney was comfortable with gifting public funds in alignment with this timeline. Mr. O’Malley affirmed that what we receive exceeds what we are giving away.



Ms. DeJaegher asked if maintenance would be a part of the agreement. Mr. O’Malley explained those details would be negotiated in the lease agreement. Mr. Chanse explained we are still negotiating terms. Ms. Starkey asked if Thrive would own the land and the structure on the land. Mr. O’Malley explained we would likely maintain the pipes. Ms. DeJaegher clarified the rental conditions and who would maintain which aspects of the property. Mr. O’Malley explained these details will be worked out and presented upon completion of the draft agreement. Ms. Hemingway reiterated we can reconvene if we need to. No further questions.

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

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, October 17, 2023. Location will be at Shadle Park Library.

ADJOURNMENT

The meeting adjourned at 6:04pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____