

**MINUTES OF THE BOARD OF TRUSTEES MEETING****September 21, 2021**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, September 21, 2021 via Zoom meetings.

Present were:

**MEMBERS**

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

**COUNCIL LIASION**

Ms. Kate Burke

**LIBRARY DIRECTOR**

Mr. Andrew Chanse

**CALL TO ORDER**

The meeting was called to order at 4:32pm by Ms. Hemingway.

**VISITORS**

Skyler Noble  
Penny Brown  
Nicole Edwards  
Amanda Donovan  
Matt Walker  
Paul Chapin  
Alan Wagner  
Tara Neumann  
Caris O'Malley  
Alina Murcar  
Natalie Hilderbrand

**CHANGES TO THE AGENDA**

None

**APPROVAL OF AUGUST 17, 2021 MEETING MINUTES**

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

### **APPROVAL OF AUGUST 2021 BILLS AND CONTRIBUTIONS**

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

### **FINANCIAL UPDATE**

Ms. Edwards reported on cash and investments trends, currently at 144 days of operating costs and August monthly expenditures totaled \$725,007. Business Office is moving forward with the new asset tracking portal and is working through the reconciliation process. We recently launched new payment transaction software at the new locations. No further questions.

### **BOND CONSTRUCTION PROJECT UPDATE**

Ms. Brown reported that there was a contract amendment that had been previously approved under the not to exceed for Spokane Arts Fund. There were no contracts executed under the special authority.

The topic of the month was 2022 Budget - budgeting for construction bond projects. She also explained general information about construction contingency and interest earnings. There were no questions.

Mr. Walker shared we are in the middle of closeout with furniture being installed. Roofing at Central Library is about 85 percent complete along with other updates at this location. South Hill and Indian Trail will go to bid in October. Mr. Kershner asked if shelving has shown up. Mr. Walker confirmed. Mr. Kershner asked about the timeline of the shelving installation. Mr. Walker mentioned it was later and Mr. O'Malley explained it is on time. No further questions.

### **CHAIRMAN'S REPORT**

None

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

Mr. Chanse explained the Library is following guidance in regard to masking and hired security the first weeks of the updated mask mandate in case there was community frustration and noncompliance with the mandate. We are exploring a partnership with Eastern Washington University to create a "Welcome Team" at Central Library to work with area university students interested in pursuing social services as a career. We are focusing on Latinx Heritage Month for public programming. Regarding DEI, we are launching affinity groups for staff. The STAR spotlight went to Eric Morman in Facilities. Hillyard Library opened on September 2. Council approved the MOU to transfer the Hillyard Library land to the City and receive the title for Central Library land. We will be working toward the budget soon. Ms. Starkey asked if we are using the same person for the IDI assessments. Mr. Chanse answered we are continuing work with Tara Ramos. Ms. Starkey asked how affinity groups are communicated to staff. Mr. Chanse explained we have a DEI newsletter with a call to staff to join an affinity group to accommodate safe spaces for staff members. Mr. Kershner asked if we have set dates for opening the next libraries. Mr. Chanse shared Shadle Park may likely open in the first week of November and Liberty Park will likely open

in the second week of November. Mr. Kershner asked about the urgency of the Hillyard Library land transaction with Council. Mr. Chanse confirmed, and this transaction was expedited. No further questions.

### **COUNCIL LIASION REPORT**

None

### **COMMUNICATIONS REPORT**

Ms. Donovan reported on Marketing highlights including the Hillyard Library ribbon cutting and sharing resources for Latinx Heritage Month. We welcomed Alina Murcar to our marketing team. Top social posts were about Hillyard Library, bookface, The Hive, and historic photos. Top videos were past videos about house history and Asian Pacific American Heritage Month. Mr. Kershner asked why the 24/7 Library kiosk was closed. Mr. Chanse explained a rock smashed through the glass in the machine. Ms. Hemingway asked if Lilac City Live happened at Lucky You Lounge. Mr. Chanse shared we did not restart that event as we are not having in-person programming due to Covid-19. No further questions.

### **NEW BUSINESS**

#### **12a. 2022 Budget Adoption – Nicole Edwards**

Ms. Edwards shared the proposed 2022 budget with the Board. This also includes the carryforward of encumbrances that remain outstanding at year-end. We request adoption of the 2022 Budgets for #1300 Library Operations and #3365 Capital Bond Fund and the carryforward of encumbrances that remain outstanding at year-end 2021. Mr. Kershner asked about books and materials being needed under services. Ms. Edwards explained that there are books and materials costs that are non-capital but related to the capital books and materials such as barcoding and other processing fees. Mr. Kershner asked about the financial committee approval. Ms. Edwards, Ms. Starkey, and Mr. Smith confirmed. Ms. Hemingway asked about operating costs and expanding staff. Ms. Edwards explained how to calculate the days of operating costs and how we accommodate an expanded staff and that she will provide the 2022 calculation of days of operating costs to the Board Members in email. No further questions. 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, October 19, 2021. Location will be virtual.



**ADJOURNMENT**

The meeting adjourned at 5:18 pm.

Secretary \_\_\_\_\_

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