

MINUTES OF THE BOARD OF TRUSTEES MEETING**September 20, 2022**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, September 20, 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,
Absent
Mr. Nathan Smith
Mr. Jim Kershner
Ms. Mary Starkey, Absent

COUNCIL LIASION

Councilmember Jonathan Bingle, Absent

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:31pm 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 AUGUST 16, 2022 MEETING MINUTES

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

APPROVAL OF AUGUST 2022 BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

Operations: Ms. Brown reported August closed with 168 days of operating cash. Expenditures were \$825,000 with the majority being for payroll related costs. In Business Office news, the budget meetings are being held with the Mayor's Office. No further questions.

Bond: Ms. Brown shared we closed with \$11m in August and are averaging \$1m per month in expenditures. This trend will continue with the Phase 2 works and the 24/7 Kiosk installations which are being designed. Furniture was a priority in August as well as the fixed asset uploads which were prepared for the month of July when Central Library was placed into service. No contracts were executed under special authority. Ms. Hemingway asked what AMH stands for. Ms. Brown explained Automatic Materials Handling. No further questions.

BOND CONSTRUCTION PROJECT UPDATE

Ms. Mead reported we are closing out for The Hive and Liberty Park. In Phase 2, South Hill and Indian Trail are working on finishes. At South Hill, the electrical room was turned over to Spokane Public Library and internet was working. This will happen at Indian Trail soon. Both jobs are reported to be completed at the end of the year. Mr. Kershner asked what a chiller yard is. Ms. Mead explained it is an outside enclosure for the air conditioning. No further questions.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse shared we are recruiting for some positions on the Board of Trustees. Three positions were opened for applications. This week was Banned Books Week. Local author Chris Crutcher shared about their experience with banned books. Dr. Melissa Bedford is hosting a program about the history of banned books. Former Boundary County Library Director Kimber Glidden will speak on their experience with pressure from the community to challenge books.

In DEI efforts, administrative staff covered the libraries so front-line staff could attend the next DEI meeting. Baker & Taylor fell victim to ransomware and new additions to the collection have slowed. STAR of the month went to Andy Rumsey for his work in the Recording Studio and offering services to the community. Mr. Chanse offered mobile office hours for staff. New staff members were hired. Budget proposal discussions were starting with the Mayor's Office

Mr. Kershner asked if the Writing Education Specialist was a full-time job. Mr. Chane confirmed. Mr. Kershner asked how much the Baker & Taylor pause will push the library back. Mr. Chane said about three weeks. Mr. Kershner asked if the Boundary County event was public or private. Mr. Chane said it will be a public event. Mr. Kershner asked where the event will be held. Mr. Chane shared it will be hosted at Central Library. No further questions.

COUNCIL LIASION REPORT

None

COMMUNICATIONS REPORT

Ms. Donovan shared Spokane Is Reading announced their selection of Kate Lebo's *The Book of Difficult Fruit*, which won the 2022 Washington State Book Award, with an event to be held in October. Recruiting efforts for the board are active on social media and in the newsletter. For newsletters, we sent one-year anniversary emails for The Hive and Hillyard openings. The Marketing team will present two presentations at the Library Marketing Conference in Indianapolis in November. Social media engagement for August showed a decrease because July saw record high engagement. The new library card designs have been popular, resulting in more library card signups. No further questions.

NEW BUSINESS

13a.: Customer Code of Conduct Policy Update – Andrew Chane

Mr. Chane explained there was one aspect of the policy that we want to remove, specifically about restroom conduct. Ms. Hemingway asked if the line referring to library staff and Spokane Police includes library security staff. Mr. Chane said they are included. Mr. Smith asked if "unintended" was the correct word because it would affect a person's intentional use of the restroom. Mr. Kershner asked if we can use the phrase "making a mess" when Mr. Chane was explaining the item. Mr. Smith brainstormed potential words to include. Mr. Kershner added we should insert why the consequences were unintended. The group brainstormed various terms to use. Ms. Donovan asked if we can reword the policy and bring it back. Mr. Smith asked about the necessity of a restroom specific policy. Mr. Kershner added if there is an issue, there may need to be a restroom specific point to refer to. This item will be discussed in October. No further questions.

13b.: Lilac City Local - Amanda Donovan

Ms. Donovan outlined Lilac City Records and how the library needed a branded platform to encompass the offerings the library will help produce. Lilac City Local would be a platform to include our current and future Lilac City offerings. Ms. Donovan covered the aspects of the design. No further questions.

13c.: Director Performance Review Committee Presentation - Alan Wagner

The Board needed to assemble a committee for Mr. Chane's review. Mr. Smith volunteered. Ms. Starkey will be involved. No further questions. The motion passed unanimously.

13d.: Staff Association Event, Early Library Closure - Alan Wagner

The Library asked permission for an early closure on December 9th for an all-staff event at Central Library, hosted by Staff Association. Mr. Kershner moved to approve the motion. Mr. Smith seconded the motion. The motion passed unanimously.

13e. Annual Employee Meeting, Late Library Opening - Alan Wagner

On October 27, the Library planned to host the annual employee all-staff meeting and asked for a late opening, closing the library from 9am to 1pm. Mr. Smith asked why the Board controls hours. Mr. Kershner said it is a statute. Mr. Kershner moved to approve the motion. Mr. Smith 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 18, 2022. Location will be at Hillyard Library, 4110 N. Cook St., Spokane, WA 99207.

ADJOURNMENT

The meeting adjourned at 5:07 pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____