



MINUTES OF THE BOARD OF TRUSTEES MEETING

April 16, 2024

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, April 16, 2024 in-person at Liberty Park Library with virtual access via Zoom meetings.

Present were:

MEMBERS

Ms. Lara Hemingway, Chair of the Board
Mr. Dani DeJaegher
Ms. Mari Margil
Mr. Gary Stokes - Absent
Ms. Shelby Lambdin

COUNCIL LIASION

Councilmember Paul Dillon

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

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

VISITORS

Samantha Day
Amanda Donovan
Alina Murcar
Ashley Lock
Natalie Hilderbrand
Jason Johnson
Marcia Johnson
Amy Burchell
Tara Neumann
Nicole Edwards
Skyler Noble
Jennie Anderson
Paul Chapin
Vanessa Strange
Charles Hansen
Kira Barker
Lisa Cox
Jamila Leone
Nelson Rognes-Johnson

CHANGES TO THE AGENDA

None

APPROVAL OF MARCH 2024 MEETING MINUTES

Lisa Cox was not at the meeting. The attendance list should be revised. Ms. DeJaegher moved to approve the motion. Ms. Lambdin seconded the motion.

APPROVAL OF MARCH 2024 BILLS & CONTRIBUTIONS

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

FINANCIAL UPDATE

Ms. Edwards covered cash and investment trends as of March. The library had enough for 125 days of operating costs. One day of operating costs of the year is \$38,345 No further questions. Ms. Edwards went over the expenditure trend for March and total March expenses were \$1,125,212.

Bond Update: Projects by site and their encumbrances were covered. Public works shows 63 projects with 8 projects being active. In Business Office updates, the team moved into a large office at Central Library in the admin team. Ms. Hemingway asked if there will be any additional public works projects opened as we move into the Nevada project. Ms. Edwards said there will not be any new projects.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse is making community connections with local organizations to see how we can better partner in the community and to get a better understanding of post-covid business of other organizations. The next DEI book discussion will cover *We Can't Talk About That at Work* in the beginning of May. Last week was National Library Week and we celebrated National Library Worker's Day on April 8th at each location. STAR Spotlight went to Sophie, Kiki, and Abdul for their outreach at the Yokes Latah 24/7 Library Kiosk. The in-house security team onboarded at Central Library. There is a proposal from the Mayor's office for a Levy toward public safety. Ms. Hemingway asked if all the security staff are new. Mr. Chanse explained two guards were hired on from our contractor Securitas and there is one new person. Ms. DeJaegher asked if we have done additional outreach for the library kiosks. Mr. Chanse explained there will likely be more outreach events. If the timeline is correct, work on the STA Five Mile Kiosk will start next month. No further questions.

COUNCIL LIASION REPORT

Mr. Dillon explained there will be a public safety meeting at Liberty Park Library following this Board meeting. Mr. Dillon shared some information that came out of the budget discussions from the City and conversations around public safety. There will also be a potential Parks Levy around the same time as the Mayor's public safety levy. Mr. Dillon also shared additional updates from council recently. No further questions.

COMMUNICATIONS REPORT

Ms. Donovan shared Marketing updates in March including the story about the Thrive International partnership, event promotion videos with help from City Cable 5, and a March Madness bracket for Washington books and/or authors. Ms. Noble ran the Library Giving Day campaign on April 3 to benefit Spokane Public Library Foundation. Ms. Donovan covered the popular websites from the month and other information. No further questions.

PROGRAMMING REPORT

Mr. Johnson shared programming highlights from March and how the value score fluctuated. There were 402 programs last month. Programming highlights included a conversation on racism resulting from an email from Wilson Elementary last month, toddler storytime play and learn, music lessons, and more. No further questions.

NEW BUSINESS

13a. Staff Day Closure - Samantha Day

Ms. Day shared the agenda item. Ms. DeJaegher moved to approve the motion. Ms. Lambdin moved to second the motion. The motion passed unanimously.

13b. All-Staff Event Partial Closures - Samantha Day

Ms. Day shared the background of this item. Ms. Lambdin moved to approve the motion. Ms. Margil seconded the motion.

13c. Security Guard FTE Adoption - Samantha Day

Ms. Day shared the background on this item. Ms. Edwards added that if this is approved and adopted, we will use the current budget set aside for the security needs to move a little over \$70,000 for this position. If contracted costs exceed that, we have budget to rearrange. Ms. DeJaegher moved to approve the motion. Ms. Margil seconded the motion. The motion passed unanimously.

13d. Special Events Coordinator Overview - Kira Barker

Ms. Barker shared background on her role as Special Events Coordinator and how Spokane Public Library hosts special events. Ms. Hemingway asked if there is a revenue figure. Ms. Edwards shared the library earned \$8,225 year-to-date, and \$10k-\$11K in 2023. Ms. DeJaegher asked if there is anyone who was declined for special events. Ms. Barker explained we will not accept proms, events that have animals, and a few other events that may not align with library policies or mission. No further questions.

13e. Election of Officers - Andrew Chanse

Mr. Chanse shared we need to choose chair and vice-chair per our bylaws and some background. Ms. Hemingway entertained a motion to nominate Mr. Stokes for chair and



Ms. Lambdin for vice chair. Ms. DeJaegher moved to approve the motion. Ms. Margil seconded the motion.

13f. Friends Liaison - Andrew Chanse

Ms. DeJaegher offered to continue her time as Friends liaison. Ms. Lamdin moved to approve the motion. Ms. Margil seconded the motion.

13g. Finance Committee - Andrew Chanse

Mr. Chanse shared the background for this item. Ms. Hemingway offered to be member on the committee and Mr. Stokes will also serve as the chair. Ms. DeJaegher moved to approve the motion. Ms. Lambdin seconded the motion. The motion passed unanimously.

13h. SPLF Liaison - Andrew Chanse

Ms. Lambdin offered to continue as Foundation liaison. Ms. Margil moved to approve the motion. Ms. DeJaegher seconded the motion. The motion passed unanimously.

13i. Director Evaluation Committee - Andrew Chanse

Mr. Chanse provided the background on this item. Ms. Hemingway and Ms. Margil offered to be on the Director Evaluation Committee. Ms. Lambdin moved to approve the motion. Ms. DeJaegher seconded the motion.

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, May 21. Location will be at Shadle Park Library

ADJOURNMENT

The meeting adjourned at 5:21pm.

Secretary

A handwritten signature in black ink, appearing to read "Andrew Chanse", written over a horizontal line.

Chairman, Board of Trustees

A handwritten signature in purple ink, appearing to read "Laura Hemingway", written over a horizontal line.

Date

5/21/2024