

MINUTES OF THE BOARD OF TRUSTEES MEETING

December 19, 2023

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

Present were:

MEMBERS

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

COUNCIL LIASION

Councilmember Paul Dillon

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:31pm by Ms. Hemingway.

VISITORS

Nicole Edwards
Paul Chapin
Samantha Murphy
Caris O'Malley
Ashley Lock
Amanda Donovan
Vanessa Strange
Natalie Hilderbrand
Jason Johnson
Dana Bronson
Lisa Cox

CHANGES TO THE AGENDA

None

APPROVAL OF NOVEMBER 21, 2023 MEETING MINUTES

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

APPROVAL OF NOVEMBER BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

Operations: Ms. Edwards shared that cash and investments are sufficient to cover 181 days of operating costs. The Levy Lid Lift dollars came in at the beginning of December. November expenditures totaled \$1,093,709. Ms. Starkey mentioned the bar for the expenses in November are missing. Ms. Edwards mentioned she had not updated that.

November was the last month interest was earned for Bond dollars invested. Final encumbrances are underway. We encumbered the Nevada site contract which was awarded to Alpine Contractors in the amount of \$1,343,021 after tax. No issues found in our review and it was deemed they are a responsible bidder. There is \$200,000 remaining in budget and in the process of allocating to other construction projects such as kiosks or permits Ms. Huang is working hard to wrap up encumbering things by Friday.

The team conducted interviews for the Accounting Specialist position and there were 10 interviewees. The position was offered, and the new hire will begin in January. December 22nd is the last day to have assets encumbered. This will carry over to 2024 for the projects for next year. For items charged to 2023, Period 13, it establishes a period 13 in the FMS. This will close January 13. No financial report for the January meeting for year-end closing.

Ms. Hemingway asked about the increased threshold of authority for contracts under the bond fund and if it will sunset with this period where we are encumbering materials. Will this need board action. Ms. Edwards explained this will be encumbered now and there will not be any changes as all projects are established. No further questions.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse highlighted that City Council voted to add the Library Operational Levy to the February ballot. Mr. Chanse explained which items are on the ballot. The library is now focused on implementing the information-only campaign. Mr. Chanse met with mayor-elect Lisa Brown and incoming Councilmember Paul Dillon. The swearing-in ceremony will take place at Central Library on December 27th. Ms. Starkey asked what time the event will take place. Mr. Johnson said doors will open at 5pm. We are finalizing DEI book club picks for 2024. The Palace Project (a new digital platform) was launched. Chris Brown was hired onto the IT team as a Full Stack Developer. Details of this position were discussed. STAR Spotlight for December went to Mollie Coffey and Toni Etier.

Mr. Stokes asked how far in advance the DEI sessions are scheduled. Ms. Donovan explained the first book should be discussed in February and what the schedule is for the year. Mr. Chanse will invite the trustees. Ms. Hemingway asked if we anticipate whether The Palace Project will cease funding in 2026 or not. Mr. Chanse explained how this project is funded and what may happen in 2026. Ms. DeJaegher asked for clarification about how collections work with The Palace Project. Mr. Chanse clarified how the State Library funds this and how it differs from how we can participate in Libby/OverDrive. No further questions.

COUNCIL LIASION REPORT

None

COMMUNICATIONS REPORT

Ms. Donovan highlighted marketing endeavors such as the Playspace Passport, promotion of the Library Kiosks, and the information-only campaign. The event Wonka Candy Carnival occurred in early December. The Be Your Best Self campaign is running with the YouTube video gaining over 200,000 views. Hulu and Spotify ads have begun for the same campaign.

Social media engagement has been high recently. Ms. Donovan explained the factors for why this may be happening. The Yarn Exchange post was so popular, that we are adding two more at Indian Trail and South Hill. Earned media highlights were discussed. Mr. Stokes asked what a yarn swap is. Ms. Donovan explained how the yarn swap operates. Mr. Stokes clarified if any amount of yarn can be taken. Ms. Donovan confirmed. Ms. Starkey asked if we did something similar with quilting. Ms. DeJaegher asked if Shadle Park still has a puzzle swap which was confirmed. No further questions.

PROGRAMMING REPORT

Mr. Johnson shared programming highlights from the month of November. The value score went up to 18.9. The scoring was adjusted by request. Highlights include Transgender Day of Remembrance, Grassroots Project, and 33 Artists Market. No further questions.

NEW BUSINESS

13a.: 2024 Insurance Renewal – Nicole Edwards

Ms. Edwards explained the insurance items that will expire this year and which items will be carried over. Coverage for property, equipment, crime, general liability, auto, umbrella and employment practices increased by 4.2 percent from 2023 to 2024. Workplace violence policy increased by 8 percent and the site pollution policy will not renew until 2025 as this is a 2-year policy that was purchased in 2023. Throughout the year, there may be unforeseen additions or adjustments to the cost of insurance for unforeseen events. Example of that would be a vehicle purchase or dissolution. Ms. Edwards noted the deductibles for each occurrence has been \$5,000, but for the 2024 renewal, the deductibles for South Hill, Shadle Park, and Central will be \$10,000 due to the high cost of assets insured.

Ms. Hemingway asked if since site pollution policy doesn't renew until next year, is this why the total cost appears to decrease in 2024. Ms. Edwards explained that yes, it is set to renew in 2025 so due to timing it appears to be a total decrease but each policy has increased. Ms. Starkey asked if any of the increases were from experiences or claims. Ms. Edwards explained the increase is due to inflation.

A motion approving the binding of insurance coverage policies for the year 2024 at a combined amount of \$117,935. Mr. Stokes moved to approve the motion. Ms. DeJaegher seconded.

13b.: 2024 Board Locations – Skyler Noble

Ms. Noble presented the schedule of the 2024 Library Board of Trustees meetings for the Board to acknowledge and approve. Mr. Stokes moved to approve the motion. Ms. Starkey seconded the motion. The motion passed unanimously.

13c.: Inland Northwest Special Collections Presentation - Dana Bronson

Ms. Bronson presented on the Inland Northwest Special Collections in addition to some of the services, events, and outreach hosted in the space. She highlighted the archives and the value they add to the community. Mr. Stokes asked how the different factions are being used to go through the Expo '74 events. He shared his experience with the archives.

Ms. Bronson explained we are partnering with a few organizations to do an exhibit and a Chinatown Revival the opening weekend. The MAC is the final repository of information regarding Expo '74 to bring before the teachers this spring. No further questions.

EXECUTIVE SESSION

Executive Session adjourned the meeting for 10 minutes at 5:13 to discuss the Executive Director's Compensation. The meeting reconvened at 5:25pm.

13d.: Executive Director's Compensation – Samantha Murphy

Ms. Starkey moved to approve the motion increasing the Library Director's compensation by 5 percent effective December 24, 2023. Ms. Dejaegher seconded the motion. The motion passed unanimously. No further questions.

PUBLIC COMMENT

The public had the option to email trustee@spokanelibrary.org with any comments and none were received.

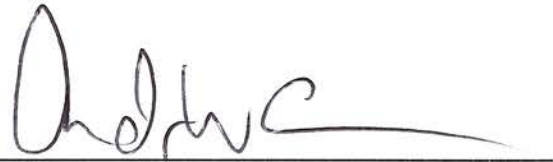
NEXT REGULAR MEETING

The next regular meeting will be Tuesday, January 16, 2024. Location will be at Central Library.

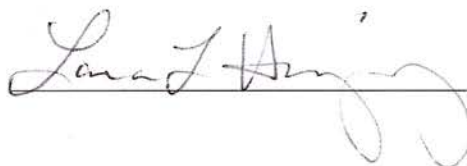
ADJOURNMENT

The meeting adjourned at 5:28pm.

Secretary



Chairman, Board of Trustees



Date

1/16/2024