

MINUTES OF THE BOARD OF TRUSTEES MEETING**July 18, 2023**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, July 18, 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

COUNCIL LIASION

Councilmember Zack Zappone

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

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

VISITORS

Skyler Noble
Remelisa Cullitan
Nicole Edwards
Paul Chapin
Samantha Murphy
Tara Neumann
Caris O'Malley
Alina Murcar
Natalie Hilderbrand
Ashley Lock
Amanda Donovan
Lisa Cox
Eva Silverstone
Vanessa Strange

CHANGES TO THE AGENDA

None

APPROVAL OF May 30, 2023 SPECIAL MEETING MINUTES

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

APPROVAL OF June 20, 2023 MEETING MINUTES

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

APPROVAL OF JUNE 2023 BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

Operations: Ms. Edwards reported on the cash and investment trends. Library can pay 181 days of operating costs. July total expenditures were \$1,171,011 which includes three pay periods. Budget process is underway. Budget should be brought before the Board in August. Ms. Huang had a title change from Staff Accountant to Senior Accountant. Ms. DeJaegher asked if the trends will be high within expenditures for the rest of the year. Ms. Edwards confirmed. No further questions.

Bond: Ms. Edwards reported there were no contracts made under special authority. South Hill's chiller was installed. Four Kiosks were received and electric is underway at Yokes and Catholic Charities. The other two units were in storage. There will no longer be budget adoption for the bond since we are in the final year, but encumbrances will be brought forward into 2024 with an action item noting carryforward for these encumbrances. No further questions.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse thanked Mr. O'Malley for presenting last month. Highlights feature two tours for the Association of Washington Cities. An event in partnership with Carl Maxey Center will occur in October where people can scan historical documents to better document and record the rich history of Spokane's Black community. Our Social Services Manager, Bethiah Streeter, was awarded Goodwill Industries 2022 Mission Partnership Award by bringing in and connecting social services resources in the community. Library staff participated in City Council sponsored training on creating a Community of Belonging. We hired Samantha Murphy as our new Human Resources Director. STAR Spotlight went to Peter Anderson from Community Technology. Bids were going out for the Nevada property soon. Gate count has been high this year than prior to the pandemic. Ms. DeJaegher asked if there will be a celebration. Ms. Starkey asked if there will be cupcakes. We worked with the City of Spokane to activate the library as a cooling center during regular library operating hours. There were no plans to open beyond library operating hours. Mr. Zappone helped the library secure closure of Spokane Falls Blvd. for the Tacos and Tequila event in August.

Ms. Starkey asked if the City is providing additional security for cooling centers. Mr. Chanse explained they have not, and we aren't seeing exceedingly high numbers of people in the libraries on hotter days. The concern is if there is a need for cooling center hours after normal operating hours and the transfer of responsibility to the City.

Ms. Starkey asked if this time cooling centers are during normal operating hours. Mr. Chanse confirmed. Ms. Silverstone added The Hive is not a part of this arrangement. No further questions.

COUNCIL LIASION REPORT

Mr. Zappone thanked the library for participating in the AWC conference. The Community of Belonging inspired a new tagline “We all belong”. Council was at the library discussing a teen center. Council was working through budget projections and the City is looking at a deficit. Mr. Stokes asked about the latest on filling the District 2 spot. Mr. Zappone explained applications for that position opened July 18.

COMMUNICATIONS REPORT

Ms. Donovan highlighted the announcement of the new social media platform Threads and our desire to join, but our inability to do so yet. Paid social media ads began running. Top social media posts for the month were about Pride and book club bags – achieving the highest engagement yet in 2023. We achieved 5,000 followers on Instagram. The Window Gallery Project event received media attention from various sources. Ms. Starkey was impressed by a recent video about the Inland Northwest Special Collections. No further questions.

PROGRAMMING REPORT

Ms. Strange reported there were 254 events in June with highest attendance at the Touch-a-Truck event and the SFCC Graphic Design Graduate Show. No further questions.

NEW BUSINESS

14a.: Property Tax Levy Lid Lift - Nicole Edwards

Ms. Edwards provided information about how the Levy Lid Lift affects the library. Ms. Edwards added the City is considering gearing up to increase the Levy rate (for city services other than library) in response to an expected deficit in the 2024 budget. Mr. Chanse and Ms. Edwards will present on the library’s levy renewal ask this week. We recommend a motion approving the Spokane Public Library to pursue by public vote a renewal of the .07 ¢ levy lid lift for a period of three (3) years to begin in 2025.

Mr. Stokes asked about the time. Ms. Hemingway asked about scheduling on the calendar. This will be discussed soon. Ms. Hemingway asked how 2024 projections were mapping out. Ms. Edwards explained we are seeing some cost increases in the same areas we projected in May as far as security and personnel, we also have some recognizable revenue that is grant related to help cushion some of that, we will be bringing forward the budget for approval in next month’s meeting where the final projections will be presented. Mr. Chanse explained this action by the Trustees allows us to continue the conversation. Ms. Hemingway asked when the decision needs to be finalized. Mr. Chanse reported December although we want to express the interest early. No further questions. Ms. Starkey moved to approve the motion. Mr. Stokes seconded the motion. The motion passed unanimously.

14b.: Addition of Personnel - Nicole Edwards

Ms. Edwards explained that in 2022 the Board approved \$246,000 for 2023. This acted as a placeholder to hire more staff. Now that all branches are operational, there is a need for increased staffing. Ms. Edwards highlighted the roles this would support. Mr. Stokes asked if all security guard FTEs will go to Central Library. Mr. Chane explained we will rely on security managers' expertise to determine where they will go. Ms. Hemingway asked about the change in behaviors. Mr. Chane explained there has been more vandalism, violent outbursts, and disrespect of the building and staff. These positions would help create more control. Mr. Chane shared we want to support them and provide a safe environment for staff. Ms. Edwards added from a financial perspective wanting to provide support at a service level.

Mr. Stokes asked about the total number of guards currently. Mr. Chapin responded there are six. Ms. DeJaegher asked if all security would then be in-house. Mr. Chane shared that it could be. Mr. Chapin added supporting information about security in the library. Ms. Starkey asked how the assistants will be divided between Central and Shadle Park. One assistant will be at Central and one at Shadle Park. Ms. DeJaegher asked if there would be a need for additional funds for custodial staff. Ms. Edwards explained the need is salary. Mr. Chane explained the market for custodial positions seems to be cooling. Ms. Edwards added it would be inclusive. No further questions.

A motion approving the addition of eight (8) full time equivalent (FTE) positions for the Spokane Public Library bringing the current capacity from 93.55 FTE to 101.55 FTE.

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

14c.: Youth Arts Specialist Overview – Remelisa Cullitan

Remelisa provided an overview of their specialty and the programs they host for kids and teens. The board participated in a drawing exercise. Ms. Hemingway asked about architecture. Cullitan explained a parent who visited storytime with their child was an architect and there was an opportunity to make an architecture program for children. Mr. Stokes made a comment about the art programming. No further questions.

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, August 15, 2023. Location will be at Liberty Park Library.

ADJOURNMENT

The meeting adjourned at 5:33 pm. Secretary _____

Chairman, Board of Trustees _____ Date _____