

**MINUTES OF THE BOARD OF TRUSTEES MEETING****March 19, 2024**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, March 19, 2024 in-person at Indian Trail Library 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 Paul Dillon

**LIBRARY DIRECTOR**

Mr. Andrew Chanse

**CALL TO ORDER**

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

**VISITORS**

Samantha Day  
Caris O'Malley  
Amanda Donovan  
Alina Murcar  
Ashley Lock  
Natalie Hilderbrand  
Lisa Cox  
Jason Johnson  
Marcia Johnson  
Amy Burchell  
Minnie Huang  
Tara Neumann  
Nicole Edwards  
Skyler Noble  
Jennie Anderson  
Lorraine Mead  
Paul Chapin

**CHANGES TO THE AGENDA**

None

### **APPROVAL OF FEBRUARY 2024 MEETING MINUTES**

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

### **APPROVAL OF FEBRUARY 2024 BILLS & CONTRIBUTIONS**

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

### **FINANCIAL UPDATE**

Ms. Edwards covered cash and investment trends from February 2024. For the Bond Fund Update, a snapshot of what was spent by site was covered. Seven contracts are open and will be executed by the end of term. In Business Office updates, City Administration is limiting purchasing cards across all departments. Cards will be reduced at the library. A petty cash audit was conducted in December or January with no findings or recommendations. Ms. Starkey asked about the contract with Spokane Arts that is set to end on June 30. Mr. Chanse shared some of the art pieces that still need to be installed at some of the libraries and the 24/7 Library Kiosk wraps that are within the contract amount remaining. Ms. Edwards shared the amount left in that contract is less than \$53,000. Ms. Starkey asked if the design pieces come out of Marketing department. Ms. Donovan explained that the design is coming from Spokane Arts. Mr. Stokes asked how often the portable pieces move around. Mr. Chanse said they have not moved any yet. Mr. Stokes joked that they are not moveable. Mr. Chanse said they can be moved. No further questions.

### **CHAIRMAN'S REPORT**

Ms. Hemingway noted this is Mary Starkey's last meeting and she thanks her for her service. No further questions.

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

Mr. Chanse shared his experience working with Ms. Starkey for her last meeting. Washington Libraries Association Conference was in Spokane in March, and Spokane Public Library had 13 presenters at the conference. Spokane Public Library will host Library Journal's Design Institute in May to share information about library architecture design. In DEI efforts, the book discussion on *Project UnLonely* focused on creativity to combat loneliness. STAR Spotlight went to Skyler Noble in February. We hosted the first of four stress and trauma workshops last week. Final details for the Thrive partnership will be discussed in this meeting. The Mayor shared some potential partnerships with the Library, and we are to receive another design award. The Board's new trustee, Mari Margil, was approved by City Council last week and will start next month. No further questions.

### **COUNCIL LIASION REPORT**

Mr. Dillon shared some updates from council including the end of legislative session, focusing on how we transition out of TRAC and adding more to the street medicine model. The first Town Hall was at the Northeast Community Center last night. A traffic calming ordinance is in discussion. A shelter contract was written with Jewel's Helping Hands.

A Special Meeting was being hosted Thursday and talks of free fare for Expo '74 are in discussion with Spokane Transit Authority. Council Member Dillon shared their mission of researching fentanyl overdoses in Spokane and have a town hall on April 9<sup>th</sup> at Central Library to discuss how to move forward in this crisis. Ms. DeJaegher asked where people can find out more about traffic calming ordinances. Mr. Dillon explained there is some information on the City's website and how the projects are bundled. No further questions.

### **COMMUNICATIONS REPORT**

Ms. Donovan shared Marketing updates in February including the Library Levy passing, the addition of the new Music Education Specialist, Lunar New Year Celebrations, and more. We are also gearing up for April. Mr. Stokes asked how he can become a member and get presale access to the Friends Book Sale April 25-27. Ms. Donovan shared he can become a Friends of the Library member for \$10 to access the presale on April 25. No further questions.

### **PROGRAMMING REPORT**

Mr. Johnson shared programming highlights from February and how the value score fluctuated. Programming highlights included Lunar New Year Storytime, Build with LEGO experts, NERF Wars, and more. No further questions.

### **NEW BUSINESS**

#### **13a. Fund #3365 Final Acceptance – Meridian Renovation of Indian Trail - Nicole Edwards**

Ms. Edwards shared the background of the final acceptance approvals, including the contract information to indicate the substantial completion of the projects.

Ms. Starkey asked if there will need to be two separate motions for Agenda Items 13(a) and 13b). Ms. Edwards confirmed.

We ask the Board to grant final acceptance of the Indian Trail public works project which was renovated by Meridian Construction Inc. Ms. Starkey moved to approve the motion. Mr. Stokes moved to second the motion. The motion passed unanimously.

#### **13b. Fund #3365 Final Acceptance – Meridian Renovation of South Hill - Nicole Edwards**

We ask the Board to grant final acceptance of the South Hill public works project which was renovated by Meridian Construction Inc. Ms. DeJaegher moved to approve the motion. Ms. Starkey moved to second the motion. The motion passed unanimously.

#### **13c. Policy on Use of Social Media - Amanda Donovan**

Ms. Donovan shared the background on the social media policy which was created in 2010 and noted that the City's legal team approved the proposed changes. We ask the Board to approve the proposed update to the Policy on Social Media Usage. Ms. Starkey asked in regard to item 3.13, if this is specifically for anything that is posted on the Library pages. Ms. Donovan confirmed and that we have guidelines for staff social media as private citizens. Mr. Stokes asked if that includes trustee members. Ms. Donovan mentioned it was not written for trustees. Ms. Lambdin asked for clarification on staff procedure guidelines.

Ms. Donovan explained there are suggestions for safe use of social media. We cannot restrict. Ms. DeJaegher asked if staff are allowed to represent themselves as an employee on social media. Ms. Donovan explained it is encouraged and allowed with the caveat that you are representing the library and putting yourself out there. Ms. DeJaegher asked if the updated policy is for library accounts and not staff members. Ms. Donovan confirmed. Ms. Starkey mentioned there are normally procedure for Human Resources. Ms. Donovan mentioned the disclaimer written on private accounts indicating their views are their own.

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

### **13d. Real Estate Transaction and Lease Agreement with Thrive International - Caris O'Malley**

Mr. O'Malley shared the background of this item, the documentation of our partnership with Thrive International, and what the board is considering approval of. He reviewed the primary terms of the specific agreements and the work of the parties and their legal counsel in preparing the agreements.

Ms. Starkey asked if Ms. Hemingway looked through the documents. Ms. Hemingway confirmed and commented on her review. Ms. Starkey asked what the timeline is for Thrive fulfilling their obligations. Mr. O'Malley mentioned there is a five-year timeline. Ms. Starkey asked under the MOU if the expected increase of the cost of the new site plan to be approximately \$37,000 and that if Thrive is to pay \$40,000 of that, if the Library would cover anything over. Mr. O'Malley said we would draw the line at \$40,000. Ms. DeJaegher asked for clarification of the different types of housing available in relation to market rate living cost. Mr. Finney explained 51 percent of the units would be classified as "affordable" but the number of units is not yet determined. They may be able to put in larger units to serve larger families. Ms. DeJaegher asked for clarification on if the plan is to continue to rent units at market rate for a longer period. Mr. Finney explained with the new layout, they have not decided yet. It depends on the floorplans as we begin bidding. Extending the rent may be on a case-by-case basis. Mr. Stokes asked what Mr. Finney deems affordable. Mr. Finney said 80 percent AMI. Mr. Stokes asked what the average dollar amount per month is for projected rent. Mr. Finney explained \$1800 a month for the three-room model and something like \$1300 a month for the one bedroom and \$1500 for the two bedroom. Ms. DeJaegher asked if that is market rate or below. Mr. Finney said it is baseline. No further questions.

The board is requested to approve:

1. The sale of the surplus property to Thrive International in accordance with the terms of the Real Estate Purchase and Sale Agreement (and execution of this agreement), which includes the leaseback of the community room and other provisions beneficial to the Library's services and the community it serves.
2. The execution of the Easement Agreement with Thrive International, ensuring the Library's continued access to the garden spaces for a term of fifty (50) years with an option to extend for an additional fifty (50) years, and other terms as detailed in the Easement Agreement.



3. The execution of the Covenant Agreement with Thrive International, ensuring that Thrive develops the property as agreed.
4. The execution of the MOU with Thrive International, agreeing to allow for changes to the site plan at Thrive's expense.
5. The execution of the Lease Agreement with Thrive International, ensuring the Library's continued use of the community room for a term of fifty (50) years with an option to extend for an additional fifty (50) years, and other terms as detailed in the Lease Agreement.
6. The authority for the Executive Director (or designee) to make changes to these documents as advised by legal counsel.

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

**EXECUTIVE SESSION**

None

**PUBLIC COMMENT**

The public had the option to email [trustee@spokanelibrary.org](mailto:trustee@spokanelibrary.org) with any comments and none were received.

**NEXT REGULAR MEETING**

The next regular meeting will be Tuesday, April 16. Location will be at Liberty Park Library

**ADJOURNMENT**

The meeting adjourned at 5:28pm.

Secretary

A handwritten signature in cursive script, appearing to read "Andrew", written over a horizontal line.

Chairman, Board of Trustees

A handwritten signature in cursive script, appearing to read "Lambdin", written over a horizontal line.

Date

4/16/2024