

MINUTES OF THE BOARD OF TRUSTEES MEETING**May 21, 2024**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, May 21, 2024 in-person at Shadle Park Library with virtual access via Zoom meetings.

Present were:

MEMBERS

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

COUNCIL LIASION

Councilmember Paul Dillon - Absent

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
Robert Swanson

CHANGES TO THE AGENDA

Ms. Hemingway asked for a revision to change the owner of the Chairman's Report to Mr. Stokes. Ms. DeJaegher seconded the motion. The motion passed unanimously.

APPROVAL OF APRIL 2024 MEETING MINUTES

Ms. Hemingway moved to approve the motion. Ms. Margil seconded the motion. The motion passed unanimously.

APPROVAL OF APRIL 2024 BILLS & CONTRIBUTIONS

Ms. Hemingway moved to approve the bills and contributions. Ms. DeJaegher seconded the motion. The motion passed unanimously.

FINANCIAL UPDATE

Ms. Edwards covered cash and investment trends as of April. The library had the ability to pay 117 days of operating costs. Cash and investment trends and expenditure trends were covered and the April operating expenditures totaled \$1,125,212. Ms. Hemingway asked if the gray bars are higher than in the past years. She recalled the library added a few FTEs. Ms. Edwards confirmed and added there is a higher number of seasonal staff. Some of the data is attributed to inflation. Ms. DeJaegher asked if the charges from the city are monthly or annual. Ms. Edwards said they will be quarterly.

Bond Fund Update: In May, the City completed the fixed asset upload review for December and closeout of 2023. Total expensed for Bond in April 2024 was \$18,813. The 24/7 Kiosk at Five Mile Park and Ride was installed, and the vinyl wrap will be affixed soon. Ms. Edwards explained Ms. Neumann helped solve a solution regarding the fiber network at the Park and Ride in collaboration with Avista to reduce the cost of the solution.

Business Office News: The City has a contract with US Bank and receipts can now be uploaded online so they can be retained for six years, this is the Washington State Secretary required retention time for this type of transaction. No further questions.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. O'Malley filled in for Mr. Chanse to share the Executive Director's report. Library Journal held the design institute at our libraries and some staff hosted Q&A panels and other events with conference visitors. We coordinated implementation of senate bill 944. Open carry weapons will no longer be allowed in libraries and other public spaces like aquariums and parks as of June 6. The library has a plan to communicate this with patrons. Ms. Hemingway and Ms. Lambdin attended the Thrive International celebration for the new Nevada property. In DEI efforts, the group will be reading Braiding Sweetgrass by Robin Wall Kimmerer. We have resources acknowledging Asian American and Native Hawaiian/Pacific Islander Heritage Month, Jewish American Heritage Month, and Mental Health Awareness Month. We will host a Family Pride Celebration June 9. STAR Spotlight went to Abe Green. Mr. Stokes asked when Mr. Chanse hosts office hours. Ms. Donovan answered he visits each location once a month for office hours. Mr. O'Malley covered the Indian Trail lawn renovation. The City is navigating budget concerns and Mr. Chanse sent a letter to staff explaining that the library will not be impacted by

these issues. The Washington State department of Labor and Industries cited us for six violations regarding

blood borne pathogens and maintenance of cleaning chemicals. The library has discontinued use of some hazardous chemicals, and there will be better training and access to PPE. Mr. Stokes asked when L&I discovered the violation. Mr. O'Malley responded with March. Ms. Hemingway asked how often we observe open carry. Mr. O'Malley explained this has not been an issue often in the libraries but we typically observe other safety weapons like knives and machetes which have been accepted due to the laws.

Mr. Stokes asked if this will result in an increase in security. Mr. O'Malley explained the current plan is to continue with our strategy. Ms. Margil asked if there will be training for staff about this topic. Mr. O'Malley explained there is a training video for staff interactions with patrons and this will involve our Safety and Security Team. Ms. Edwards clarified the violations for L&I started in January.

COUNCIL LIASION REPORT

None.

COMMUNICATIONS REPORT

Ms. Donovan the Marketing team won two PRXchange awards from American Libraries Association for the 2023 work on Be Your Best Self and Lilac City Local magazine. We are offering a limited-edition Expo '74 library card for the 50th anniversary celebrations. Top websites, social media posts, and blogs were covered. Mr. Stokes asked why Facebook interactions were down. Ms. Donovan explained we have a few higher months with engagement and some months where there is average engagement. Ms. Hemingway congratulated the team for the awards. No further questions.

PROGRAMMING REPORT

Mr. Johnson shared programming highlights from April. The Value Score will now be called the Impact Score moving forward. It was separated into youth and adult events to better reflect storytimes. Popular events included the Earth Day Family Celebration, Spokane Print Fest, Get Lit, Plant Swap, and others. No further questions.

NEW BUSINESS

13a. Approval of Revision to Code of Conduct - Samantha Day

Ms. Day explained the proposed revision to the Code of Conduct. Ms. Hemingway moved to approve the motion. Ms. DeJaegher seconded the motion. The motion passed unanimously.

13b. Approval of Revision to Volunteering at the Library Policy - Samantha Day

Ms. Day shared formatting and revisions needed to this policy. Ms. Hemingway moved to approve the motion. Ms. DeJaegher seconded the motion. The motion passed unanimously.



13c. Digitization Station Overview – Ryan Tucker

Mr. Tucker explained how the digitization station works and how he started collecting older video equipment. Mr. Stokes asked how people can reach Mr. Tucker. Mr. Tucker talked about the story featured in the Lilac City Local magazine about the Digitization Station and where people can reach him. 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.

Robert Swanson asked how the library can get in touch with him to expand their online presence to the community.

NEXT REGULAR MEETING

The next regular meeting will be Tuesday, June 18. Location will be at The Hive.

ADJOURNMENT

The meeting adjourned at 5:10pm.

Secretary

A handwritten signature in black ink, appearing to be "Ardine", written over a horizontal line.

Chairman, Board of Trustees

A handwritten signature in blue ink, appearing to be "John", written over a horizontal line.

Date

6/18/24