



MINUTES OF THE BOARD OF TRUSTEES MEETING

November 21, 2023

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, November 21, 2023 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 - Absent
Ms. Shelby Lambdin

COUNCIL LIASION

Councilmember Ryan Oelrich

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:33pm by Ms. Hemingway.

VISITORS

Nicole Edwards
Samantha Murphy
Tara Neumann
Caris O'Malley
Alina Murcar
Ashley Lock
Natalie Hilderbrand
Lisa Cox
Minnie Huang
Wade Linquist
Jason Johnson
Cathy Bakken
Jennie Anderson
Marcia Johnson
Amy Burchell
Denise Neujahr

CHANGES TO THE AGENDA

None

APPROVAL OF OCTOBER 17, 2023 MEETING MINUTES

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

APPROVAL OF OCTOBER 2023 BILLS AND CONTRIBUTIONS

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

FINANCIAL UPDATE

The Library has the ability to pay 155 days of operating costs and the available cash and investments balance is now \$6,533,619, including reserve for capital and net of encumbrances. Total October expenditures were \$1,061,078. Ms. Starkey asked about the amount for capital equipment. Ms. Edwards clarified what was purchased. Ms. Edwards mentioned there were services added to bond contracts that were executed under the increased threshold authority. In total, bond to date has 57 projects – 15 active, 33 closed. No further questions. In Business Office news, Ms. Edwards and Mr. Chanse discussed potential partnership opportunities with Schools and Parks to bring to the public in 2024 on the February ballot. The Accounting Specialist position application was posted and there were over 50 people who applied. Ms. Starkey asked where we posted the Accounting Specialist job position. Ms. Edwards responded they are using Indeed. No further questions.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse shared about the meeting with parks and schools to talk about upcoming ballot measures and partnership opportunities in 2024. A small group went to the ULC conference where groups were interested in our value score calculator, school partnerships, StartUp Spokane, and other topics. Mr. Chanse met with local entities about partnerships. In DEI efforts, the next book discussion is *Invisible Women*. We also made a blog sharing books for Native American Heritage Month. Video Education Specialist Ryan Tucker is now offering media digitization services. Bids were being evaluated for the Nevada project. Staff Day was successful in October. New employees and open positions were highlighted. STAR Spotlight went to Dana Bronson, Inland Northwest Special Collections Librarian and Archivist. Levy measure decisions were deferred to early December. Ms. Hemingway asked: If the Levy is added to the ballot, will there need to be a campaign committee and collaborate with Parks and Schools. Mr. Chanse explained the plan was to have a joint information campaign with Schools and Park should they be added to the ballot. The connection between schools and libraries were highlighted. Ms. Hemingway asked when we last partnered with schools if there were donations from Foundation and Friends. Mr. Chanse explained both entities are aware that they may be asked for dollars. Ms. Hemingway clarified that the amount donated to the campaign efforts is based on time and budget. No further questions.

COUNCIL LIASION REPORT

Mr. Oelrich shared this was his last meeting as Council Liasion and explained why the Levy deferral happened. He mentioned there was support among colleagues for the Library. Mr. Oelrich explained that City Council approved the Mayor's budget and mentioned there won't be many changes made to it. Mr. Oelrich shared he may use the digitization services. No further questions.

COMMUNICATIONS REPORT

Ms. Murcar shared highlights from the month of October. This included how Ms. Donovan and Ms. Murcar presented at the Library Marketing Conference in Indianapolis. Ms. Noble created a Library Lowdown teen newsletter which received a high open rate. Ms. Murcar will present on the Be Your Best Self campaign later in the board presentation. The second highest Facebook post of the year was the Haunted Walking tour. Ms. Murcar shared social media and earned media highlights from the month of October. No further questions.

PROGRAMMING REPORT

Mr. Johnson shared the library had 363 programs in October, the highest number of programs yet. Value scores were highlighted for programs last month. The scoring rubric will be tweaked to better reflect value of programming. Mr. Johnson highlighted a few popular programs from last month. Ms. Hemingway requested Mr. Johnson to label the table to clarify what the terms mean. No further questions.

NEW BUSINESS

13a.: Youth STEM Programming Overview – Cathy Bakken

Ms. Bakken explained what STEM is and what kind of STEM programming is hosted at the library. Ms. Bakken asked the Board why a paper clip can float on water. Ms. Hemingway responded with surface tension. The Board participated in a science experiment about surface tension.

Ms. Hemingway made a comment about the milk used in the experiment. Ms. Bakken explained a high fat milk was needed for this experiment. Ms. Bakken continued with the lesson and explained the discovery of surface tension. Ms. DeJaegher asked if Ms. Bakken can come to more meetings and conduct experiments. Ms. DeJaegher shared some suggestions for STEM books and potential program partners. No further questions.

13b.: Be Your Best Self Campaign Overview - Alina Murcar

Ms. Murcar presented the goals, video, and information for the Be Your Best Self campaign. No further questions.

13c.: 2018 UTGO Library Capital Bond Fund #3365 – SC 2023- L030 Contract for Approval - Nicole Edwards

Ms. Edwards shared the background of this item. She explained that a contract is planned to be awarded to Alpine and that we are still in the process of analyzing responsible bidder qualifications with the help of Integrus Architecture, Hill International, Perkins Coie, LLP and City Legal.

Seven contractors submitted bids for Spokane Public Library solicitation for the development of the Nevada site property. There was a formal bid protest that occurred and is being analyzed. Ms. DeJaegher asked for a clarification of how the bid was protested. Ms. Edwards clarified that the second lowest bidder protested Alpine's bid and so far, we have not found that the claims hold water but that it's still in review with attorneys. Ms. Hemingway asked about the claim. Ms. Edwards explained the contractor was accused of being disbarred from the Washington State bidding process and that we have not found that to be true at this point in time. Ms. DeJaegher asked if we are obligated to choose the lowest bid. Ms. Edwards confirmed it is required. Ms. Hemingway clarified the dollar amount. Ms. Edwards confirmed that the dollar amount of the lowest bid is the \$1,242,335. Ms. Starkey asked about the protests.

Ms. Edwards explained one of the bidding companies formally protested the lowest bidding company, Alpine Contractors, stating that they were debarred by WA State from making formal bids. Ms. Starkey asked if the organizations are known to each other or if the process is sealed. Ms. Mead explained it is a public bid. When the second bidders saw that Alpine was low, then they protested. Ms. Starkey clarified if they knew Alpine was bidding. Ms. Mead discussed who submitted bids.

Ms. Hemingway clarified if the ask is to clarify who is the lowest bidder. Ms. Edwards confirmed. The board motioned the following:

We request board approval to proceed with the execution of a contract with the lowest bidder that is identified to have met the responsible bidder criteria, and to be prepared by Perkins Coie, LLP for the development of the Nevada property in an amount not to exceed the base bid and allowable alternatives; whichever amount appropriate and available with remaining bond funds. Ms. Starkey moved to approve the motion to execute the contract with the lowest bidder. Ms. Lambdin seconded the motion. The motion passed unanimously.

EXECUTIVE SESSION

None

PUBLIC COMMENT

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

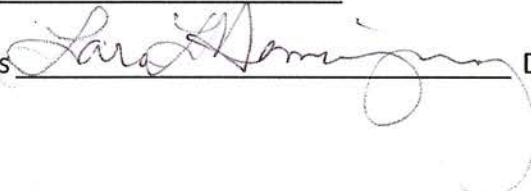
NEXT REGULAR MEETING

The next regular meeting will be Tuesday, December 19, 2023. Location will be at South Hill Library.

ADJOURNMENT

The meeting adjourned at 5:35pm.

Secretary 

Chairman, Board of Trustees  Date 1/16/2024