

BOARD OF TRUSTEES MEETING MINUTES: May 21, 2024

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via Zoom online meeting platform in the public meeting room at the Otis Orchards Library, Tuesday, May 21, 2024 at 4:00pm.

Present: Jessica Hanson – Chair
Jon Klapp – Vice Chair
Ellen Clark – Trustee
Robert Paull – Trustee
Patti Stauffer - Trustee

Excused: None.

Also Present: Patrick Roewe (Executive Director), Toni Carnell (Human Resources Director), Doug Stumbough (Operations Director), Vinnie Davi (Video Production Specialist), Jane Baker (Communication and Development Director), Maggie Montreuil (Library Supervisor), Kristy Bateman (Operations Manager), Emily Greene (Administrative Services Manager)

Via Zoom: Three (3) members of the public

**Call to Order
(Item I)**

Chair Jessica Hanson called the meeting to order at 4pm.

**Agenda Approval
(Item II)**

Trustee Robert Paull moved and Trustee Ellen Clark seconded the approval of the meeting agenda. The motion was unanimously approved, there was no further discussion.

**Public Comment
(Item III)**

There was no public comment.

**Approval of April 16
Regular Minutes
(Item IV.A.)**

Chair Hanson called for any corrections to the April 16th regular meeting minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

Approval of April 2024 Payment Vouchers (Item IV.B.)

Vice Chair Jon Klapp moved and Trustee Robert Paull seconded the approval of the April 2024 payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
April - GF	0062076 – 0062185 and W001494 – W001509	\$812,612.60	\$812,612.60
	PR04102024 and PR04252024	\$510,158.48	\$510,158.48
		Total	\$1,322,771.08
CPF	9756 SV Building Capital Projects	\$1,100	\$1,100
		Total	\$1,100

New Business Community Partnership & Sponsorship Policy: Approval Recommendation (Item IV.D.1.)

Executive Director Patrick Roewe and Communication and Development Director Jane Baker presented revisions to the Community Partnership & Sponsorship Policy. Revisions included further definitions of partnerships and sponsorships. Discussion ensued about examples of partnerships.

Trustee Clark moved and Trustee Patti Stauffer seconded the approval of the presented policy. The motion was unanimously approved, there was no further discussion.

New Business Volunteer Program Policy: Approval Recommendation (Item IV.D.2.)

Human Resources Director Toni Carnell presented revisions to the Volunteer Program Policy. Revisions included additional language added for clarity. Discussion ensued about the number of District staff, enforcement of family members not supervising each other, and how long the ineligibility for reinstatement lasts after conduct violations.

Vice Chair Klapp moved and Trustee Paull seconded the approval of revisions to the Volunteer Program policy. The motion was unanimously approved, there was no further discussion.

New Business HR06 Employee Conduct Policy: Approval Recommendation (Item IV.D.3.)

Human Resources Director Carnell presented revisions to HR06— Employee Conduct Policy. Revisions were recommended by the District insurance company and were to put existing practice into policy.

Trustee Paull moved and Vice Chair Klapp seconded the approval of revisions to the Employee Conduct policy. The motion was unanimously approved, there was no further discussion.

New Business HR12 Searches & Inspections Policy:

Human Resources Director Carnell presented revisions to HR12— Searches and Inspections Policy. Revisions included updated language for clarity and the addition of District-owned vehicles. Discussion ensued

**Approval
Recommendation
(Item IV.D.4.)**

about rights to search employee possessions and the procedures which these searches would occur. Discussion also ensued about monitoring use of District-owned devices and software.

Trustee Clark moved and Trustee Paull seconded the approval of revisions to the Searches and Inspections policy. The motion was unanimously approved, there was no further discussion.

**New Business
HR19 Vehicle Use
and Safety Policy
(new): Approval
Recommendation
(Item IV.D.5.)**

Human Resources Director Carnell presented a new policy, HR19—Vehicle Use and Safety, that was recommended by the District’s insurance provider. The proposed policy put practices into a policy. Discussion ensued about new required trainings for staff, average time staff spend driving for District business, process for investigations to determine loss of right to operate, and background checks on District staff. Trustee Stauffer requested an amendment to the policy to further distinguish between District owned vehicles and personal vehicles.

Vice Chair Klapp moved and Trustee Clark seconded the approval of the new policy as amended. The motion was unanimously approved, there was no further discussion.

**Hasting Property:
Sewer Easement
with Spokane
County: Approval
Recommendation
(Item IV.D.6.)**

Executive Director Roewe presented information on a proposed sewer easement with Spokane County at the District-owned Hastings property. Discussion ensued about where this property is located, where the easement would be located, and if there would be an impact on the buildable area.

Vice Chair Klapp moved and Trustee Paull seconded the approval of the Hastings Property Sewer Easement. The motion was unanimously approved, there was no further discussion.

**Hasting Property:
Water Utility
Easement with
Spokane County
Water District No. 3:
Approval
Recommendation
(Item IV.D.7.)**

Executive Director Roewe presented information on a proposed water easement with Spokane County Water District No.3 at the District-owned Hastings property. Discussion ensued about where the easement would be located, and if there would be an impact on the buildable area.

Trustee Paull moved and Trustee Stauffer seconded the approval of the Hastings Property Water Easement. The motion was unanimously approved, there was no further discussion.

**Summer Meeting
Schedule:
Discussion/Potential
Action**

Executive Director Roewe informed the Trustees that historically a regular meeting has been cancelled during the summer months due to availability. Vice Chair Klapp moved and Trustee Stauffer approved to cancel the July regular meeting. The motion was unanimously approved.

(Item IV.D.8.) Vice Chair Klapp moved and Trustee Stauffer approved the relocation of the August meeting from the Fairfield Library to the Airway Heights Library.

The motion was unanimously approved, there was no further discussion.

**Discussion Items
Future Board
Meeting Agenda
Items
(Item V.A.)**

Executive Director Roewe provided insights onto what some of the upcoming topics entail. There was no further discussion.

**Trustee Reports
(Item VI.A.)**

Trustee Paull asked about fund designations for one-time donations. Discussion ensued about when donations are received and deposited into the general fund.

There was no further discussion.

**Executive Director
Report
(Item VI.B.)**

Executive Director Roewe provided a report prior to the meeting. Discussion ensued about an upcoming final invoice for the building of the Spokane Valley library and the status of the job description reviews.

There was no further discussion.

**Operations Report
(Item VI.C.)**

Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for April 2024, with data for customer use measures, programming, and library activities.

There was no further discussion.

**Fiscal Report
(Item VI.D.)**

Finance Director Jason Link provided a report of revenues and expenditures for April 2024 prior to the meeting. Executive Director Roewe added to the report provided that April cash-on-hand is low due to when biennial revenues are received by the District. Discussion ensued about increases in digital use numbers and digital use costs. Discussion also ensued about results from Library Giving Day.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Hanson adjourned the meeting at 5:01pm. The next Board Meeting is scheduled for Tuesday, June 18th at the Spokane Valley Library.



Jessica Hanson, Chair



Patrick Roewe, Secretary to the Board of Trustees