

BOARD OF TRUSTEES MEETING MINUTES: June 18, 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 Spokane Valley Library, Tuesday, June 18, 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), Jason Link (Finance Director), Doug Stumbough (Operations Director), Kristy Bateman (Operations Manager), Vinnie Davi (Video Production Specialist), Carlie Hoffman (Digital Services Manager), Danielle Milton (Library Manager), Jane Baker (Communication and Development Director), Andrea Sharps (Collection Services Manager), Diane Brown (Librarian), Dana Mannino (Librarian), Katy Pike (Librarian), Emily Greene (Administrative Services Manager), Toni Carnell (Human Resources Director), and three (3) members of the public

Call to Order (Item I) Chair Jessica Hanson called the meeting to order at 4:00pm and welcomed everyone in attendance.

Agenda Approval (Item II) Trustee Ellen Clark moved and Trustee Robert Paull seconded the approval of the meeting agenda.

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

Public Comment (Item IV) There was no submitted public comment.

Approval of May 21, 2024 Regular Meeting Minutes (Item IV.A.) Chair Hanson called for any corrections to the May 21, 2024 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

Approval of May 2024 Payment Vouchers (Item IV.B.) Vice Chair John Klapp moved and Trustee Paull seconded the approval of the May 2024 payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
May - GF	0062186 – 0062279 and W001510 – W001526	\$990,003.93	\$990,003.93
	PR05102024 and PR05252024	\$500,917.07	\$500,917.07
		Total	\$1,490,921.00

Discussions ensued about invoice amounts for certain voucher items and costs included in current contracts for landscaping.

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

**Unfinished Business
Airway Heights:
Potential Interlocal
Agreement
Amendment
Discussion/Directio
n to Staff
(Item IV.C.1.)**

Executive Director Patrick Roewe presented a PowerPoint to the board regarding a potential interlocal agreement amendment. Discussion ensued about the history of the potential exchange of property in lieu of contracted service fees, background of the service contract and lease agreements, and map of the parcels in question. Discussion also ensued about the appraisals of the parcels, effects on the overall District budget, and termination of the current interlocal agreement. By consensus, the Board directed staff to gather information on expected costs and to continue discussions with the City with the request that both parcels be included in the potential exchange.

There was no further discussion.

**New Business
Annexation of Cities
& Towns to the
Library District:
Policy
(Item IV.D.1.)**

Executive Director Roewe presented a reaffirmation to the Annexation of Cities & Towns to the Library District Policy. Vice Chair Klapp moved and Trustee Patti Stauffer seconded the approval of reaffirming the policy.

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

**New Business
Filming and
Photography Policy
(new)
(Item IV.D.2.)**

Communication and Development Director Jane Baker presented the new Filming and Photography Policy. Discussion ensued about putting practices into policy and expanding the policy to cover multiple different scenarios. Trustee Paull moved and Trustee Stauffer seconded the approval of the new policy.

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

**New Business
Fixed Assets Policy
(Item IV.D.3.)**

Finance Director Jason Link presented a PowerPoint of changes to the Fixed Assets Policy. Changes included defining the scope of the policy, new definitions, an updated and expanded implementation plan, and new threshold for Board action on disposition of assets. Trustee Paull moved and Trustee Clark seconded the approval of the changes to the Fixed Asset Policy.

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

**New Business
Financial
Management Policy
(Item IV.D.4.)**

Finance Director Link presented revisions to the Financial Management Policy. Revisions include updates to statutory references and added language for clarification. Discussion ensued about material and program restrictions, levy lid lifts, and staff to program ratios. Trustee Stauffer moved and Vice Chair Klapp seconded the approval of revisions to the Financial Management Policy.

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

**New Business
Procurement Policy
(Item IV.D.5.)**

Finance Director Link presented updates to the Procurement Policy due to implemented state changes. Discussion ensued about what MRSC is and how the District utilizes their small roster program. and upcoming procedural changes recommended by the District's attorney. Trustee Paull moved and Trustee Clark seconded the approval of changes to the Procurement Policy.

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

**New Business
Social Media Policy
(Item IV.D.6.)**

Communication and Development Director Baker presented revisions to the Social Media Policy. Revisions included expansion of definitions and examples and the reordering of sections. Trustee Stauffer moved and Trustee Paull seconded the approval of changes to the Social Media policy.

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

**New Business
Overview: Facility
Operational Costs
(Item IV.D.7.)**

Finance Director Link presented a PowerPoint to the board of operational costs organized by location.

There was no further discussion.

**New Business
Overview: Spokane
Valley
(Item IV.D.8.)**

Librarian Diane Brown, Library Manager Danielle Milton, Librarian Dana Mannino, and Librarian Katy Pike presented a history of the Spokane Valley library, the transfer of the collection between buildings, and the increase in new library card accounts. Discussion ensued about programs the library had held.

There was no further discussion.

**Discussion Items
(Item V.A.)**

Executive Director Roewe reminded the board that the July regular meeting had been cancelled and the next meeting will be held in August at the Airway Heights Library.

There was no further discussion.

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

There were no trustee reports.

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

In addition to the report provided prior to the meeting, Executive Director Roewe informed the board that the Easements approved at last month's meeting have been signed and executed. Discussion ensued about more information to come on a potential TIF, and the preferred method to receiving donations.

There was no further discussion.

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

In addition to the report provided prior to the meeting for May 2024, with data for customer use measures, programming, and library activities, Operation Director Doug Stumbough informed the board that Summer Reading had officially started. Discussion ensued about the positive interactions reports and the tax return group that utilizes the libraries meeting rooms during tax season.

There was no further discussion.

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

Finance Director Jason Link provided a report of revenues and expenditures for May 2024 prior to the meeting.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Hanson adjourned the meeting at 6:02pm. The next Board Meeting is scheduled for Tuesday, August 20, 2024 at the Airway Heights Library.



Jessica Hanson, Chair



Patrick Roewe, Secretary to the Board of Trustees