

## **BOARD OF TRUSTEES MEETING MINUTES: August 20<sup>th</sup>, 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 Airway Heights Library, Tuesday, August 20, 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), Doug Stumbough (Operations Director), Toni Carnell (Human Resource Director), Jason Link (Finance Director), Jane Baker (Communication and Development Director), Emily Greene (Administrative Services Manager), and two (2) 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 III)** There was one piece of public comment submitted prior to the meeting and distributed to Trustees.

**Approval of June 18, 2024 Regular Meeting Minutes (Item IV.A.)** Chair Hanson called for corrections to the June 18, 2024 Regular Meeting Minutes. There were no corrections, the minutes stand as written.  
There was no further discussion.

**Approval of June 2024 Payment Vouchers (Item IV.B.)**

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
June – GF	0062280 – 0062377 and W001527 – W001539	\$822,402.23	\$822,402.23
	PR06101014 and PR06252024	\$516,929.22	\$516,929.22
		Total	\$1,3339,331.45
DSF	DS01 WA State Treasurer	\$947,125.00	\$947,125.00
		Total	\$947,125.00

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

**Approval of July 2024 Payment Vouchers (Item IV.C.)**

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
July - GF	0062378 – 0062472 and W001544 – W001559	\$859,528.15	\$859,528.15
	PR07102024 and PR07252024	\$499,786.76	\$499,786.76
		Total	\$1,359,314.91

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

**Unfinished Business Spokane Valley Library Final Budget Report (Item IV.D.1.)**

Executive Director Patrick Roewe informed the board that the Spokane Valley Library final invoice was paid in June and all debts have now been settled. Discussion ensued about the project coming in under budget and the great team who had worked on the project.

There was no further discussion.

**Unfinished Business Future Conklin Road Library (Item IV.D.2.)**

Executive Director Roewe presented a PowerPoint to the board which included an overview of the background on the proposed project and estimated costs. Discussion ensued about a 5-year financial forecast presented and the conclusion that the District does not have the means to commit to the project at this time. Discussion also ensued about an upcoming need for a levy lid lift. By consensus the board directed staff to decline the offer, thank James Zahand for his generosity, and to discuss other ideas for supporting the District.

There was no further discussion.

**Unfinished  
Business  
Airway Heights:  
Potential  
Interlocal  
Agreement  
Amendment  
(Item IV.D.3.)**

Executive Director Roewe presented a PowerPoint which included background information on the potential interlocal agreement amendment with the City of Airway Heights. Discussion ensued about the City's response to the District's request for both parcels as part of the agreement payment for 2024, which included the City agreeing to transfer the Library parcel to the District, along with the providing the District the first option to buy the vacant parcel at a later date if the City does not have need for it. Discussion also ensued about different options for a counter proposal to the City. By consensus the board agreed to accept ownership of the library parcel in exchange for a commensurate reduction in the City's outstanding 2024 contract fee, and directed staff to explore three different options regarding the vacant parcel: Proposing a time limit on how long the City would have to build on the second parcel before the District would buy the parcel, splitting the vacant parcel between the District and the City, and the District assuming possession of both parcels and providing a long term lease to the City if they had civic uses for the parcel in the near future.

There was no further discussion.

**New Business  
Friends of the  
Library Policy  
(Item IV.E.1.)**

Communication and Development Director Jane Baker presented a reaffirmation of the Friends of the Library Policy. Discussion ensued about how active different groups are and the reforming of new groups. Trustee Patti Stauffer moved and Trustee Clark seconded the approval of the policy.

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

**New Business  
Work Plan  
Compensation  
Review  
Summary  
(Item IV.E.2.)**

Human Resources Director Toni Carnell presented a summary of the Compensation review facilitated by the District. Discussion ensued about the majority of positions being in being in alignment with similar positions at other libraries in Washington State, the increase compensation for positions out of alignment, and the review of job descriptions.

There was no further discussion.

**New Business  
Overview:  
Patron Point  
(Item IV.E.3.)**

Communication and Development Director Baker presented a PowerPoint reviewing the features of Patron Point, the new customer communication platform being implemented. Discussion ensued about comparisons of functions of the previous software to the new one and future features that could be utilized.

There was no further discussion.

**Discussion Items (Item V.A.)** Chair Hanson called for any questions or suggestions for future agenda items. There were no questions or suggestions.

There was no further discussion.

**Trustee Reports (Item VI.A.)** There were no trustee reports.

**Executive Director Report for June 2024 (Item VI.B.1.)** In addition to the report provided prior to the meeting, Executive Director Roewe informed the board that the libraries are cooling and heating centers although not officially named as such.

There was no further discussion.

**Executive Director Report for July 2024 (Item VI.B.2.)** In addition to the report provided prior to the meeting, Executive Director Roewe reviewed the District's focus on community engagement and streamlining and improving internal operations.

There was no further discussion.

**Operations Report for June 2024 (Item VI.C.1.)** 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 of the effects of public use of the ballot drop boxes at the District libraries. Discussion ensued about busiest days and procedures staff follow for any issues that may arise.

There was no further discussion.

**Operations Report for July 2024 (Item VI.C.2.)** Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for July 2024, with data for customer use measures, programming, and library activities.

There was no further discussion.

**Fiscal Report for June 2024 (Item VI.D.1.)** Finance Director Jason Link provided a report of revenues and expenditures for June 2024 prior to the meeting.

There was no further discussion.

**Fiscal Report  
for July 2024  
(Item VI.D.2.)**

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

There was no further discussion.

**Adjournment  
(Item VII.)**

Chair Hanson adjourned the meeting at 5:20pm. The next Board Meeting is scheduled for Tuesday, September 17, 2024 at the Moran Prairie Library.



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Jessica Hanson, Chair



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Patrick Roewe, Secretary to the Board of Trustees