

## **BOARD OF TRUSTEES MEETING MINUTES: September 17, 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 Moran Prairie Library, Tuesday, September 17, 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), Vinnie Davi (Video Production Specialist), Doug Stumbough (Operations Director), Jason Link (Finance Director), Melanie Boerner (Literacy Program Coordinator), Andrea Sharps (Collection Services Director), Mary Ellen Braks (Public Services Manager), Kristy Bateman (Operations Manager), Janet Hacker-Brumley (Librarian) , Caitlin Wheeler (Library Supervisor), Danielle Marcy (Librarian), Jane Baker (Communication and Development Director), 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 were no written or submitted public comment.

**Approval of August 20, 2024 Regular Meeting Minutes (Item IV.A.)** Chair Hanson called for any corrections to the August 20, 2024 regular meeting minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

**Approval of August 2024 Payment Vouchers (Item IV.B.)** Executive Director Patrick Roewe informed the Board that a bill for Greenleaf Landscaping is larger than usual due to a replacement project of plants at the Spokane Valley Library. Discussion ensued about Engage distribution costs. Vice Chair Jon Klapp moved and Trustee Paull seconded the approval of the August 2024 payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
August – GF	0062473 – 0062577 and W001560 – W001574	\$837,140.49	\$837,140.49
	PR08092024 and PR08232024	\$529,393.82	\$529,393.82
		Total	\$1,366,534.31

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

**Unfinished  
Business  
Airway Heights:  
Potential  
Interlocal  
Agreement  
Amendment  
(Item IV.C.1.)**

Executive Director Roewe relayed the discussion points determined at the last board meeting to the City of Airway Heights. Discussion ensued about the two options the City was amenable to evaluating further, creating a time limit of city usage before selling to the District or splitting the parcel. Both options have been approved by the attorney. By consensus, the board directed Executive Director Roewe to bring a complete proposal for action at the next board meeting.

There was no further discussion.

**New Business  
Trustee  
Reappointment  
Recommendation  
(Item IV.D.1.)**

Executive Director Roewe informed the board that Trustee Clark is eligible for a second consecutive term starting in January 2025. Discussion ensued about applying for reappointment. Trustee Paull motioned to recommend to the Board of County Commissioners that Ellen Clark be reappointed to the Board of Trustees and Trustee Patti Stauffer seconded.

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

**New Business  
Gifts Policy  
(Item IV.D.2.)**

Communication and Development Director Jane Baker informed the board that there was only one word change to the Gifts Policy. Trustee Stauffer moved and Trustee Clark seconded the approval of the Gifts Policy as revised.

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

**New Business  
Naming &  
Recognition  
Policy  
(Item IV.D.3.)**

Communication and Development Director Baker informed the board of one minor change to the Naming and Recognition Policy. Vice Chair Klapp moved and Trustee Paull seconded the approval of the Naming and Recognition as revised.

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

**New Business  
Public Art in  
District Facilities  
Policy  
(Item IV.D.4.)**

Executive Director Roewe presented the reaffirmed Public Art in District Facilities Policy. Discussion ensued about what part of public art at the Spokane Valley was included in the up to 1% allocation. Vice Chair Klapp moved and Trustee Clark seconded the approval of the reaffirmation of the Public Art in District Facilities policy.

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

**New Business  
HR01 Inclusion  
Statement  
(Item IV.D.5.)**

Human Resource Director Toni Carnell presented a one-word change to the HR01 Inclusion Statement. Discussion ensued about trainings for this inclusion statement. Trustee Paull moved and Trustee Stauffer seconded the approval of the Inclusion Statement as revised.

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

**New Business  
HR11 Safety &  
Health Policy  
(Item IV.D.6.)**

Human Resources Director Carnell presented one significant change and a change to the process for the Safety & Health Policy. Discussion ensued about changes including separate process for incidents and accidents, removing the wellness section, and the weapons section. Trustee Clark moved and Trustee Paull seconded the approval of the revisions to the Safety & Health Policy.

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

**New Business  
Overview:  
Reading Buddies  
(Item IV.D.7.)**

Literacy Program Coordinator Melanie Boerner presented a PowerPoint presentation of the Reading Buddies program put on by the District. Discussion ensued about the need for volunteers, the demographics looked for in schools to begin a reading buddy program, and how students are picked to participate.

There was no further discussion.

**New Business  
Overview: Moran  
Prairie & Fairfield  
(Item IV.D.8.)**

Library Supervisor Caitlin Wheeler, Librarian Danielle Marcy, and Librarian Janet Hacker-Brumley presented a PowerPoint presentation of the Moran Prairie Library and the Fairfield Library. Discussion ensued about programs held at the libraries, storytime attendance, and community events attended by staff.

There was no further discussion.

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

Chair Hanson asked for any suggestions or questions on the future agenda. Executive Director Roewe reminded the board that October would begin the discussion on the 2025 budget and the final budget would be presented in November.

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 of the Balford Park grand opening that will include the Spokane Valley library. Discussion also ensued about the HVAC Evaluation for Argonne Library including cost estimates and closure time estimates.

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 August 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 August 2024 prior to the meeting.

There was no further discussion.

**Executive Session  
Review the  
Performance of a  
Public Employee  
(Item VII.A.)**

The board went into Executive Session at 5:02pm with an announced return time of 5:32 PM. The board came out of Executive Session at 5:32pm to announce more time was needed and they would come out of executive session at 5:47 PM. The board returned to regular session at 5:47pm. No action was taken.

**Adjournment  
(Item VIII.)**

Chair Hanson adjourned the meeting at 5:47pm. The next Board Meeting is scheduled for Tuesday, October 15, 2024 at the Deer Park Library.

A handwritten signature in blue ink, appearing to read "Jessica Hanson".

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Jessica Hanson, Chair

A handwritten signature in blue ink, appearing to read "Patrick Roewe".

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Patrick Roewe, Secretary to the Board of Trustees