

## **BOARD OF TRUSTEES MEETING MINUTES: October 15, 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 Deer Park Library, Tuesday, October 15 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), Kristy Bateman (Operations Manager), Mary Ellen Braks (Public Services Manager), Doug Stumbough (Operations Director), Jason Link (Finance Director), Vinnie Davi (Video Productions Specialist), Shannon McMinn (Library Supervisor), Alison Johnson (Librarian), Emily Greene (Administrative Services Manager), Andrea Sharps (Collection Services Director), Jane Baker (Communication and Development Director), and six (6) 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 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 submitted.

**Approval of September 17, 2024 Regular Meeting Minutes (Item IV.A.)** Chair Hanson called for any corrections to the September 17, 2024 regular meeting minutes. There were no corrections. The minutes stand as written.  
There was no further discussion.

**Approval of September 2024 Payment Vouchers (Item IV.B.)** Discussion ensued about the voucher item for Unique Management Services and its purpose. Vice Chair Jon Klapp moved and Trustee Paull seconded the approval of the September 2024 Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
September – GF	0062578 – 0062663 and W001575 – W001588	\$691,918.12	\$691,918.12
	PR09102024 and PR09252024	\$512,972.07	\$512,972.07
		Total	\$1,204,890.19

The motion was unanimously approved. There was no further discussion.

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

Executive Director Patrick Roewe presented a PowerPoint to the board which included background and historical information of the potential interlocal agreement amendment with the City of Airway Heights. Discussion ensued about the proposed terms of the amendment that would split the vacant parcel, and the District’s first right to purchase the City’s portion of the vacant parcel after five years if not developed. Discussion also ensued about the potential need for a special meeting to approve the proposed amendment.

There was no further discussion.

**New Business  
2025 Budget  
Public Hearing on Authorized Revenue Sources  
(Item IV.D.1.a.)**

Chair Hanson called the Public Hearing on Authorized Revenue Sources to order at 4:12pm. Finance Director Jason Link presented a PowerPoint with information including: a review of revenue sources, components of the 2024 property tax levy, and other revenue such as the E-Rate discount. Discussion ensued about how often the District receives tax payments. There was no public testimony. Chair Hanson adjourned the Public Hearing at 4:20pm.

There was no further discussion.

**New Business  
2025 Budget  
2025 Preliminary Budget Presentation  
(Item IV.D.1.b.)**

Finance Director Link presented the 2025 budget. He summarized the development of the preliminary budget and reviewed revenue and expenditure changes from the 2024 budget. Discussion ensued about the budget built with higher end expectations, proposed 4% cost-of-living-adjustment, and likely need for a future levy lid lift.

There was no further discussion.

**New Business  
2025 Budget  
Organizational Memberships:**

Trustee Paull moved and Trustee Clark seconded to approve inclusion of the presented organizational memberships and associated expenditures in the 2025 General Operating Fund budget. Discussion ensued about two new organizations and all memberships having been vetted.

**Approval  
Recommendation  
(Item IV.D.1.c.)**

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

**New Business  
2025 Budget  
Board Direction  
to Staff  
(Item IV.D.1.d.)**

By consensus, Trustees directed staff to go forward planning and completing the final 2025 General Operating and Capital Projects Funds budgets, including the 4% COLA adjustment. The finalized budget will be presented to the board in November for approval.

There was no further discussion.

**New Business  
Award Contract:  
HVAC  
Maintenance  
Services:  
Approval  
Recommendation  
(Item IV.D.2.)**

Finance Director Link informed the Trustees that the District received two responses to the RFP for HVAC Maintenance. Discussion ensued about only one response being deemed responsible, the RFP only using a baseline level contract with room to add more services, and the 2025 budget being built with a full-service cost. Trustee Clark moved and Trustee Paull seconded the contract award to DIVCO.

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

**New Business  
Award Contract:  
Courier Services:  
Approval  
Recommendation  
(Item IV.D.3.)**

Finance Director Link informed the Trustees that the District received one response to the RFP for Courier Services. Discussion ensued about cost differences from current contract and experience working with the company. Trustee Paull moved and Vice Chair Klapp seconded the approval of the contract award to DeVries Business Services.

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

**New Business  
Overview: Deer  
Park  
(Item IV.D.4.)**

Library Supervisor Shannon McMinn and Librarian Alison Johnson presented a PowerPoint to the board reviewing the past year of programs at the Deer Park Library. Discussion ensued about the number of new library cards issued, Friends of the Library involvement, and community events the library takes part in. Trustee Clark commented that the number of participants in the Deer Park library programs is impressive.

There was no further discussion.

**New Business  
Overview:  
Spokane Valley  
Library: 2024 Civic  
Design Award  
(Item IV.D.5.)**

Executive Director Roewe informed the board that the new Spokane Valley Library building received a Merit Level Civic Design Award from the American Institute of Architects Washington Council. Discussion ensued about the awards ceremony and that Integrus Architecture received a second award for another of their projects.

There was no further discussion.

**Discussion Items**

Trustee Klapp requested a post-pandemic usage analysis that includes comparative data from other library systems in Washington State. This

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

analysis will be included in a meeting agenda in the first quarter of 2025, after 2024 annual numbers have been finalized.

There was no further discussion.

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

Trustee Paull complimented the District and stated they were proud of this library system, especially with the District's After School Snack program. Chair Hanson informed the Trustees that the summary letter from September's Executive Session on the Executive Director's performance evaluation was filed, but it was available for Trustees to review as needed.

There was no further discussion.

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

Executive Director Roewe informed the Trustees the conversation with Jane Baker and Mr. Zahand was left on good terms. He also informed the Trustees that all the information for Trustee Clark's reappointment has been submitted to the Board of County Commissioners for consideration and potential action.

There was no further discussion.

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

Operations Director Doug Stumbough informed the board that all libraries have ballot drop boxes. Discussion ensued about the Spokane County Elections sending traffic control on the busiest ballot drop off days, the District being unable to control street parking, and a review of box locations at each library after this election season.

There was no further discussion.

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

Finance Director provided a report of revenues and expenditures for September 2023 prior to the meeting.

There was no further discussion.

**Adjournment (Item VII.)**

Chair Hanson adjourned the meeting at 6:06pm. The next Board Meeting is scheduled for Tuesday, November 19, 2024 at the Argonne Library.



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Jessica Hanson, Chair



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Patrick Roewe, Secretary to the Board of Trustees