

BOARD OF TRUSTEES MEETING MINUTES: November 19, 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 Argonne Library, Tuesday, November 19, 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), Jane Baker (Communications and Development Director), Doug Stumbough (Operations Director), Jason Link (Finance Director), Andrea Sharps (Collection Services Director), Toni Carnell (Human Resources Director), Kristy Bateman (Operations Manager), Vinnie Davi (Video Production Specialist), Emily Greene (Administrative Services Manager), and five (5) 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 Patti Stauffer 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 no public comment.

Approval of October 15, 2024 Regular Meeting Minutes (Item IV.A) Chair Hanson called for any corrections to the October 15, 2024 Regular Meeting Minutes. There were no corrections, the minutes stand as written. There was no further discussion.

Approval of October 2024 Payment Vouchers (Item IV.B) Vice Chair Jon Klapp moved and Trustee Paull seconded the October 2024 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
October – GF	0062664 – 0062752 and W001589 – W001607	\$898,538.44	\$898,538.44
	PR10102024 and PR10252024	\$516,344.34	\$516,344.34
		Total	\$1,414,882.78

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

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

Executive Director Patrick Roewe presented updates to the interlocal agreement amendment with the City of Airway Heights. Updates included revisions from the City of Airway Heights attorney and that the ILA amendment would only be the first step in this project. Discussion ensued about the appraisal of the parcels, the District attorney review of the new revisions, and next steps. Trustee Paull moved and Trustee Stauffer seconded the approval of the Interlocal Agreement Amendment with the City of Airway Heights as revised.

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

**Unfinished
Business
Award Contract:
Architect and
Engineering
Services:
Approval
Recommendation
(Item IV.C.2)**

Finance Director Jason Link presented information of the recent RFP for Architect and Engineering Services for the District buildings HVAC systems. Discussion ensued about the six responses the District received, the evaluation team and scoring categories, and how the contract would work. Trustee Stauffer moved and Vice Chair Klapp seconded the approval to award the Architect and Engineering Service contract to Integrus Architecture PS.

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

**Unfinished
Business
Award Contract:
Grounds
Maintenance and
Snow Removal
Services:
Approval
Recommendation
(Item IV.C.3)**

Finance Director Link presented information of the recent RFP for Grounds Maintenance and Snow Removal Services. Discussion ensued about the District receiving one response, the increase of 5% over the current rate, and how the contract is written. Vice Chair Klapp moved and Trustee Paull seconded the approval to award the Grounds Maintenance and Snow Removal Services to Greenleaf.

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

**New Business
2025 Budget: Cost
of Living
Adjustment
(COLA) for 2025:
Approval
Recommendation
(Item IV.D.1.a)**

Finance Director Link reviewed changes from the preliminary budget presented at the October meeting to the final budget being presented. Discussion ensued about the final numbers for property tax revenue, adjustments to total revenue, expense changes because of revenue changes, and no changes to payroll costs first presented in October. Discussion also ensued about the reduction of the 2025 budget expenditures due to plans to use unspent funds from the 2024 budget to initiate a computer hardware replacement project this year.

Trustee Paull moved and Vice Chair Klapp seconded the approval of a 4% COLA to be used in the final budget.

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

**New Business
2025 Budget:
Adopting a 2025
Final Budget and
Certifying it to the
Board of County
Commissioners
(Resolution No.
24-02): Approval
Recommendation
(Item IV.D.1.b)**

Discussion ensued about appreciation for the work staff puts into the presentations of budgets and use of resources. Vice Chair Klapp moved and Trustee Paull seconded that Resolution No. 24-02 Adopting a 2025 Final Budget and Certifying it to the Board of County Commissioners, be adopted.

RESOLUTION NO. 24-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING THE 2025 BUDGET;
CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2025 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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

**New Business
2025 Budget:
Authorizing 2024
Property Tax Levy
Increase for
Collection in 2025
(Resolution No.
24-03): Approval
Recommendation
(Item IV.D.1.c)**

Trustee Stauffer moved and Trustee Ellen Clark seconded that Resolution 24-03, Authorizing 2024 Property Tax Levy Increase for Collection in 2025, be adopted.

RESOLUTION NO. 24-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2024 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2025 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

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

**New Business
2025 Budget:
Levying the
Regular Property
Taxes for SCLD for
Collection in 2025
(Resolution No.
24-04): Approval
Recommendation
(Item IV.D.1.d)**

Trustee Clark moved and Vice Chair Klapp seconded that resolution 24-04, Levying the Regular Property Taxes for SCLD for Collection in 2025, be adopted.

RESOLUTION NO. 24-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2025 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2025 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY

COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER
MATTERS
PROPERLY RELATING THERETO.

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

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

Executive Director Roewe informed the board that certified copies of the resolutions would be sent to the Board of County Commissioners and the Spokane County Auditor's Office.

There was no further discussion.

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

Chair Jessica informed the board of the addition of a 2024 budget resolution to the agenda for December. Discussion ensued about the need for the resolution. Discussion also ensued about the meeting content review that will happen in December for 2025 Board of Trustees meetings, and the post-pandemic data analysis Vice Chair Klapp had requested at a previous meeting.

There was no further discussion.

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

Chair Hanson informed the board that Trustee Clark was reappointed for a second term. Trustee Stauffer commented on how well the North Spokane Library was managed on election day for ballot drop offs.

There was no further discussion.

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

Executive Director Roewe shared plans for next month's meeting. He also informed the board that officer elections will take place at the December meeting. Communications and Development Director Jane Baker informed the board that STCU has agreed to a 5-year sponsorship of LINC. Discussion ensued about new wrapping on the LINC to represent this sponsorship, STCU being recognized in District communications, and the planned presence of LINC at STCU events. Executive Director Roewe also called attention to a letter received regarding the Memory Café.

There was no further discussion.

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

Operations Director Doug Stumbough presented the board with data related to the ballot drop boxes at each District location. Discussion ensued about the Election Department having sole responsibility of the ballot boxes, how many ballots were dropped off at each location, and an upcoming review of the box locations. Discussion ensued about the surge in new cardholders at the Fairfield Library.

There was no further discussion.

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

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

There was no further discussion.

**Adjournment
(Item VII)**

Chair Hanson adjourned the meeting at 5:18pm. The next Board Meeting is scheduled for Tuesday, December 17, 2024 at the Argonne Library.



Jessica Hanson, Chair



Patrick Roewe, Secretary to the Board of Trustees