

BOARD OF TRUSTEES MEETING MINUTES: December 17th, 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, December 17th, 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), Doug Stumbough (Operations Director), Toni Carnell (Human Resources Director), Jason Link (Finance Director), Jane Baker (Communication and Development Director), Andrea Sharps (Collection Services Director), Kristy Bateman (Operations Manager), Vinnie Davi (Video Production Specialist), Emily Greene (Administration Services Manager), and four (4) members of the public

Call to Order (Item I) Chair Jessica Hanson called the meeting to order at 4pm.

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 no public comment.

Approval of November 19, 2024 Regular Meeting Minutes (Item IV.A) Chair Hanson called for any corrections to the November 19, 2024 Regular Meeting minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

Approval of November 2024 Payment Vouchers (Item IV.B)

Vice Chair Jon Klapp moved and Trustee Paull seconded the approval of the November 2024 Payment Vouchers as follows:

| Fund | Voucher/Payroll Numbers | Subtotal | Total |
|---------------|---|--------------|----------------|
| November - GF | 0062573 – 0062851 and W001608 – W001620 | \$692,608.28 | \$692,608.28 |
| | PR1082024 and PR11252024 | \$544,637.81 | \$544,637.81 |
| | | Total | \$1,247,246.09 |

Unfinished Business 2024 Budget Amendment – Resolution 24-05 (Item IV.C.1)

Finance Director Jason Link presented a PowerPoint of the proposed amendment for the 2024 budget. Discussion ensued about historical pre-funding of the debt service and the plan to switch to funding the debt service in the same fiscal year. Discussion ensued about using 2024 funds to pay for IT hardware upgrades that will be installed in 2025. Trustee Paull moved and Trustee Patti Stauffer seconded that Resolution 24-05, Adopting an Amendment to the 2024 Budget, be adopted:

RESOLUTION NO. 24-05
 A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING AN AMENDMENT TO THE 2024 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

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

Unfinished Business 2024 Work Plan Review (Item IV.C.2.)

Executive Director Patrick Roewe informed the Board of the various 2024 work plan items the District had achieved, made progress on, and which will roll over into the 2025 work plan. Discussion ensued about the status of the website redesign and estimated launch dates, items that will likely need additional funding to complete, and HVAC redesign plans.

There was no further discussion.

New Business 2025 Work Plan (Item IV.D.1)

Executive Director Roewe presented the work plan for 2025 which included the implementation of IT hardware units purchased this year, HVAC replacements at Argonne Library and Deer Park Library, a ballot drop box location review, and a levy lid lift evaluation. Discussion ensued about two upcoming RFPs and the interlocal agreement with Airway Heights.

There was no further discussion.

**New Business
2025 Meeting
Schedule –
Resolution 24-
06
(Item IV.D.2)**

Executive Director Roewe reviewed the proposed date and location of the regular board meetings for 2025. Discussion ensued about moving the meetings around in order to visit each location each year. Trustee Stauffer moved and Trustee Clark seconded that Resolution 24-06, Providing the Date, Time, and Location of the Regular Meetings of the Spokane County Library District Board of Trustees for the 2025 Calendar Year, be adopted:

RESOLUTION NO. 24-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ON THE SUBJECT OF PROVIDING THE DATE, TIME, AND LOCATION OF THE REGULAR MEETINGS OF THE SPOKANE COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES FOR THE 2025 CALENDAR YEAR; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

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

**New Business
Meeting
Content Review
(Item IV.D.3)**

Executive Director Roewe presented the proposed plan of meeting content for the regular board meetings for 2025. Discussion ensued about adding items to the agendas such as a comparison of library usage statistics on a local and state level, and intellectual freedom updates.

There was no further discussion.

**New Business
Officers Election
(Item IV.D.4)**

Vice Chair Klapp nominated current Chair Jessica Hanson for Chair beginning January 1, 2025. Vice Chair Klapp moved and Trustee Clark seconded the approval of appointing Jessica Hanson Chair. The motion was unanimously approved. Trustee Paull nominated current Vice Chair Jon Klapp for Vice Chair beginning January 1, 2025. Trustee Clark moved and Trustee Stauffer seconded the approval of appointing Jon Klapp Vice Chair. The motion was unanimously approved.

There was no further discussion.

**New Business
Personnel
Policies
(Item IV.D.5.a-
k)**

Human Resources Director Toni Carnell presented a PowerPoint to the Board of the changes to Personnel Policies HR01, HR02, HR03, HR04, HR05, HR06, HR08, HR09, HR12, HR14, and HR16. Discussion ensued about the rationale for the changes being to codify current practices into policy, the effective date proposed as January 1, 2025 of the changes, most revisions being language updates for clarity, and changes to the Holiday Leave policy to add more flexibility for staff to encourage use of the holiday hours benefit. Vice Chair Klapp moved and Trustee Paull seconded the approval of the revisions and updates to the personnel policies effective January 1, 2025.

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

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

Chair Hanson called for any questions or suggestions to the future agenda items. Executive Director Roewe commented that policies originally due for this month will be reviewed in January 2025 to make room for the personnel policies this month. Discussion ensued about upcoming open government refresher trainings.

There was no further discussion.

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

Chair Hanson shared that Trustee Clark had been reappointed by the County Commissioners for a second 5-year term starting January 1, 2025.

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

In addition to the report provided prior to the meeting, Executive Director Roewe informed the board that the 2025 budget resolutions have been submitted to the County Commissioners and County Assessors offices as required by state law. He also thanked the board for their service in 2024.

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 November 2024, with data for customer use measures, programming, and library activities. Discussion ensued about the mobile app still running smoothly.

There was no further discussion.

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

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

There was no further discussion.

**Adjournment
(Item VII)**

Chair Hanson adjourned the meeting at 5:06pm. The next Board Meeting is scheduled for Tuesday, January 21, 2025 at the Spokane Valley Library.



Jessica Hanson, Chair



Patrick Roewe, Secretary to the Board of Trustees