

BOARD OF TRUSTEES MEETING MINUTES: January 21, 2025

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 Spokane Valley Library, Tuesday, January 21, 2025 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), Jason Link (Finance Director), Doug Stumbough (Operations Director), Jane Baker (Communication and Development Director), Vinnie Davi (Video Production Specialist), Emily Greene (Administrative Services Manager), and three (3) members of the public.

Call to Order (Item I) Chair Jessica Hanson called the meeting to order at 4:00pm.

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 other discussion.

Public Comment (Item III) There were no public comment.

Approval of December 17, 2024 Regular Meeting Minutes (Item IV.A) Chair Hanson called for any corrections to the December 17, 2024 Regular Meeting Minutes. There were no corrections. The minutes stand as written.

There was no further discussion.

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

Fund	Voucher/Payroll Numbers	Total
December - GF	0062852 – 0062964 and W001621 – W001638	\$942,121.88
	PR12102024 and PR12232024	\$489,975.10
	Total	\$1,432,096.98
DSF	Washington State Treasurer	\$163,000.00
	Total	\$163,000.00

Discussion ensued about a line item for Bartlet Interactive, wholesale software purchases, and septic system-related costs for Otis Orchards Library building.

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

Unfinished Business (Item IV.C)

There was no unfinished business.

New Business Award Contract: Wi-Fi Hotspot Services Contract: Approval Recommendation (Item IV.D.1)

Operations Director Doug Stumbough presented a PowerPoint including information on the potential new 3-year program for hotspots that can be loaned to customers and the related e-rate discount program currently available. Discussion ensued about the process to become involved in the program, the District’s goal to double the number of hotspots available to customers for check-out, and the potential start date. Trustee Patti Stauffer moved and Vice Chair Klapp seconded the awarding of the Wi-Fi Hotspot Services Contract to Verizon.

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

New Business Bulletin Boards & Community-Interest Use Policy: Approval Recommendation (Item IV.D.2.)

Operations Director Stumbough informed the Trustees there were no changes to the Bulletin Boards & Community-Interest Use Policy. Trustee Paull moved and Trustee Clark seconded the reaffirmation of the presented policy.

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

New Business
Computer, Wireless
Networks &
Internet Use Policy:
Approval
Recommendation
(Item IV.D.3.)

Operations Director Stumbough informed the Trustees of several revisions to the Computer, Wireless Networks & Internet Use Policy and that legal counsel reviewed the revisions. Discussion ensued about revisions including rewording for clarity, broadening of the term “basic filtering”, requirements of customers to be 18 or older to check out hotspots, and filtering of digital materials. Vice Chair Klapp moved and Trustee Clark seconded the approval of the Computer, Wireless Networks & Internet Use Policy as revised.

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

New Business
Customer Privileges
& Responsibility
Policy: Approval
Recommendation
(Item IV.D.4.)

Operations Director Stumbough informed the Trustees that the primary revision to the presented policy was an update to the examples of materials provided and to the removal of a reference of the previous title of the policy. Trustee Stauffer moved and Vice Chair Klapp seconded the approval of the revised Customer Privileges & Responsibility Policy.

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

New Business
Use of Video
Surveillance
Systems Policy:
Approval
Recommendation
(Item IV.D.5.)

Operations Director Stumbough presented changes to the legally reviewed policy as presented, including general clarifications for understanding. Trustee Paull moved and Trustee Clark seconded the approval of the policy as revised.

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

New Business
Overview: Open
Government
Training
(Item IV.D.6.)

Executive Director Patrick Roewe informed the Trustees that a Public Record Act and Open Government Meeting Act training is required by RCW. Two training videos produced by the Washington State Attorney General’s Office were played regarding requirements for compliance with these acts. Discussion ensued after the videos about what records are disclosable and about how many record requests the District receives.

There was no further discussion.

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

Chair Hanson called for any questions or suggestions on the future board meeting agenda items. Discussion ensued about the Airway Heights Interlocal Agreement being tentative.

There was no further discussion.

Trustee Reports
(Item VI.A.)

There were no Trustee reports.

Executive Director Report (Item VI.B.)

Executive Director Roewe informed the Trustees in addition to the report provided prior to meeting that there is a potential TIF that will require action at some point in the future.

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 December 2024, with data for customer use measures, programming, and library activities.

There was no further discussion.

Fiscal Report (Item VI.D.)

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

There was no further discussion.

Adjournment (Item VII.)

Chair Hanson adjourned the meeting at 5:55pm. The next Board Meeting is scheduled for Tuesday, February 18th, 2025 at the North Spokane Library.



Jessica Hanson, Chair



Patrick Roewe, Secretary to the Board of Trustees