

BOARD OF TRUSTEES MEETING MINUTES: February 18, 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 North Spokane Library, Tuesday, February 18, 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); Toni Carnell (Human Resources Director); Doug Stumbough (Operations Director); Jason Link (Finance Director); Vinnie Davi (Video Production Specialist); Emily Greene (Administrative Services Manager), Jane Baker (Communication and Development Director); Andrea Sharps (Collection Services Director), and six (6) 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 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 public comment.

Approval of January 21, 2025 Regular Meeting Minutes (Item IV.A) Chair Hanson called for any corrections to the January 21, 2025 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

The motion was unanimously approved.

Approval of January 2025 Payment Vouchers (Item IV.B) Discussion ensued about which vouchers are monthly or annual charges. Trustee Paull moved and Vice Chair Jon Klapp seconded the January 2025 Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotals
January – GF	0062947 – 0063046 and W001639 – W001655	\$1,218,648.02
	PR01102025	\$537,350.86
	Total:	\$1,755,998.88

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

Unfinished Business
Personnel Policy
HR03 –
Compensation:
Approval
Recommendation
(Item IV.C.1)

Human Resources Director Toni Carnell presented changes to the HR03 Compensation Policy. Changes included restructuring for clarity and the expansion of definitions and pay rates. Discussion ensued about pay-scale step pay increases versus COLA increases. Vice Chair Klapp moved and Trustee Patti Stauffer seconded the approval of the HR03 Compensation Policy revisions.

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

New Business
Exhibits &
Displays Policy:
Approval
Recommendation
(Item IV.D.1)

Executive Director Patrick Roewe presented changes to the Exhibits & Displays policy. Changes included added language for clarity for when a display would not be approved or why a prior approval would be revoked. Discussion ensued about exhibit and display approvals being managed by each location. Discussion also ensued that a separate policy governs bulletin boards and community interest publications at each location. Trustee Clark moved and Vice Chair seconded the approval of the Exhibits & Displays policy revisions.

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

New Business
Reciprocal Use of
Libraries Report
for 2024
(Item IV.D.2)

Operations Director Doug Stumbough presented an annual report of the Reciprocal Use of Libraries between the District, Spokane Public Library and Liberty Lake Municipal Library. Discussion ensued about number of cardholders between each system, circulation numbers between all libraries, and the last review of the reciprocal use agreement. Discussion also ensued about the District digital library and costs for access for customers outside of the service area.

There was no further discussion.

New Business
Overview: SCLD
Post-Pandemic
Usage Trend
Analysis
(Item IV.D.3)

Operations Director Stumbough presented a PowerPoint of post-pandemic usage as requested by the board in a previous meeting. Topics reviewed were: the number of cardholders and the comparison to the population growth; door counts and changes to how door counts were measured; total circulation and the decrease of physical material circulation but increase of digital circulation; number of programs offered and program attendance; internet station usage; meeting rooms usage; and interlibrary loans.

There was no further discussion.

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

Chair Hanson called for any questions or suggestions to the future board agenda items. There were no questions or suggestions. Discussion ensued about the different structure of Staff Day for 2025.

There was no further discussion.

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

Trustee Stauffer praised the mobile services provided.

There was no further discussion.

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

In addition to the report provided prior to the meeting, Executive Director Roewe presented a PowerPoint presentation of proposed legislation that may have an effect on District operations. Discussion also ensued about the fee the District pays to the County Treasurer for investment management.

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 January 2025, with data for customer use measures, programming, and library activities. Discussion ensued about museum reservation issue and fix.

There was no further discussion.

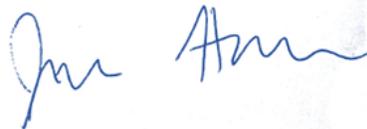
**Fiscal Report
(Item VI.D)**

Finance Director Link provided a draft report of revenues and expenditures for January 2025 prior to the meeting. A final copy was distributed at the meeting and will be added to the final posting of the meeting packet.

There was no further discussion.

**Adjournment
(Item VII)**

Chair Hanson adjourned the meeting at 5:35pm. The next Board Meeting is scheduled for Tuesday, March 18th at the Medical Lake Library.



Jessica Hanson, Chair



Patrick Roewe, Secretary to the Board of Trustees