



Spokane Memorial Library Board of Trustees

Minutes for January 27, 2026 Meeting

Spokane Memorial Library – Spokane Fire District and Auxiliary
12:30 pm

1. Call to Order

- Kevan called the meeting to order at 12:30 pm.
- Present: Bruce, Clair, Ford, Gagnon, Kevan, Koverman, Oja, Waltz
- Absent: Banker
- Other Attendees: Bodzislaw (Library Director), Nick Koverman (City Admin.)
- Guests: Members from FEH, OPN, and River Architectural Firms

2. Action Items

- Approval of Agenda – Motion by Oja; 2nd by Waltz. Motion carried.
- Approval of Previous Minutes – Motion by Waltz; 2nd by Ford. Motion carried.
- Approval of Monthly Vouchers #258-263 (2025) and #1-14 (2026), totaling \$8,798.15 – Motion by Kevan; 2nd by Johnson. Motion carried.

3. Public Comment

- None

4. Unfinished Business

- None

5. New Business

- Meeting Date Change Request – Bodzislaw requested to amend the March and April meeting dates to accommodate continuing education opportunities to both speak and participate at (WVLS and WAPL conferences). Motion by Kevan to amend March meeting date to Monday, March 23rd at 5:00 pm and April meeting date to Friday, April 24th at 5:00 pm. 2nd by Oja. Motion carried.
- Director gave explanations to the Board on how and why the Qualifications Based Selection (QBS) method was to be used for ranking and selection of architectural firm, including the rubric format which included 8 questions that each firm was given ahead of time. The Board was instructed to use the

answers to these 8 questions to score each firm with final scores for all interviewers to be tallied after presentations.

- Three firms presented to the Board and answered questions with FEH presenting first, OPN second, and River third with discussion to follow each presentation.
- Recess – Motion by Oja to recess for 10 minutes; 2nd by Kevan. Motion carried
- Call to Order – Motion by Johnson; 2nd by Oja to come to order at 5:00 pm. Motion carried.
- Ranking – The Board gave their individual rating scores for each firm based on the QBS method with OPN scoring the highest, River scoring second, and FEH scoring third. Motion by Johnson to select OPN as the highest ranked firm; 2nd by Oja. Motion carried.
- Contract – Motion by Kevan to permit Bodzislaw to negotiate and sign a contract with OPN, including possible provisions discussed; 2nd by Oja. Motion carried.

6. Reports

- Director's Update – Bodzislaw introduced Chuck Gagnon, the newest member of the Board. Gagnon continues Skoff's term after her resignation.
- Outreach Update – Bodzislaw informed the Board that the bookmobile has a safety recall and will be off the road for the time being.
- Review Financial Report – Bodzislaw informed the Board that she is waiting on the final numbers for 2025 from the City and that anticipated additional funds will be moved to the Library's Undesignated Funds Account.
- Review Statistics – Bodzislaw informed the Board that the library added 500 new patrons in 2025 and there was an increase in program offerings, program attendance, and circulation both digital and print. More statistics to come with the Annual Report presentation in February.

7. Adjournment

- Motion by Johnson; 2nd by Oja to adjourn. Motion carried. Meeting adjourned at 5:19 pm.

Next Meeting

- Date: Thursday, February 12, 2026 (No Kevan)
 - Note – the date change was approved at the December 2025 meeting due to the deadline for Annual Report submission.
- Time: 5:00 pm
- Location: Spooner Memorial Library – 421 High Street, Spooner, WI 54801

Submitted by Secretary, Christine Bruce.