

North Central Washington Libraries

August 17, 2023

I. Call to Order

Nancy Churchill called to order the August meeting of the NCW Libraries Board of Trustees at 1:00 p.m. August 17, 2023. The meeting was held in person at the NCW Libraries Board Room with an option to attend virtually.

II. Attendees

Attending Board members included Nancy Spurgeon and Jim Mitchell, both of whom attended in person, and Nancy Churchill and Jill Sheley who attended virtually. Kathleen Allstot, Denise Sorom, and Lisa Karstetter were absent. Also in attendance were Barbara Walters, Executive Director; Kim Neher, Deputy Director; Alicia Gomori, Associate Director of Community Libraries; Summer Hayes, Associate Director of Programs and Resources; Sheila Callihan, Director of Human Resources; Aaron Floyd, Director of IT Services; Mike Githens, Interim Director of Finance (attending virtually); Sharon Mauch, Executive Assistant.

III. Public Comment

A complaint received by NCW Libraries from the office of the Washington State Attorney General was read into the minutes. The complaint is attached, as is the rebuttal from NCW Libraries in response to the complaint.

IV. Consent Agenda Items

- a. August Meeting Agenda (amended)
- b. Minutes of the July 20, 2023 Board meeting
- c. Payroll & vouchers
 - i. July payroll for \$592,865.55 and Benefits for \$210,037.85
 - ii. July Accounts Payable for \$394,249.71
 - iii. Staff Reports

The agenda was amended to reflect corrections made to the naming of the Resolutions on the original agenda posted to the board page.

Nancy S moved to approve the Consent Agenda as presented.

Jim seconded the motion. The motion passed unanimously.

V. Financial Report

The July revenue statement was reviewed showing total 2023 revenue at 55.95% of the budgeted revenue for 2023. Investment interest remains high with an amount in excess of \$38K earned for the month of July. This high yield is projected to continue going into 2024 before leveling off. There are no revenue related concerns at this time.

July expenses showed a slight decrease partly due to vacant positions, some of which have since been filled. The supplies budget under Public Services is underspent but we anticipate increased spending as the year progresses. Fuel costs remain high, possibly necessitating an increase to this category in 2024.

Mike provided an update on the status of the Reimagining Spaces Fund 647, which currently holds a fund balance slightly over \$12M.

VI. Reimagining Spaces Budget Proposal

Kim announced that work on the Brewster project will begin in September and is slated for completion in December, 2023.

Several resolutions were brought before the board for approval. Resolutions 23-04, 23-05, and 23-06 allow the board to set a not-to-exceed project budget for the Ephrata, Soap Lake and Cashmere locations. Resolution 23-07 sets a new not-to-exceed project budget for the Curlew and Peshastin libraries based on guidance provided at the July 2023 board meeting.

- Resolution 23-04 – Adopting the project budget for the Ephrata Library and authorizing the Executive Director to execute contracts and make purchases within the project budget.

Jim moved to approve Resolution 23-04 to adopt the project budget for design and improvements to the Ephrata Public Library and authorizing the Executive Director to execute contracts and make purchases within the project budget.

Nancy S. seconded the motion. The motion passed unanimously.

- Resolution 23-05 – Adopting the project budget for the Soap Lake Library and authorizing the Executive Director to execute contracts and make purchases within the project budget.

Jim moved to approve Resolution 23-05 to adopt the project budget for design and improvements to the Soap Lake Public Library and authorizing the Executive Director to execute contracts and make purchases within the project budget.

Jill seconded the motion. The motion passed unanimously.

- Resolution 23-06 – Adopting the project budget for the Cashmere Library and authorizing the Executive Director to execute contracts and make purchases within the project budget.

Nancy S. moved to approve Resolution 23-06 to adopt the project budget for design and improvements to the Cashmere Public Library and authorizing the Executive Director to execute contracts and make purchases within the project budget.

Jim seconded the motion. The motion passed unanimously.

- Resolution 23-07 – Amending the project budget for the Curlew and Peshastin Libraries and authorizing the Executive Director to execute contracts and make purchases within the project budget.

Nancy S. moved to approve Resolution 23-07 to amend project budgets for design and improvements to the Curlew and Peshastin Libraries and authorizing the Executive Director to execute contracts and make purchases within the project budget.

Jim seconded the motion. The motion passed unanimously.

Kim also presented Service Order #007 for board approval.

- Service Order #007 – Architectural Service Agreement for the Ephrata, Soap Lake, and Cashmere Projects.

Jim moved to approve Service Order #007 Architectural Service Agreement for the Ephrata, Soap Lake, and Cashmere Projects.

Nancy S. seconded the motion. The motion passed unanimously.

Kim thanked the board for its continued support of the Reimagining Spaces project.

VII. Community Libraries Report

Alicia and Barbara had the opportunity to join Secretary of State, Steve Hobbs, for lunch during his visit to Wenatchee on July 28th. After lunch, the Secretary toured the Wenatchee Library and engaged with several of our staff. He also took a moment to discuss Dungeons and Dragons with our team! Afterwards, he used one of the library's meeting rooms to be interviewed by the Wenatchee World.

Alicia shared the news that NCW Libraries received a generous \$25,000 donation from a donor she originally met during her first library job in Grand Rapids, MI. The donor has chosen to remain anonymous and has specified that the donation should be directed towards benefiting the library, excluding debt payment or allocation to the general fund. Alicia will collaborate with Barbara and the executive team to determine the most effective way to utilize these funds.

The board was introduced to new staff members, each of whom briefly shared their backgrounds:

- Austin Foglesong, Supervising Librarian II in Moses Lake.
- Kyle Huizenga, Operations Supervisor in Wenatchee.
- Todd Vandembark, Supervising Librarian III in Wenatchee and East Wenatchee.
- Alyssa Cruz-Urbe, who was promoted internally and now serves as an Area Manager in the North Region.

VIII. Programs and Resources Report

Summer Hayes introduced Jessica Lynch, Teen Services Manager, who presented an overview of NCW Libraries' Teen Services. Jessica shared that Teen Services caters to students in grades 8-12, offering them a safe place to interact with one another. She emphasized the success of the annual Teen Short Fiction Contest, which has seen an increase in participation each year. The program enables teens to broaden their horizons and discover their capabilities. Jessica also provided details about the NCW Libraries Teen Council, emphasizing the opportunity it offers to teenagers to provide us with valuable feedback on the services NCW Libraries provides for them.

IX. IT Report

Aaron reported that his team continues to work on the copier project as well as the Microsoft migration. Details of the work they are doing are included in the recent edition of their quarterly newsletter which is highly informative. IT is also providing SharePoint training for staff. The installation of cameras at the branches continues as well. They are working with a contractor on this which has increased capacity for the IT staff to work on other projects.

X. HR Report

In addition to the new hires introduced by Alicia, Sheila shared that James Parrott has been hired as the new Library Collection and Technical Services Manager. A new Branch Librarian is in place in Grand Coulee. Several positions remain vacant for Branch Librarians as well as an IT Support Technician.

XI. Executive Director Report

1. Barbara provided information on the renewal of our Building Maintenance and Use Agreements and will provide a copy to the board. Although the agreement has remained largely unchanged since 1982, it now incorporates the following revisions:
 - Clarification of responsibilities of each party, it now offers a clear definition of "suitable use" as referenced to the building itself for use as a library.
 - Accurate square footage measurements for each branch (obtained by the Facilities Team).
 - The agreement term has been adjusted from 9 to 6 years to provide NCW Libraries greater flexibility.
2. Julie Norton, attorney from Ogden Murphy Wallace, presented the first review of the Open Public Meeting Act Policy.
 - Trustees inquired about processes and rules for special meetings, public comment, and committee meetings.
 - Nancy Churchill inquired about the section concerning firearms and Julie Norton clarified the RCW pertaining to this section.
 - Jim Mitchell inquired about the possibility of including language pertaining to Executive Sessions and Julie Norton concurred with this suggestion.
 - A question was asked by a board member regarding communicating via email and Julie emphasized that meetings should never be conducted via email, as the public must receive

proper notice and access to them.

3. The board was reminded of the special meeting to be held on Thursday, September 21, 2023 from 11 am – 1 pm, just prior to the regular board meeting on the same day. A light lunch will be provided for those in attendance.
4. The board was notified that Lisa Karstetter's term is ending this year, and she has chosen not to seek renewal. The Grant County Commissioners' office has posted the position for her replacement.
5. Barbara shared an update with the board regarding distressing news that Columbia County residents are petitioning for the closure of the local library. Our Marketing and Communication team will closely monitor this situation.

XII. Board Discussion

Jill shared the good news that the Washington Department of Commerce has awarded the Town of Winthrop and the Friends of the Winthrop Library a grant to provide solar panels to the Winthrop Library.

XIII. Adjournment

The meeting was adjourned at 2:33 p.m.

Nancy Churchill, Chair

Jill Sheley, Secretary