

North Central Regional Library  
Board Minutes  
August 15, 2019

**I. Call to Order:**

Gail Huntley called to order the August meeting of the North Central Regional Library Board of Trustees at 1:03 PM on August 15<sup>th</sup>, 2019 at the Oroville Library, Oroville, WA.

**II. Attendees:**

The following persons were present: Board Members Gail Huntley, Alec McKay, and Jim Brucker; Denise Sorom\*. Barbara Walters, Executive Director, Angela Morris, Director of Public Services, Michael Macy, Director, Finance and Administration, Chad Roseburg, Associate Director of IT, Kim Neher, Project Manager, and Tim Dillman, Executive Assistant

\* Attended via telephone.

**III. Visitors:**

Barbara Walters introduced the following NCRL staff members:  
Daniel Klayton, Branch Group Manager

Daniel Klayton introduced the following guests:  
Heather Burnell, Oroville Branch Librarian  
Salley Bull, Oroville Community and Library Board President  
Dave Wolosik, Friends of the Oroville Library President  
Karen Frisbie, Oroville Chamber of Commerce President

Kim Neher introduced the following NCRL staff members:  
Matthew Neuman, Network Operations Manager, left meeting at 1:45 pm.  
Sarah Fletcher, Library Systems Manager, left meeting at 1:45 pm.

**IV. Consent Agenda:**

Gail Huntley provided time for the review of items in the Consent Agenda which included the:

- a. August Meeting Agenda
- b. Minutes of the July 25<sup>th</sup>, 2019 regular board meeting
- c. Minutes of the Executive Session, July 25<sup>th</sup>, 2019.
- d. Payroll & Vouchers
  - i. July Payroll for \$496,490.44 and Benefits for \$197,363.86
  - ii. July Accounts Payable for \$360,450.
  - iii. Staff Reports

**Jim Brucker moved to approve the Consent Agenda as presented. Alec McKay seconded the motion which passed unanimously.**

**V. Strategic Plan Update:**

Kim Neher gave updates on several of the strategic plan goals.

Goal 1: Barbara Walters took part in a meeting with U.S. Senator Patty Murray and discussed the work NCRL is doing to partner with regional stakeholders to increase broadband internet access and close the digital skills gap.

Goal 9: The team received around 400 responses to the brand awareness survey on Facebook. The group will be moving forward with sending out a limited number of physical mailings in order to reach some demographics that were not heard from, and NCRL's Bilingual Outreach Specialists will be distributing surveys in person at several upcoming events.

Goal 18: The PAQ staff surveys were finished. A review of titles, job descriptions, educational requirements and other factors was completed, and job titles were adjusted to find matches with peer libraries in order to get better results on the market survey.

Gail Huntley expressed that she is glad the Goal 9 group is trying to get feedback through multiple means.

Alec McKay asked what an archetype is in relation to Goal 9. Kim explained that there are 11 different standard brand archetypes in marketing. They represent a way to focus a brand's message to better reach the intended audience.

**VI. Strategic Plan Goal 21:**

Matt Neuman presented on Goal 21 which is focused on choosing a learning management software (LMS) for staff to be able to learn and receive training from a distance. The team wants to embed the LMS into our organizational culture, so that supervisors and staff are all experts on how to use the program. Initial success on this goal would be choosing an LMS and holding two different trainings on it in the first year, then adjusting based on staff feedback.

Gail Huntley thanked Matt for his work on this project and commented that an online learning platform is a lot more practical for training given the district's geographic scope.

Kim Neher commented that another advantage to an LMS is the ability to break up longer trainings into smaller segments, as well as to refresh on skill specific training in the moment training is needed.

**VII. Strategic Plan Goal 6:**

Sarah Fletcher gave a description of Goal 6, the focus of which is to evaluate Koha, the current Integrated Library System (ILS) and our online public access catalog (OPAC). The current state is that the OPAC is not user friendly. The ILS is manageable but there are areas that could be improved upon. The group will survey the public on the OPAC and the staff on Koha. The group will then compile a list of features necessary for a well running

ILS and online catalog. A final recommendation on the cost-benefit of change vs. adjustment to current systems will come from that feedback.

**VIII. Resolution 19-13: Code of Conduct**

Angela Morris pointed out the changes made to the Code of Conduct Policy since the last meeting which include adding specific wording regarding marijuana as well as revising wording regarding removal of patrons from the premises.

**Jim Brucker made a motion to approve Resolution 19-13 as presented. Denise Sorom seconded the motion which passed unanimously.**

**IX. Resolution 19-17: Confidentiality of Library Records**

Barbara Walters reviewed the Confidentiality of Library Records Policy which speaks to how the district will handle personal information and records disposal. No new practices are intended to come from this, the policy only backs up current practice.

Resolution 19-17: To adopt a Confidentiality of Library Records Policy

**Alex McKay made a motion to approve Resolution 19-17 as presented. Jim Brucker seconded the motion which passed unanimously.**

**X. Executive Director's Report:**

Barbara was able to present at a meeting attended by US Senator Patty Murray in relation to Senator Murray's Digital Equity Act.

In early September she will attend the state broadband symposium in Wenatchee.

In response to a question by Jim Brucker, Barbara explained what a WiFi Hotspot is, and Chad Roseburg commented that he has been experimenting with cellular carriers that will cover all the territories district libraries are in.

Barbara also volunteered at an event for the GWATA summer Scholarship. The NCRL STEM team was nominated for the Innovative Use of Technology in Business award. The winners of the award will be announced at a luncheon on September 25<sup>th</sup>.

Denise Sorom offered her congratulations for the nomination stating it will provide great visibility and recognition for the library.

Barbara will meet with Dr. Paul Gordon, the incoming superintendent for the Wenatchee School District, on August 28<sup>th</sup>. Barbara is hoping to meet with all the superintendents of the district's service area at some point.

Barbara also gave details on her attendance at the Harry Potter birthday event put on by the Wenatchee branch, the adult STEM night at 509 Bierworks, and the Peshastin ice cream social fundraiser put on by the Friends of the Peshastin Library.

#### Library Capital Projects:

Barbara spoke about the “What Makes a Library” document which Kim has developed with input from the branch supervisors. The document will help steer design on future library remodels and help architects know what the district’s needs are. Kim commented that this is a living document that will change with the needs of each community.

Wenatchee Branch: August 22<sup>nd</sup> is the deadline for receiving construction bids back. The abatement is going well. Events being held offsite have gone well. Confluence Health and Wenatchee Dentistry have partnered with the district to help offset rental costs at Pybus Market.

Denise Sorom commented that she loved the corporate funding and the district should continue to seek partnerships once the Wenatchee branch is open in the newly remodeled space.

Winthrop: Angela, Kim and Barbara met with Ray Johnson to continue discussions on library needs in Winthrop.

Royal City: Kim met twice with members of the SHOC (Strengthening the Heart of Community) volunteer group. The group worked with a member of the WSU Rural Communities Design Initiative on conceptual ideas for a future library. Kim shared the What Makes a Library document at their monthly meeting and attended a follow up meeting in which the group met with an architect working on a local school.

Barbara gave brief remarks on the letter to Macmillan Publishers which was included in the board packet.

#### **Library facilities (Angela):**

##### East Wenatchee

Angela and Nick Husted presented at the Pybus event hosted by Our Valley, Our Future. A future East Wenatchee Library building was presented as one of several projects being considered for the 2020 update to the group’s action plan. At the end of the presentation the audience was able to rate their preference on project prioritization. Results are forthcoming.

##### Omak

The AC in the meeting room failed and needs replacing. The city is looking into replacing it which could cost around \$3,000 to \$4,000.

##### Quincy

The city is going to add a 5 foot strip of grass on the north end of the library.

#### Republic

The Friends of the Republic Library will purchase more security cameras for the building.

#### Tonasket

The city has finished waterproofing the roof. After last month's rainstorms the city discovered that the walls and floors were saturated with water. The city brought in an expert to do moisture testing. Equipment was brought in to dry the walls and the floors. The library was closed for two and half days to complete the work.

#### Oroville

Heather Burnell reported on several of the positive things happening in Oroville. Makerspace events have been held throughout the summer at the Farmer's Market. Every Saturday night the library sponsors a movie in the adjacent park. The adult basket making was very well attended. The library received a \$1500 grant which allowed them to offer 2 ukulele classes, as well as provide several upcoming play along days at the fall Farmer's Markets.

Sally Bull and Dave Wolosik also commented on the work the Oroville Library Board and Friends of the Library have done to renovate the building and upgrade systems.

### **XI. Financial Reports:**

Michael Macy spoke about the budget increases the district is facing due to salary and benefit pressure.

Denise Sorom asked for clarification on the 5% that is being set aside for the salary study. She suggested that the budget prioritize compliance with state mandates, COLA increases and step increases before adjusting based on the salary study findings.

Michael commented that during efforts to implement the new direct deposit payroll the district learned that contributions to employee retirement accounts were being made post-tax as opposed to pre-tax. The board gave consent for the district to begin making contributions to retirement accounts pre-tax.

Alec McKay asked if an effort was made years ago to bring the minimum wage up to \$15. Angela clarified that it was an effort to raise only Branch Librarian wages. The new state minimum wage increase will affect many more employees.

Michael reviewed the 2020 budget schedule and said management is on track with this schedule. Preliminary budget projections should be ready to review at the September board meeting. The final budget has to go to the County Auditor by November 30.

Alec McKay asked about the \$36,016.41 paid to Evergreen Ford Lincoln. Michael explained that it was for the purchase of a new delivery van.

The next regular meeting of the Board of Trustees is scheduled on September 19, 2019 at the NCW Libraries Distribution Center, located at 16 N. Columbia, Wenatchee, WA. There being no further business the meeting was adjourned at 2:27 PM

Respectfully Submitted,

  
Gail Huntley, Chairperson

  
Katherine Meade, Secretary