

North Central Washington Libraries
Board Minutes

November 21, 2019

I. Call to Order:

Chairperson Huntley called to order the September meeting of the North Central Washington Libraries Board of Trustees at 1:01pm November 21, 2019 at the Distribution Center, Wenatchee, WA.

II. Attendees:

The following persons were present: Board Members Gail Huntley, Katherine Meade, Kathleen Allstot, and Denise Sorom. Barbara Walters, Executive Director, Angela Morris, Director of Public Services, Michael Macy, Director of Finance and Administration, Chad Roseburg, Associate Director of IT, Brianna Moore, Director of Human Resources and Tim Dillman, Executive Assistant

III. Visitors:

Daniel Klayton, NCW Libraries Regional Branch Manager

IV. Public Comment on 2020 Budget

Chairperson Huntley opened the public review of the 2020 budget and invited any member of the public to comment on the 2020 budget. No members of the public attended, and the public review of the budget was closed.

IV. Consent Agenda:

Huntley asked if there were questions for items in the Consent Agenda which included the:

- a. November Meeting Agenda
- b. Minutes of the October 17, 2019 regular board meeting
- c. Payroll & Vouchers
 - i. October Payroll for \$491,124.73 and Benefits for \$200,459.13
 - ii. October Accounts Payable for \$628,073.63
- d. Staff Reports

There being no questions or additions,

Kathleen Allstot moved to approve the Consent Agenda as presented.

Denise Sorom seconded the motion which passed unanimously.

V. Executive Director's Report:

Barbara told the board that Kim Neher and Courtney Tiffany were unable to attend the board meeting due to a conference they were attending on library interiors. Their updates were included in the Executive Director's report. Barbara described the benefit fair that was held at the distribution center on October 30th. The fair gave staff an opportunity to visit benefit providers, update coverages and have their questions answered.

Barbara described the activities led by Mark Kapral, Community Bookmobile Librarian, for the members of the Tierra Village TRAILS program. The TRAILS program is a "continuing education" day program for adults with developmental disabilities.

In her capacity as a member of the Washington State Library Council, Barbara met to discuss the Library Capital Improvement Program that is being administered by the Department of Commerce. Several training sessions will be scheduled in February 2020 to assist grant applicants in understanding the requirements for the grant money. One of the requirements of the program will be that any funds approved by the grant program be matched dollar for dollar. Denise asked if the application for the grant program specifies the deadline for raising the matching funds. Barbara said that has yet to be fleshed out. Katherine asked for clarification on whether Barbara had stated that non-profits would not be able to apply for the funds, which would prohibit Friends of the Library groups from applying. Michael clarified that this may be the case but that would not prevent cities from applying with Friends of the Library and NCW Libraries as backers and advocates to the application. Katherine also asked if there are any restrictions on who owns the library building. Barbara said to her understanding there is not.

Barbara described the ongoing stakeholder meetings to school districts and city council meetings that she and other members of the staff have been attending. In October Barbara and Katherine attended a Ferry County Commissioners meeting and then met with the Friends of the Republic Library. Barbara was pleased to announce that the Commissioners of Ferry County voted to reappoint Katherine as the Ferry County representative to the NCW Library Board of Trustees.

Barbara reviewed the update provided by Courtney Tiffany on the remodel project at Wenatchee Public Library.

Barbara highlighted a few of the goals from the Strategic Initiative Update provided by Kim Neher.

Brianna gave an update on the status of the salary study being conducted by Baker Tilly. The salary study is slightly behind schedule from what was originally anticipated, but it is important that the work be thoughtfully and thoroughly conducted. Over the previous two weeks, Baker Tilly has been conducting position assessment surveys. An updated draft of the study will be presented to NCW Libraries' staff in early December and Brianna hopes to present information to the board in January.

Barbara notified the board that NCW Libraries received a letter from the City of Moses Lake specifying the city's intention to cancel the maintenance and use agreement next year.

Barbara plans to meet with the interim city manager next month in order to discuss the issue.

Denise asked Barbara to refresh the board on the terms of the District's maintenance agreements. Barbara said that the history of the maintenance agreement is only to take the edge off upkeep costs for library buildings, such as janitorial costs, interiors, etc. Barbara does not know the history of the calculation for the reimbursement amounts. Barbara is hoping to get some insight from the Moses Lake Interim City Manager regarding what the reimbursed monies help cover. Barbara will also meet with legal counsel and have a general letter drafted that clarifies the district's relationship with annexed cities.

After further discussion, Barbara reminded the board that city contracts will be updated in 2023 and encouraged the district to continue to explore the issue and look carefully at the ways in which other library districts structure city contracts.

Library facilities (Angela):

Angela gave a report on the recent 2019 Teen Author events with Robin Benway. The event at Ephrata High School was highlighted. Over the course of the week, Ms. Benway visited eight different schools across the five counties and spoke to nearly six hundred people.

Angela shared feedback from Roy Johnson, a teacher in the alternative learning environment program at Okanogan Juvenile Center. The bookmobile visits the center twice a month and it is a highlight for many teens in the center.

Angela shared a few updates from around the district. Cashmere did not receive the grant money they had applied for to fix their doors. Moses Lake is still awaiting information from the city on asbestos testing that was to be conducted. Pateros has asked the city to reroute gutters to prevent water back up. Friends of the Republic Library have donated money to install new snow dams on the roof of the Republic Library.

Last week Nick Husted and Angela held a meeting for potential members of the Friends of the East Wenatchee Library and to talk about the plans for a new East Wenatchee library. The mayor and the new mayor elect were able to attend. Courtney Tiffany shared details on the Wenatchee Library Project and the groundwork and timeline established for that project.

Angela then asked Daniel Klayton to share with the board details on two grants recently approved for district programs. Daniel shared that that Curlew was approved to receive twelve laptops as part of the Public Library Associations Digital Lead program, as well as financial assistance for digital literacy training. This will align with program development that has been in the works with the 4H changemakers. 4H teams will be trained to be 1-

on-1 digital literacy ambassadors. Digital literacy training days will be on December 2 in Republic and December 13th in Curlew.

Daniel also announced that NCRL received \$9,900 in a grant from North Central Accountable Community of Health for the purpose of expanding Sensory Storytime Programs. These storytime programs are geared toward kids with sensory challenges, such as children on the autism spectrum. Venessa Mejia has been piloting these programs at Wenatchee Public Library and the grant funds will allow NCRL to expand the program to Tonasket and Moses Lake, as well as fund a traveling kit for other branches and story kits that families can check out to take home.

Denise asked if the laptops being provided must remain in Curlew. Daniel said that while the laptops become NCRL property, the intent is that they stay in Curlew.

VI. Financial Reports:

Michael Macy went through the handout on 2020 budget assumptions. The table listed on the sheet shows the total amount of money that the board is approving to be spent in each category. Michael pointed out that in 2020 the district will start tracking asset depreciation and setting aside money for asset replacement. The previously titled technology and vehicle funds will be combined into the Capital Fund in 2020.

Michael answered several questions regarding specific items in the budget. Michael then reviewed the designated funds, including the Wenatchee Public Library project, the Strategic Initiatives Fund and the Endowments.

Michael gave an explanation on the three resolutions presented to the board for the purposes of setting the levy rate and passing the 2020 budget.

VII. Resolution 19-19- A Resolution approving a 2019 property tax levy increase for 2020 collection.

Kathleen Allstot moved to approve Resolution 19-19 as presented.

Denise Sorom seconded the motion which passed unanimously.

VIII. Resolution 19-20-Levying the regular property taxes for collection in 2020 to discharge anticipated expense and obligations

Denise Sorom moved to approve Resolution 19-20 as presented.

Katherine Meade seconded the motion which passed unanimously.

IX. Resolution 19-21-Approving and adopting the 2020 annual budget

Katherine Meade moved to approve Resolution 19-21 as presented.

Kathleen Allstot seconded the motion which passed unanimously.

Gail asked if there were any announcements. Angela announced that the annual PLA conference will be held in late February in Nashville. Five NCRL staff plan to attend and any board member that would like to attend should let Barbara know.

The next regular meeting of the Board of Trustees is scheduled on December 19, 2019 at Distribution Center, located at 16 N. Columbia, Wenatchee, WA 98801. There being no further business, the meeting was adjourned at 2:38 pm.

Respectfully Submitted,



Gail Huntley, Chairperson

Katherine Meade, Secretary

