

North Central Washington Libraries
Board Minutes

September 19, 2019

I. Call to Order:

Gail Huntley called to order the September meeting of the North Central Washington Libraries Board of Trustees at 12:59 pm, September 19, 2019 at the Distribution Center, Wenatchee, WA.

II. Attendees:

The following persons were present: Board Members Gail Huntley, Katherine Meade, Deborah Moore, Jim Mitchell, and 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, Erin Andersen, Staff Development Coordinator Tim Dillman, Executive Assistant, and Courtney Tiffany, Wenatchee Library Senior Branch Manager.

Barbara mentioned that Deborah Moore has been appointed by Douglas County Commissioners to fill the Douglas County Board position. Alec McKay will be retiring from the board after 13 years. Deborah shared how excited she is to be back on the board.

III. Visitors:

Jeff Neher, Mayor Frank Kuntz, Ronnie Craven, Jim Daly, Paul Coppock, Linda Morse, Allison Williams, Karen Heminger.

All visitors left the meeting at 1:49 pm.

IV. Consent Agenda:

Huntley asked all present to review items in the Consent Agenda which included the:

- a. September Meeting Agenda
- b. Minutes of the August 15, 2019 regular board meeting
- c. Payroll & Vouchers
 - i. August Payroll for \$501,978.12 and Benefits for \$205,282.01
 - ii. August Accounts Payable for \$622,985.84
 - iii. Staff Reports

Denise moved to approve the Consent Agenda as presented.

Katherine seconded the motion which passed unanimously.

Kim Neher gave a few updates on strategic plan goals. Goal 10 will be hosting the first meeting of the Bilingual/Bicultural Advisory Committee (BBAC) on September 27th. Goal

18 which speaks to the salary study had some difficulty getting responses back on the market survey. Respondents will have a 1-week extension and responses should be in by September 20th.

V. Strategic Plan Goal 23:

Goal 23 deals with developing training plans based on core competencies. Erin presented a copy of the newly developed core competencies to the Board. The second piece of this goal will be to develop a list of proficiencies and skills for jobs in like groups as well as develop specific learning paths for each job area. The Goal 23 team will be creating surveys for all staff to solicit feedback on training goals.

VI. Strategic Plan Goal 20

Erin shared the project charter for Goal 20 which provides ongoing cultural awareness, diversity, and anti-bias training to all staff. The team identified the need to utilize an outside trainer to provide the training. Six different vendors were researched, the group was narrowed down to two, and these two were presented to the executive team for feedback. A final decision will be made within the month and trainings will be scheduled. The last steps will be to set up a system for ongoing support of staff for questions and concerns and determine what ongoing training will look like.

VII. Strategic Plan Goal 5:

Kim shared the project charter for Goal 5, a comprehensive goal that deals with assessing the condition of the facilities the library occupies and organizing the data received. The first phase of the goal is to have an outside firm perform a condition assessment of all major systems and structures in each facility. The second phase will be to assess user experience of each facility, including layout, wayfinding, function and use of space, and aesthetic appeal. The third phase will be to assess staff workflows and handling of materials in each facility and throughout our district, paying attention to identifying solutions that will improve user convenience and free up staff time. Once the facilities have been assessed, a prioritized plan for each facility will be developed, which is outside the scope of the goal.

Denise emphasized the need to think about who is involved in these tasks and at what stage. She said it would be useful to build in a chance for facility owners to be involved. Kim agreed and mentioned that McKinstry, a vendor that has been providing input on the project and will likely bid on the contract, has said that a key element of facility assessment is to talk to the owner about hopes, dreams, frustrations, any maintenance planning already underway, etc.

Denise reiterated that the process needs to be very collaborative.

Katherine asked if Friends of the Library groups and library branch staff will be included. Kim said that where a branch has an active Friends group, their input would be solicited.

Deborah asked what the timeline for the RFID (Radio Frequency Identification) project would be. Kim said that any movement on RFID is on hold until the facility assessment is done.

VIII. Wenatchee Public Library Project Update

Barbara reviewed the revenue for the Wenatchee Public Library (WPL) project to date. She then reviewed the expenses to date. She told the board that four bids for construction had been received and reviewed. She pointed to the budget shortfall of \$760,000.

Courtney walked the board through the details of the project. She shared that the asbestos abatement is done, and the City of Wenatchee has shared half of the cost. The bidding process closed on August 22 and MH construction out of Kennewick was the low bidder. The project team has been working with Paul Coppock from DOH Associates to establish a more accurate estimate of costs. Paul has confirmed that the bids received are in line with what would be expected. The contract with Forte Architect has been modified to remove the firm as construction administrators. A request for quote has been released to hire a construction administrator. Courtney shared information from a 2016 study on library construction and remodel projects which shows that comparatively the WPL project received higher than average funds from community donors.

Barbara thanked Courtney, Jeff Neher, Mayor Kuntz, Allison Williams, as well as the Friends of the Wenatchee Library for all the work they have done to help on the project. She emphasized that the scope of the project has not changed. Barbara recommended to the board that the extra expenditures be approved. She stressed that WPL is the starting point for reinvestment in other facilities. She also encouraged the board to consider East Wenatchee and the importance of building a space that will accommodate the needs of both communities.

Michael went over the suggested funding plan for the project. The District Facility Fund would be phased out, with \$136,758 deposited in the Vehicle Reserve Fund, and the remaining \$345,134 deposited in the Wenatchee Public Library Facility Fund. The remaining budget shortfall on the project would be covered from money in the Strategic Initiative fund.

Several members of the board endorsed the plan and stressed the importance of the project.

Kim emphasized that the transfers proposed would represent 12% of the overall strategic fund but impacts 30% of the district's service population.

The board gave consent to the transfers as presented in the Suggested Douglas Street Funding page, with a resolution to be presented and approved at the next board meeting.

The board took a 5 minute break and reconvened at 1:56pm.

IX. Staff Meals and Breaks Police Revision

A draft revision to the Meals and Breaks Policy was reviewed. Barbara told the board that administration has started training staff on the updated policy and is partnering with supervisors to ensure that all employees are getting their breaks and lunches.

Denise moved to approve the Staff Meals and Breaks Policy as presented.

Jim seconded. The motion passed unanimously.

X. Executive Director's Report:

Barbara and several other Distribution Center and WPL staff had a productive meeting with the new Superintendent of Wenatchee School District.

Barbara presented the most recent architectural renderings for the Winthrop Library and mentioned a movie screening of Ex Libris on Monday, September 23rd which is being hosted by the Friends of the Wenatchee Library.

Barbara talked about her recent visits to several city council meetings and her time with the mayor of George. Barbara is headed to Mattawa after the board meeting.

Library facilities (Angela):

The owner of the George library has fixed the leaking roof. There have been no leaks in the last two months.

Ephrata had a plugged drain line for the AC unit which caused water leaks in the library. The city was quick to fix the problem.

Omak is still waiting to have the HVAC in the meeting room fixed.

Angela mentioned that the Branch Report provided to the board each month is just a small sampling of all the programs happening each month.

Service Managers have been conducting a survey of the Summer Library Program. 714 patrons completed the survey. They will come to the October board meeting to present their findings.

Angela announced the fall teen author program. Robin Benway, author of Far From the Tree, will be speaking at 8 high schools in the area and 2 community events October 21-24.

Denise Sorom left the meeting at 2:16 pm.

XI. Financial Reports:

Michael Macy reported on the following financial data:

The district sold a high mileage van at auction for well over blue-book value.

Managers have been able to cut \$300,000 in expenses in the 2019 budget year-to-date, and may realize \$500,000 in expense savings by year end.

The district received a \$500 donation from a Cashmere resident.

Last month the board approved changing employee retirement account payments from post-tax to pre-tax. This will take effect in January.

September 1st employees received their first paystub through the Heartland direct deposit system. Payroll will do one more month of duplicate entry with Chelan County and Heartland and then will fully integrate to Heartland.

Michael talked about the increases for staffing expenses in the 2020 budget. He also pointed out that the current proposed 2020 budget shows \$570,000 of banked capacity used to offset expenses.

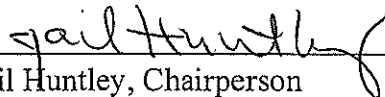
*An Agenda of the Finance Committee meeting was included in the board packet with the detailed material available online to the Board of Trustees.

Gail asked if there were any announcements.

Michael mentioned that the County Assessor is scheduled to meet with the board at the next meeting. The board expressed a desire to change the location of the October meeting from Moses Lake Library to the Wenatchee Distribution Center in order to accommodate the County Assessor.

The next regular meeting of the Board of Trustees is scheduled on October 17, 2019 at the NCRL Distribution Center in Wenatchee, WA. There being no further business the meeting was adjourned at 2:28 pm.

Respectfully Submitted,



Gail Huntley, Chairperson

Katherine Meade, Secretary

