

North Central Washington Libraries  
**Board of Trustees Special Meeting Minutes**  
**September 21, 2023**

I. **Call to Order**

The Special Meeting of the NCW Libraries Board of Trustees was convened by Chair Nancy Churchill at 11:00 am on September 21st, 2023. The meeting was held in person at the NCW Libraries Board Room located at 16 N Columbia Street in Wenatchee, WA, with the option to attend virtually.

II. **Attendees**

- Board members present: Nancy Churchill, Kathleen Allstot, Lisa Karstetter (arrived during our first break), Denise Sorom, and Jim Mitchell.
- Absent board members: Nancy Spurgeon and Jill Sheley.
- NCW Libraries staff: Barbara Walters (Executive Director) and Sharon Mauch (Executive Assistant).
- Additional attendees: Marcy (Methow Valley News – virtual) and Summer Hess (Sage Step Consulting – facilitator).

III. **Consent Agenda Items**

A motion to approve an amended agenda for the special meeting was proposed by Kathleen, seconded by Jim, and approved unanimously.

IV. **Meeting Purpose and Outcomes**

- Summer stated the purpose of the meeting was to align the board's 2024-2026 strategic plan direction (identified at the May board retreat) with that of the executive leadership teams' (ELT) goals.
- Summer led the trustees through an exercise to share their "expectations & worries" regarding the meeting.

V. **Recap and Overview:**

- After revisiting the timeline from the May board retreat, Summer provided a new timeline for the completion of the 2024-26 strategic plan.
- The board's 2024-26 strategic plan vision from the May board retreat was discussed and modified to emphasize inclusivity.
  - Original text: "We aspire to be the top of mind, go-to resource for residents of our five-county district and to foster lifelong library users."
  - Revised text: "We aspire for NCW Libraries to be the top of mind, go-to resource for residents of our five-county district and to encourage lifelong library users".

VI. **Strategic Plan Direction**

- Summer provided an overview on the boards strategic plan direction.
- Barbara discussed ways NCWLibraries is doing this work and highlighted areas of improvement.
- Denise asked that we update the language to say "strategic partnerships" so as not to overcomit ourselves.

VII. **ELT Key 3 Presentation**

Barbara defined the meaning of Key 3 to the board with an emphasis on "Sustainable Optimization". The ELT formed their Key 3 priorities during workshops over the summer months which include: Purpose

(NCW Libraries role), People (staff investment and development), and Infrastructure (physical needs and operational systems)

VIII. **Alignment Exercise (Jam Board)**

- Summer took the board through an alignment exercise comparing ELT priorities with the board goals. The outcomes revealed a significant overlap (alignment) between the board's and NCW Libraries ELT.
- A preliminary outline of the strategic plan will be presented to the board at the regular October meeting.

IX. **Wrap Up**

- Barbara stated her commitment to financial sustainability planning, an environment of transparency, and to be prepared for a Levy Lid Lift should the board decide to move forward with that.
- Summer reviewed the earlier "expectations and worries" expressed by the trustees, all of which were addressed during the course of the meeting.

X. **Adjournment**

Meeting was adjourned at 12:58 p.m.

XI. **Signatories:**

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Nancy Churchill, Chairperson

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Jill Sheley, Secretary