

NCW Libraries Board Minutes  
January 21, 2021

**I. Call to Order:**

Kathleen Allstot called to order the January meeting of the NCW Libraries Board of Trustees at 1:01 PM January 21, 2020. The meeting was held as a Zoom Teleconference and was open to the public.

**II. Attendees:**

The following persons were present: Board Members Kathleen Allstot, Nancy Spurgeon, Denise Sorom, Jim Mitchell, Katherine Meade, Jill Sheley. Barbara Walters, Executive Director, Kim Neher, Deputy Director, Mike Githens, Director of Finance, Bill Carroll, Director of Branch Operations, Tracy Hazen, Director of HR, and Tim Dillman, Executive Assistant.

\* All attendees participated via Zoom.

**III. Consent Agenda:**

Denise entertained a motion to approve the consent agenda which included the:

1. January Meeting Agenda
2. Minutes of the December 17, 2020 regular board meeting
3. Payroll & Vouchers
  - i. December Payroll for \$377,418.56 and Benefits for \$154,350.41
  - ii. November Accounts Payable for \$624,825.04
4. Staff Reports

**Katherine moved to approve the Consent Agenda as presented. Denise seconded the motion which passed unanimously.**

**IV. Branch Report-Bill Carroll:**

Bill opened with a report on the great success the Friends of the Winthrop Library have had in their fundraising efforts. Jill gave more details on this topic and outlined the upcoming timeline on the project.

Bill let the board know that the Mail Order Library has taken on additional duties serving as call center operators.

Bill gave several updates on facility projects including exterior lighting at the Cashmere Library, the finalizing of the contract with the City of George, and a grant from the Waterville Main Street Association for the purpose of putting in a community garden at the Waterville Library.

Bill gave the board an update on new Area Managers. Alicia O'Dell, the Peshastin Librarian, has been hired to serve as the Area Manager for the Oroville, Tonasket, Twisp, Winthrop, Republic and Curlew branches. Melissa Little has been hired to serve as the Area Manager for the Omak, Okanogan, Pateros, Brewster and Bridgeport branches, as well as the Rural Bookmobile.

**V. Standing Board Member Committees**

Kathleen reminded the attendees of the elected board officers for the 2021 calendar year. Kathleen Allstot will serve as Board Chair, Nancy Spurgeon will serve as Board Vice Chair, and Katherine

Meade will serve as Board Secretary. Kathleen then gave a summary of the duties of the Finance Committee and asked for volunteers. Kathleen agreed to continue serving on the committee. Jim Mitchell agreed to continue serving on the committee. Jill volunteered to begin serving on the Finance Committee. Kathleen then gave a description of the Director Evaluation Committee. The Board By-laws specify the Board Chair and Vice Chair serve on this committee, as well as one other trustee. Denise agreed to serve on the committee. A new Policy Review Committee will be formed to work with District Staff to review current policies, draft new proposed policies, develop a policy acknowledgement schedule for staff, and otherwise inform the area of district policies. Jim and Katherine agreed to serve on this committee.

Kathleen then reminded the board of the responsibility to act as fiduciaries, entrusted with the responsible management of tax revenue received from the public.

## **VI. Acceptance of George Library Building Use and Maintenance Agreement**

Barbara gave background on the agreement before the board for a 2 year temporary Building Use and Maintenance Agreement with the City of George. Kathleen asked who would be responsible for finding a suitable permanent location for the George Library. Barbara answered that this is the responsibility of the City of George. Jill asked if there is an active Friends group in the City of George, to which Barbara answered no. Jill followed up by asking if the size of the temporary facility is comparable to the old facility. Kim said that the new location is 25% smaller than the previous. More information was shared about the recent history of the George Library and why the new location was being provided. Kim shared that at 2,989 residents in George, the recommended target size for a library would be 4,000 ft<sup>2</sup>. This facility is about half of this size.

**Jim Mitchell moved to accept the agreement. Nancy seconded. The motion passed unanimously.**

## **VII. Strategic Plan Update- Kim Neher**

Kim highlighted the successful progression of several major projects. Kim reminded the board that several goals are behind schedule due to delays brought on by COVID restrictions. As the district begins the final year of the three-year strategic plan, administration is considering a handful of adjustments to the plan such as adding another year, publishing an addendum to the plan, or modifying certain goals. Kim will bring several options to the board for consideration.

Denise asked for a reminder of the timeline on the strategic plan. Kim said that the plan was published in March of 2019 and covers the 3-year period of 2019-2021. Kim said that the plan includes 5 strategic directions, 10 objectives and 25 goals. To date there are 5 goals completed, 6 goals well under way and close to be completed, and 7 that will start next month. Denise responded that it feels like the heart and soul of the plan is still intact but may just need a refresh. Kim asked the board to review the strategic plan in preparation for a more extensive review at the February meeting.

## **VIII. December Financials**

Mike reminded the board that the library uses a cash basis budget. He told the board a few adjustment entries will be occurring to the 2020 financials before the close but not much. Mike commented on the underspending of the budget in 2020. He expressed that it is important that the district have a plan to spend the money that is levied on citizens. Mike is planning to hold trainings for staff that have spending authority. Mike is also working on a system for better tracking the specific costs to provide services at each branch location.

At the end of 2020 tax revenue was at 99.76%. Total revenue collected was at 99.48%. Mike pointed out that the district did not receive any E-Rate reimbursements. The district will be working on pursuing these federal reimbursements in 2021.

On the expenses Mike pointed out that the budgeted expenses for payroll were well under budget. Administrative Services were over a good amount due to the vacancy of the Finance Director position and the need to contract with an accountant until the position was filled, as well as legal services. The public services line items were all underbudget due to pandemic closures. Mike commented that the district will need to be better able to reallocate funds in 2021 if closures and restrictions continue. Mike pointed out that the Library Materials budget was also underspent.

Denise asked a question about the staffing levels considering the new closures. Barbara said there is no plan to send staff home and no plan to bring back assistants at this time. Kim added that she and Bill are working on a plan to extend hours at branches to provide more evening and weekend hours.

Jill asked why the district was underspent in library materials. Mike explained that the district stopped buying materials from April-July. Barbara added that distribution center staff had to be sent home and the supplying vendors were also shutdown. Mike said that he anticipates the library materials spending will be robust in 2021.

Mike drew attention to Line 142- Insurance The district was significantly overbudget in this area. Mike has investigated this with the insurance broker. There are a few steps that the district can take to lower expenses in this category, but in general, the cost for insurance is increasing.

Overall, spending in 2020 was down by 17%. Much of this will go into the capital fund and other funds outlined in the Reserve Fund Policy passed last month.

## **IX. Human Resources Report- Tracy Hazen**

Tracy let the board know that the district has chosen UKG (Ultimate Kronos Group) to supply an HRIS system. At this point the timeline for payroll implementation is June at the earliest.

Second interviews have been scheduled for 3 candidates for the Director of IT. Human Resources hopes to have a signed offer by the chose candidate by the end of January.

Tracy also notified the board that Peshastin Librarian Alicia O'Dell has been chosen as the Area Manager for the northern branches. Bilingual Outreach Specialist Clare Morrison was chosen to be the new Peshastin Librarian.

Jill asked about the departure of the Brewster Librarian. Tracy replied that this happened on January 15<sup>th</sup>.

## **X. Announcements**

No Announcements were given.

The February 2021 Board of Trustees meeting will be held via Zoom on February 18th, 2021 at 1pm.

The meeting was adjourned at 2:19 pm.

Respectfully submitted,

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Kathleen Allstot, Chairwoman

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Katherine Meade, Secretary

