

North Central Washington Libraries  
Board Minutes

February 3, 2022\*

\*January meeting scheduled for 1/20/22 adjourned due to lack of quorum

**I. Call to Order:**

Kathleen Allstot called to order the January meeting of the NCW Libraries Board of Trustees at 1:02 PM February 3, 2022. The meeting was held as a Zoom teleconference.

**II. Attendees:**

The following persons attended via Zoom: Board Members Kathleen Allstot, Denise Sorom, Jill Sheley, and Lisa Karstetter. Trustee Nancy Spurgeon attended but took no action due to reappointment paperwork that was not completed at the time of the meeting. Also in attendance were Barbara Walters, Executive Director; Kim Neher, Deputy Director; Mike Githens, Director of Finance; Aaron Floyd, Director of IT; Tim Dillman, Executive Assistant.

**III. Consent Agenda:**

Kathleen announced a change to the meeting agenda. The Executive Session was moved to the end of the meeting following the IT report. The following items were considered as part of the consent agenda:

- a. January Meeting Agenda
- b. Minutes of the December 16 regular board meeting
- c. Payroll & Vouchers
  - i. December Payroll for \$533,690.55 and Benefits for \$189,833.21
  - ii. November Accounts Payable for \$771,142.05
  - iii. Staff Reports

**Jill moved to approve the Consent Agenda as presented.**

**Denise seconded the motion. The motion passed.**

**Nancy abstained.**

**IV. Executive Report**

Barbara presented the written executive report. She gave an update on the status of the federal vaccination mandated for employers with more than 100 employees. The district is still requiring masking at all branches and staff are being encouraged to send in their vaccination records to Human Resources. Jill asked what percentage of the staff are vaccinated and how many would be affected if the federal mandate was enacted. Barbara and Mike said that they don't know that specific number as the records have only been sent to Human Resources.

Barbara reported to the board that she attended WLA's Legislative Week which is an annual opportunity to highlight important legislation that Washington Libraries are tracking and advocating for. The major areas of focus discussed were the Library



Improvement Grants, Intellectual Freedom, Digital Equity, and support for school libraries.

Barbara told the board that she is recommending no change to the paid employee holiday schedule as it relates to the recognition of Juneteenth as a federal holiday. This is because district employees are currently receiving two floating holidays annually to be used at their discretion, Juneteenth will fall on a Sunday in 2022, and collective bargaining will likely address this issue. Barbara stressed that the library would use the week surrounding Juneteenth to schedule supporting programming that raises awareness for the holiday.

Barbara gave a report on the retirement of Pam Metcalf who has worked for 25 years in the Republic branch. Curlew Librarian Emily Patterson also resigned her position in January to attend to personal matters.

After Barbara concluded her report, Nancy asked what kind of support the district is receiving from Grant County on the new Coulee City library. Barbara mentioned that she has reached out to Rep. Mike Steele to schedule time to meet and talk about the barrier that the 50% fundraising match is in very rural areas. Nancy suggested reaching out and working with Rep. Tom Dent. Jill commented that FOWL's experience is a good precedence on the Library Capital Improvement Grant. Kim added that when last discussed with the city of Coulee City, they were still \$350,000 short on the matching funds. Barbara said that her and the mayor of Coulee City have been in touch. Nancy offered to help in any way needed.

## **V. Approval of December 2021 Accounts Payable**

Tim reminded Kathleen that since the Friends of the Winthrop Library received payment from the district in December, the board intended to have Jill abstain from voting to approve the December 2021 Accounts Payable. Kathleen acknowledged this and asked for a motion to approve the December 2021 accounts payable.

**Denise moved to approve the December 2021 accounts payable.**

**Jim seconded.**

**The motion was approved by Jim Mitchell, Kathleen Allstot, Denise Sorom, and Lisa Karstetter.**

**Jill and Nancy abstained.**

## **VI. Ferry County Trustee**

The board considered the letters of interest for two applicants to the vacant Ferry County trustee position.

**Jill moved that the Board of Trustees recommend Mary Rourke to the Ferry County Commissioners to be appointed as a trustee.**

**Denise seconded. The motion passed unanimously.**

**VII. December 2021 Financials**

Mike prefaced the presentation of the financials with recognition that these are preliminary year-end numbers from the Chelan County Treasurer. He does not anticipate much will change. Mike pointed out that an amendment was brought to the board in October to raise the amount for property tax revenue. The end of year revenue amount for revenue is at 95.77% and this is right where the district would like to be.

Intergovernmental revenues were higher than expected. Charges for goods and services was very close to budget. The e-rate revenue is at 194% of budget which represents a realization of previously uncollected e-rate reimbursement. For total revenue at year end the district is at 96%.

Under expenses, the Personnel expenses were up a bit in December. This was partly due to the district allowing a one-time voluntary vacation leave cash out to employees. Mike pointed out that professional services is over in the Admin category, but the overall expenses for professional services is still within budget. Denise asked how much has been spent on Nash Consulting to date. Mike did not have that amount but said it could be reported at the next meeting. Jill asked where the authority to overspend line items is permitted. Mike said that only the board has the authority to approve overspending the overall amount of a budgeted area. Mike added that what the board approves for expenses each month rolls up into a summary of each budget category. Jill said that in that case she does not really like the way the finances are being presented. Mike said he agreed, but the current report was historically what the board wanted to see. Jill added That she doesn't need to see expenses at the line-item level, she just needs to see the roll up of each category. Denise agreed, but said she also takes some exception to overspending in public services under Admin, if the intent was to spend in the professional services of Public Services. Mike agreed to take a look at the reporting with the finance committee to make sure the board is seeing what they need reported.

Mike continued with his report showing that supply budgets were well spent overall. The overall Library Materials category was spent at 68% for the year. The IT budget finished the year at 95% of budget. The costs for insurance was over and the district anticipates that liability insurance will continue to increase. Travel and training was significantly underspend for the year. Overall expenses for the year were at 85.2% of budget.

Mike reviewed the fund balances at end of year for all 5 funds the district tracks. The total balance across all funds is \$20,765,865.13. The general fund ended the year at \$7,416,691.48. In accordance with the Fund Balance Reserve Policy, Mike backs out \$750,000 for contingency, \$4,750,000 for the Operating Reserve. \$450,000 will be allocated to the Capital Reserve Fund. This leaves a balance of \$1,466,691.48 in the General Fund.

Denise clarified that ideally the district would have a zero balance at the end of the year. Denise asked if that were to happen how would the district pay back the Capital Reserve. Mike said this would be unlikely to happen, but if it did, he would plan in the next years budget to payback into the Capital Reserve Fund.

Barbara mentioned that the audit for 2020 has been completed and she thank Jim for attending the exit meeting.

### **VIII. Facility Improvement Plan Report**

Kim reported that Amanda Lawson was hired as the new Facilities Manager. She started February 1<sup>st</sup> in the position and will be diving into writing an RFP for the design consulting. There are 8 more meetings with cities to be scheduled to review the Facility Improvement Plan.

The Brewster prototype project has been going well. Margaret Sullivan Studios did a presentation on the concept design to the working group. NCW Libraries is negotiating with the Brewster Fire Department to add 190 square feet of space to the library.

On the Winthrop Project, the shelving and furniture package has been finalized.

For Waterville, the city is purchasing a permanent space to house the library. The new space two doors down from the current library. The space will need to be renovated before the library moves in. Margaret Sullivan Studio gave two different floor plan options to the staff and the staff overwhelmingly agreed on one of the plans.

Kim said that Amanda Brack is now one month into her new roll as the Communications and Engagement Manager. Her team is planning two major marketing campaigns this year. One will take place in June and center around the summer library program, and the other will be in September and will center around library card signups. Denise asked Kim if Amanda's position is just a two-year contract. Kim said it is a continuing position.

### **VII. Branch Report**

Tim shared that the district was contacted by Grant County Health District to help distribute COVID test kits. On the week of January 25<sup>th</sup>, library branches throughout Grant County distributed kits to households. The kits were available on a first come, first served basis, and branch staff reported that community members were very excited and thankful for the library providing this service. In addition, many branches reported that they saw a high percentage of people stop by who do not normally use their library. Tim mentioned that Chelan-Douglas Health district has also indicated they would like to use libraries to help distribute kits as well.

Tim also reported on the launch of the new IRIS NCW Collection, as well as the launch of the new NCW Libraries bookmobiles page.

### **VIII. IT Report**

Aaron commented on the new data report that was provided to the board courtesy of Library Systems Manager Sarah Fletcher. Denise told Aaron that she loved the report and found the information very helpful.

Progress on the new phone system is going very well. The IT Department plans to bring the first branch, East Wenatchee, online by next week, and the Distribution Center and Moses Lake should be online soon as well. Installs in branches should be on track for early March. The new system will include a patron phone in every location.

Progress is also being made on the Microsoft migration. The Distribution center should be finished making the transition to Microsoft by the end of February.

Kathleen asked how much training staff would need with the Microsoft rollout. Aaron answered that during the first phase of the transition, there is not much noticeable change. When the district moves away from the Google Suite, there will be a need for additional training.

#### **XIV. Announcements**

Kathleen notified the trustees that Tim will be sending out a survey to trustees to discuss when the best time is for board meetings with the goal being to increase regular attendance at the meetings.

The next meeting of the Board of Trustees will be Thursday, February 17<sup>th</sup>, and it will be held as a Zoom teleconference. At that time the board will elect 2021 officers and take volunteers for the two standing committees: Executive Director evaluation committee and Finance Committee.

#### **XIII. Executive Session**

Denise made a motion to begin an executive session for 15 minutes to evaluate the qualifications of an applicant for public employment, in accordance with RCW 42.30.100 (g).

Jim seconded. The motion passed and the board began an executive session at 2:28pm.

The board left executive session and returned to the regular meeting at 2:37 pm.

Kathleen asked for any additional announcement. There being no announcements, the regular meeting was adjourned at 2:38 pm.

Respectfully submitted,

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Kathleen Allstot, Chairwoman

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Jim Mitchell, Secretary



*Passionately Curious*