

North Central Washington Libraries

February 16, 2023

I. Call to Order

Nancy Churchill called to order the February meeting of the NCW Libraries Board of Trustees at 1:00 p.m. February 16, 2023. The meeting was held in person at the NCW Libraries Board Room with an option to attend virtually.

II. Attendees

Attending virtually was Board member Jill Sheley, attending by phone was Board member Jim Mitchell, and those Board members attending in person included Nancy Churchill, Denise Sorom, Kathleen Allstot, and Nancy Spurgeon. Lisa Karstetter was absent. Also in attendance were Barbara Walters, Executive Director; Kim Neher, Deputy Director; Alicia Gomori, Associate Director of Community Libraries; Summer Hayes, Associate Director of Programs and Resources; Sheila Callihan, Director of Human Resources; Aaron Floyd, Director of IT Services; Mike Githens, Interim Director of Finance (virtual); Sharon Mauch, Executive Assistant.

III. Visitors

Michael McNiel, Area Manager, attended the first part of the meeting to present for the Community Libraries report.

IV. Public Comment

Public comment was heard from a community citizen with concerns about comments made by an NCW Libraries Board Member that were printed in a newspaper column.

V. Consent Agenda Items

- a. February 16, 2023 Meeting Agenda
- b. Minutes of the January 16, 2023, Board meeting
- c. Payroll & vouchers
 - i. January payroll for \$589,154.31 and Benefits for \$215,114.65
 - ii. January Accounts Payable for \$288,799.17
 - iii. Staff Reports

Kathleen moved to approve the Consent Agenda as presented.

Denise seconded the motion. The motion passed unanimously.

VI. Financial Report

Mike presented the January 2023 balanced financial statement.

Revenues – January is a low revenue month. Property taxes received are similar to this time last year. The City of Omak contract for service for the last quarter of 2022 was paid in 2023. Because of this, it will appear that Omak was under in 2022 and over in 2023

since revenues must be reported when received. We will communicate with the cities to make sure those amounts are received in a more timely manner in the future.

Investment interest for 2023 was received almost entirely in the first month due to the inverted curve of the market. When that goes back to normal, the investment interest will follow suit.

Overall the revenue is currently very low, but the reserve makes up for it so that we do not have to enter into short term borrowing to meet expenses. Property taxes are due in April and so we should receive 50% of our revenue by June.

Expenses – The personnel budget is at 7.4% which is in line with where we should be at this time. Wages have historically been underspent over the last few years due to unfilled positions. Those funds are running a little higher than they should due to the need for substitutes to backfill until open positions are filled.

The overall expenditures for January stands at 6.7% which is very good. Mike will continue to monitor the budget closely and for now will continue with a normal spending pattern for 2023. Mike said he will check in with the county assessors as to anticipated property values. Should those values fall, he and Barbara will discuss cost cutting measures going into 2024.

Nancy C. asked what WCIF is that is included on the payroll report.

Mike explained that is the Washington Counties Insurance Fund which is where medical and dental premiums are paid to insure benefitted employees.

VII. Executive Director Report

Sheila – reported that there is a strong candidate for the Brewster librarian position.

Barbara – the Town of Coulee City confirmed on February 13 that a generous contribution from the estate of Margaret F Rowley in excess of \$13K. The town created a library fund to be used for expenditures, construction, and repairs to the Coulee City library. A card is available for the Trustees to sign, thanking the Margaret F. Rowley Foundation for their donation.

The meeting earlier this month with Public Libraries of Washington and Seattle Public Library was very informative. There are sub-committees forming around the TIF and a levy lid lift.

Barbara will serve a second term on the Library Council of Washington.

There will be a Poetry Style contest at the Cashmere Riverside Center for which Barbara is one of the judges. Michael McNeil shared that Lisa Lawless, the librarian in Cashmere, worked together with the English department at the high school which produced many entries for the contest.

Barbara addressed the challenges in finding a new Finance Director to replace Mike. Therefore Mike has agreed to continue serving in this role through 2023. He will work remotely with management of the library budget while still providing guidance to the

accounting and payroll staff in their work. Barbara will continue in the role as their in-house supervisor. There are processes in place and Mike's knowledge and expertise with library operations will continue to prove beneficial.

VIII. Janitorial Contract

NCW Libraries provides janitorial services to our owned facilities at WPL and the DC. The current vendor providing these services has asked for an increase in funds which cannot be approved without an RFP. Several bids were received through the RFP process and the lowest bidder was chosen which is slightly more than what is currently spent for janitorial services, but significantly less than other bidders. The scope of work to be contracted is satisfactory to keep the cost in check for both facilities.

The Board was asked to approve the contract with the new vendor, Facilities Professional Services, which has been reviewed by legal counsel. Included with the contract was the scope list, rate schedule, and contract supplement that specifies certain other expectations such as security, prevailing wage, background checks, etc.

Denise moved to approve the contract. Nancy S seconded the motion. The motion passed unanimously.

IX. Community Libraries Report

Alicia introduced Michael McNeil, Area Manager for the Cashmere, Chelan, Entiat, Peshastin, Leavenworth, and Manson branches. Michael praised the efforts of the librarians in determining the needs of their patrons and connecting them to needed resources. After sharing several interesting anecdotes about the relevance of libraries for some historical figures, he gave several instances of how our own librarians and other staff in the branches he oversees have helped make connections that impacted the lives of the patrons they serve.

Kathleen left the meeting following this report at 1:45 p.m.

X. Reimagining Spaces

Kim announced that we are ready to commence work on the Curlew and Peshastin projects. She introduced Julie Norton, legal counsel assisting with the contracts, who joined the meeting to explain the service order and the proposed resolutions for those branches that the board was asked to approve.

Julie explained the nature of doing projects in small areas such as these. The proposed Resolution 23-01 for Curlew and Resolution 23-02 for Peshastin will give Barbara authority to do any competitive bidding that may be necessary and to enter into those agreements without seeking board approval each time, provided the work to be done is within the scope of the projects. This is a temporary exception to existing purchasing policies, allowing for work to continue without the need to wait for a board meetings for approval of a particular purchase or service in order to continue.

Nancy C. asked if the resolutions include the entire budget for each project.

Kim confirmed that the amounts shown are what the board approved in the 2023 budget adoption.

Service Order #004 required approval to move forward with the architectural and design fees which are also included in the total budget amount.

Denise asked how the board will be notified if any of the bids indicate that the projects are going over budget.

Kim explained that the design fee carries with it the expectation that the project can be completed within the budget, therefore the design must fit the budget. There is a contingency fund that is earmarked for items that could not be anticipated, which would be brought to the board if the need arises.

Nancy S moved to approve Service Order #004. Jill seconded the motion. The motion passed unanimously.

Denise moved to approve Resolution 23-01. Nancy S. seconded the motion. The motion passed unanimously.

Jim moved to approved Resolution 23-02. Denise seconded the motion. The motion passed unanimously.

Julie Norton and Michael McNiel exited the meeting.

XI. Programming and Resources Report

Summer shared that she is in the process of building some internal structure and support for staff. She has proposed a Borrower and Lending Services committee to include various management staff as well as frontline staff in order to provide more support and clarity for them in implementing and enforcing the guidelines. This will occur once the new leadership expansion is in place and fully staffed.

A new Intellectual Freedom committee has formed due to the increase in complaints concerning library materials. To address this important topic, NCWL is hosting an event in partnership with WSL at the DC on Tuesday, March 14 from 10 am – 4 pm. The purpose is to provide a better understanding of the importance of making all materials available to patrons. This no-cost training is geared for library administration, Friends groups, and board members and is not limited to NCWL. Board members wanting to attend may contact Summer.

Jill asked if there will be a virtual option or if it will be recorded. Summer answered that she will look into that possibility.

NCWL is collaborating with work groups across the system to better serve those who are incarcerated and their family members. An effort is underway to develop a paperback collection for outreach in Okanogan and at the detention center in Wenatchee. Additional efforts are being discussed as how to better support those in the re-entry process as well.

Summer shared a program called Building Equity-based Summers Through Libraries and Communities in which NCWL service managers are engaged. This is a 3-year professional development opportunity led by the WSL and funded by the Institute of Museum and Library Services (IMLS). NCWL is one of four library systems participating along with Sno-Isle, Tacoma, and Puyallup. The goal is to build outcomes-based evaluations for SLP with an equity-based focus.

Summer also shared the SLP outcomes for this year. These will allow for future programming to target populations that are lacking library services such as Latinx community, low income and learning disabled, etc.

Nancy C. asked about service to the senior community. Summer responded that this is a group in need as well, however there is nothing specific geared for seniors in the SLP.

Denise asked where we are in terms of measuring progress.

Summer answered that this is the first measurable outcomes information for the SLP, so there is still a lot of room for growth in that area, including internal outcomes.

XII. IT Report

Aaron reported that their priority is on the Microsoft migration with half of the branches complete. Email conversion has been completed in 5 branches thus far. Work also continues with the network rewiring and cleanup at the branches.

Aaton asked for board approval of an RFP for a Telecommunication Service Agreement with LocalTel as our ISP provider.

Nancy S. moved to approve the RFP. Denise seconded the motion.

The motion passed unanimously.

XIII. Other Discussion items

Jill shared that the Winthrop Library was the runner-up for building of the year by the Seattle Daily Journal of Commerce. Good discussion ensued about the welcoming space that the Winthrop branch provides for its patrons.

Barbara spoke about the TIF and the bill that will exempt library districts if passed, and the need to write our legislators explaining why they should vote for the bill. The deadline for a hearing is Friday, March 24. Nancy C. said that it is best to direct letters to the Chair of the House Finance Committee to request a hearing. If a hearing does not happen this year, it is important that we lobby for it next year as the TIF will begin to affect the libraries in 2024.

Jill mentioned that she recently completed the Open Public Meetings Act (OPMA) training. She learned that email discussion of library business is a violation of the OPMA. Barbara stated that topics to be discussed at a meeting can be emailed, but there can be no actual email discussion as this could be considered a rolling quorum which would be a violation, and Jim confirmed this.

Nancy C. asked if anyone besides Jill has a conflict with next month's board meeting. She also reminded everyone about the upcoming WLA Conference to be held in Wenatchee on March 30-April 1.

XIV. Adjournment

Meeting was adjourned at 2:37 p.m.

Nancy D. Churchill
Nancy D. Churchill (Mar 17, 2023 11:14 PDT)

Nancy Churchill, Chairperson

Jill Sheley
Jill Sheley (Mar 25, 2023 15:23 PDT)

Jill Sheley, Secretary










Feb 2023 Meeting Minutes

Final Audit Report

2023-03-25

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