

## North Central Washington Libraries

**April 21, 2022**

### **I. Call to Order**

Nancy Spurgeon called to order the April meeting of the NCW Libraries Board of Trustees at 1:00 p.m. April 21, 2022. The meeting was held in person at the NCW Libraries Board Room with an option to attend virtually.

### **II. Attendees**

The following persons attended in person: Board members Nancy Spurgeon, Kathleen Allstot, Denise Sorom, and Nancy Churchill. Board member Jill Shelley attended via videoconference. Also in attendance were Barbara Walters, Executive Director; Kim Neher, Deputy Director; Mike Githens, Director of Finance; Aaron Floyd, Director of IT; Tim Dillman, Branch Operations Manager (Acting); and Sharon Mauch, Temporary Executive Assistant.

### **III. Consent Agenda Items**

- a. April 21, 2022 Meeting Agenda
- b. Minutes of the March 17 board meeting
- c. Payroll & vouchers
  - i. March payroll for \$512,996.89 and Benefits for \$187,050.05
  - ii. March Accounts Payable for \$571,293.60
  - iii. Staff Reports

Denise moved to approve the Consent Agenda as presented. Kathleen seconded the motion. The motion passed.

### **IV. Approval of payment to FOWL**

The board was asked to approve a payment of \$75,027.99 to the Friends of the Winthrop Library.

Kathleen moved to approve the payment.

Denise seconded the motion. The motion passed. (Jill abstained.)

### **V. Resolution 22-02: Adopting an Employee Use of IT Resources Policy**

This resolution has been recommended for staff and volunteers of NCW Libraries, in the interest of protecting the library and its employees from improper use of IT resources. Aaron explained that the purpose of the policy is to set parameters for staff and volunteer use of the library's IT resources.

Denise moved to approve the resolution.

Nancy Churchill seconded the motion. The motion passed.

## **VI. Executive Director Report**

HR Update: Mike shared that the new payroll system (HRIS) is going well, and trainings occurred for all staff. Leave balances will be available soon and tracking will improve. HRIS will be able to push notifications to staff when needed.

A librarian has been hired for the Curlew branch. Other openings have been filled with internal applicants, creating new openings as a result, which have been posted.

Barbara said that NCW Libraries is working with One Digital to rewrite the personnel handbook. Denise asked if all district policies are easily accessible to the staff. Aaron answered that the district uses a program called Policy Stat to store policies and all staff have access, but that administration is exploring other ways of managing and accessing policies in the future.

National Library Week: In honor of National Library Week, the book "How to Love the World" was presented by supervisors to each staff member along with a small card of thanks.

State of America's Libraries: The report shows that things are rebounding in libraries in general. Kim added that the uptick is anticipated to continue.

## **VII. Financial Report**

Mike presented a balanced financial statement, which is similar to last year at this time. The first half of 2022 property tax revenue will be due next month. Now that libraries are open there is an increase in damaged library items. The purchase of library materials is on pace and has increased with greater foot traffic in the branches. Public service numbers will improve as more programs are expanded.

There is still an overage in the personnel budget which will resolve as hiring continues for open positions.

## **VIII. Approval of Relocation Expense**

The Board was asked to approve a Relocation Expense of \$1500 for the new Curlew Librarian.

Denise moved to approve the expense.

Nancy Churchill seconded the motion. The motion passed.

## **IX. Facilities Improvement Plan Update**

Kim shared that facility improvements will happen 2-4 branches at a time to better be able to keep track of progress. It has been decided to order the same shelving for all branches so that it is interchangeable when necessary.

Amanda Lawson is scheduling tours at all the branches in order to better acquaint herself with the uniqueness of each building and have a chance to meet staff.

As part of the 2<sup>nd</sup> Phase of the Wenatchee Library Remodel, the district will be reviewing the top two firms who responded to the Request for Qualifications on design work.

Kim reported that the Brewster project is close to having a final set of construction documents that can be used bid the project.

Kim shared that the moving details for the Winthrop library are being finalized.

Denise asked Kim if the installation of a café at the Wenatchee Library is still in the plan. Kim said

that will likely come at a later time. The RFQ was to hire a designer that will bring the design of the lower mezzanine to 60% completion.

## **X. Branch Report**

Tim shared some pictures of passive programming at various branches. Since the pandemic shutdown, there has been no scheduled outdoor programming, only drop-in or passive programming activities.

The Summer Library Program dates are June 13-August 30, the theme of which is “Off the Beaten Path.” Indoor/outdoor and take-home activities will be made available, and each branch is required to provide at least one program per week throughout the summer.

Branch hours are being re-visited for standardization to benefit staff as well as patrons. The goal is for all branches to close for 2 hours on the same day and time each week to allow for planned staff training times. Hours should be solidified by May 1.

Alicia O'Dell was selected as Adult Services Manager, leaving an opening for a new Area Manager. Areas may be restructured as this particular position currently covers 6 branches in the far north areas of Ferry and Okanogan Counties and requires significant travel time.

## **XI. IT Report**

Aaron reported on current projects in IT. The phone system is near completion. The Microsoft migration has been slowed due to a shortage of vendors that are able to meet the desired standards. Denise asked what will happen when the current projects are complete. Aaron stated that he is confident that there will be plenty more work to do as current projects are completed.

Nancy Churchill expressed the need for Board members to have an NCW email address for library business.

## **XII. Adjournment**

Meeting was adjourned at 2:13 p.m

