

North Central Washington Libraries**April 20, 2023****I. Call to Order**

Nancy Churchill called to order the April meeting of the NCW Libraries Board of Trustees at 1:30 p.m. April 20, 2023. The meeting was held in person at the NCW Libraries Board Room with an option to attend virtually.

II. Guests

Summer Hess

III. Attendees

Attending in person were Board members Nancy Churchill, Denise Sorom, Kathleen Allstot, Nancy Spurgeon and Jill Sheley. Lisa Karstetter and Jim Mitchell were absent. Also in attendance were Barbara Walters, Executive Director; 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. Those absent were Kim Neher, Deputy Director and Alicia Gomori, Associate Director of Community Libraries.

IV. Consent Agenda Items

- a. April 20, 2023 Meeting Agenda
- b. Minutes of the March 16, 2023, Board meeting
- c. Payroll & vouchers
 - i. March Payroll for \$579,337.37 and Benefits for \$214,251.78
 - ii. March Accounts Payable for \$391,112.14
 - iii. Staff Reports

Amended agenda to include:

- Community Libraries Report – strike from agenda due to Alicia’s absence.
- First reading and discussion of Public Comment policy/guidelines.

Kathleen moved to approve the amended Consent Agenda.

Nancy S. seconded the motion. The motion passed unanimously.

V. Financial Report

Mike gave a detailed financial report representing the first quarter of the year. Revenue is typical at just under 6%. Property tax revenue will come in through the end of June, and is projected to be slightly over 50% by that time. Contract cities received their quarterly billing in March, the revenue for which should be received mostly in April. Investment interest is down slightly due to the financial climate but still doing very well.

Expenses reflect a more fully spent budget per the direction of the board. Personnel budget more in line with where it should be this time of year. Admin expenses are over budget mainly due to attorney fees due to union negotiations which should level off once a CBA is in place.

Under Public Service expenses, supplies are up due to preparation for the Summer Library Program. Some other categories are slightly under budget, but not all can be spent evenly throughout the year. The training budget is currently underspent, however several staff will be attending the WLA conference at the end of March and there will be more training opportunities for staff throughout the year.

Total expenditures is close to target..

VI. Board Retreat Agenda/Goals

Summer Hess was present at the meeting and shared the agenda for the Board Retreat. The retreat will be focused on board education with the morning portion consisting of a presentation by NCWL legal team about the Open Public Meeting Act (OPMA) and a review of the board bylaws, followed by the regular May board meeting, and finally a presentation about a levy lid lift. The afternoon portion will include a budget presentation with 5-year forecast, followed by talking points about being a trustee and time to brainstorm on how to support each other. Last on the agenda is a Strategic Plan update for which there will be follow ups at upcoming board meetings.

Jill asked what the budget outlook would cover. Barb responded that Mike will give a 5-year forecast concerning revenues. Mike added that he would also show some scenarios with the levy rate based on information from the morning presentation on the same topic.

Denise suggested rearranging the agenda for the meeting. Summer explained that the Strategic Plan Update will serve to explain the process and give an overview since the Executive Team will have just begun their work on this. She will delve further into the actual components with the board at future board meetings.

Jill expressed concern that the board has the responsibility to share input that can be shared out to the staff in establishing the Strategic Plan. Summer said this work with the board will begin at the June board meeting.

Barbara stressed the importance that NCWL leadership and the board be on the same page. Because the focus is on board education, the executive team has been given the option to attend parts of the meeting if they choose. Jill Jean is not flexible with her time, but the rest of agenda can be rearranged to suit the priority topics and flow of the day. The board decided to extend the meeting to 5 PM to maximize their time together.

VII. Executive Director Report

Barbara is working on a draft for the Building Use & Maintenance Agreements that are due to expire at the end of this year. She working with the Executive Team as well as the Facilities team on the discrepancies found in some of the agreements, and will be

speaking with city officials to correct them. An additional issue is the term “suitable building” that has been used in the agreement which must be defined for clarity as to what the cities are required to provide. She hopes to have the first draft ready by mid-June for board review.

National Library Week is the last week in April, the theme for which is “There’s more to the story” highlighting the various roles of the libraries in the communities they serve.

Jill asked if each branch has its own web page. Barb responded individual branch web pages can be found by going to the NCW Libraries website and finding the specific location you want to see. There is also a calendar of events available on the website. The library also has a presence on FaceBook.

VIII. Public Comment (1st Reading)

The board read and discussed the first draft of the Public Comment policy. Kathleen introduced the topic and the reason why such a policy should be in place. Barbara drafted the policy and got feedback from legal. Jill asked about follow up to the commentors. Barbara explained that there may be no action taken on comments to which Jill said she would like to know one way or the other. Also discussed was giving notice to the board ahead of time. Kathleen noted that is not feasible if people come in person but a sign up sheet would work.

There was discussion about the possibility that a topic may draw larger numbers to a meeting in person, and how to manage the time. Jill noted that there should be a time limit for comments in the case of a contentious topic that many people may want to speak to, and the board agreed that a limit should be placed on the comment period..

Nancy C also mentioned the possibility of large numbers. Various scenarios were discussed, i.e. requiring 24 hours notice; a sign up sheet to limit number of people allowed in the room; set expectations for behavior; adjourning the meeting until such time it can be relocated and resumed in a larger space; move to an online platform to allow for more to comment.

Barbara will consider all suggestions and guidance from the board and present a revised draft at the June meeting.

IX. Reimagining Spaces

Amanda Lawson reported in Kim’s absence. The designer put together some design directions for program possibilities, from which the team chose 8 different design directions and 5 program possibilities. All day staff orientations were held in Curlew and Peshastin. There will be a full day of community engagement in Curlew on May 10, and in Peshastin on May 23, along with time set aside to meet with stakeholders.

X. WPL Phase 2

Amanda updated the board on phase 2 of WPL. Progress is being made on a multipurpose room for the library and the community as a whole. The cafe posed a

challenge in finding a local partner to operate it within the library's hours, therefore it was decided that an art gallery will go into that space that will feature local artists and showcase library projects.

Amanda shared the plans that were submitted to the City of Wenatchee for permitting and highlighted some of the features going in at WPL. The timeline for the grant was extended by the Department of Commerce.

XI. Programming and Resources Report

Summer highlighted some of the STEM programming, such as the Beers and Bots Night held at a local brewery and geared for adults to lend exposure to library services. Another STEM programming opportunity was Tech and Tiaras, a partnership with several agencies to provide an opportunity for 8th grade students who identify as female or non-binary to explore technology and computer science.

XII. IT Report

Aaron's team is continuing the Microsoft migration project. All IT work has been completed in the new space in Waterville with training of staff as well. As work on the small scale projects is completed and they are anxious to continue working on the large scale projects and begin work on some new projects such as SharePoint which will improve access to shared resources to all staff.

XIII. Human Resources Report

Sheila reported that there have been 3 resignations including the Grand Coulee Branch Librarian, a delivery driver, and the area manager for the north area. There are still 4 open positions for the leadership expansion.

XIV. Close Session (CBA Review)

The meeting went into closed session at 2:26 for 30 minutes to review the newly ratified Collective Bargaining Agreement (CBA) with Sheila and legal counsel, Erin McCool.

XV. Resume Open Session

The open meeting resumed at 2:56.

XVI. Adjournment

The meeting resumed was adjourned at 2:57. Kathleen made a motion to approve the CBA. Nancy S seconded the motion. The motion passed unanimously.

Minutes approved by the Board of Trustees on April 20, 2023.

Nancy Churchill

Nancy Churchill (Jun 23, 2023 07:49 PDT)

Nancy Churchill, Chairperson

Jill Sheley

Jill Sheley (Jun 22, 2023 16:42 PDT)

Jill Sheley, Secretary