

North Central Washington Libraries  
Board Minutes

May 20, 2021

**I. Call to Order:**

Kathleen Allstot called to order the May meeting of the NCW Libraries Board of Trustees at 1:10 PM May 20, 2021. The meeting was held as a Zoom teleconference.

**II. Attendees:**

The following persons attended via Zoom: Board Members Kathleen Allstot, Katherine Meade, and Denise Sorom, Nancy Spurgeon, Jim Mitchell, and Jill Sheley. Barbara Walters, Executive Director; Kim Neher, Deputy Director; Mike Githens, Director of Finance; Bill Carroll, Director of Branch Operations, Aaron Floyd, Director of IT; Tim Dillman, Executive Assistant.

**III. Consent Agenda:**

Kathleen asked if there were questions or corrections for any items in the Consent Agenda which included the:

- a. May Meeting Agenda
- b. Minutes of the April 15 regular board meeting
- c. Payroll & Vouchers
  - i. March Payroll for \$530,273.08 and Benefits for \$101,462.53
  - ii. March Accounts Payable for \$315,168.08
  - iii. Staff Reports

**Jim Mitchell moved to approve the Consent Agenda as presented.**

**Denise Sorom seconded the motion which passed unanimously.**

**IV. Executive Director Report**

Barbara relayed a few details from her attendance at the virtual Conference for the Greater Good. A request for proposals (RFP) for Leadership Development has been posted to the NCW Libraries website. The deadline for proposals is June 4<sup>th</sup>. The NCW Libraries book club program has gone through significant changes this year and is now launching new book club kits which will be available in each of the branches and will float throughout the district. Book club kits contain 12 copies of the book in a clear tote and will be able to be placed on hold directly by patrons through Koha. Barbara notified the board that a frequent patron of the Moses Lake branch has indicated that she plans to bequeath her Moses Lake waterfront property to NCW Libraries for the benefit of the Moses Lake branch.

**V. Financial Report**

Mike prefaced his presentation of the April financials with a statement about internal controls and confirmation that the April numbers were balanced to the Chelan County Treasurer, including the AP and Payroll. The April statement shows a significant portion of the first half

of the year's tax revenue. For the month of April, the tax revenue looks quite good. Mike expects that tax revenue at the end of May will be at, or slightly above 50% of anticipated revenue. Forest Excise tax was received in April and puts the district over what was budgeted for this revenue. The district received all the required payments from contracting cities and town. Total overall revenue is at around 25% of budget for the year, and is expected to be at 50% by the end of May.

Salaries and Wages are at about 30% of budget. There are a few open positions that remain unfilled. Mike notified the board that PERS payments will go down slightly due to changes in the state budget. This will mean a decrease in PERS expenses for both the district and employees. This change will go into effect July 1.

Mike made a few comments on items under the Public Services budget category. Library books and materials is under budget. The digital materials account is slightly higher than budgeted. In the Professional Services account, a lack of regular programming in branches has really affected this area. Training and Travel continues to be well under budget and the district will not realize a full expense in that account this year. Total expenses at the end of April are at 25.8% of budget.

Mike gave a brief report on the total balances on all fund accounts. The overall general fund balance is \$18,748,824.65. Account 646, the Wenatchee Public Library Renovation Fund will be left open to use toward the Phase 2 remodel.

Mike presented a sheet with the ending fund balances in the five subaccounts of the general fund. The total balance as of December 31, 2020 was \$18,979,076. The sheet showed how money would be transferred between the funds per the Reserve Fund Transfer Policy.

**V. Resolution 21-01- A Resolution to Amend the 2021 Budget.**

Mike gave a summary of the purpose of the resolution. The purpose is to clean up the 2021 budget based on revenue and expense changes.

**Denise Sorom moved to adopt the resolution.**

**Nancy Spurgeon seconded. The motion passed unanimously.**

**VII. Branch Report**

Bill went through the written report that was shared with the board. He explained to the board the reason for closing the Republic and Curlew branch and gave some statistics on COVID rates in Ferry County. Bill also summarized the bed bug exposure in Quincy and the library's response. The refreshed Brewster Library reopened in April to lots of positive response. The library has been hosting Tuesday forums with Our Valley Our Future which have been well attended.

Bill gave a brief introduction of Catherine Matthews, the new librarian at the Grand Coulee Branch. He also commented on the continued efforts to build a strong partnership between the Tonasket library staff and the City of Tonasket staff as they share a building.

## **VII. IT Report**

Aaron spoke to the board about the first quarterly IT newsletter which went out to staff. Among the priority projects for IT currently are equipment standardization and inventory of equipment. Aaron reviewed five mission critical projects that were completed by the IT team in the last month. Aaron mentioned that he has been reviewing the 2021 IT budget with Mike and plans to revise the plan for spending to better align with current priorities. Denise thanked Aaron for his organization and presentation. Jill thanked Aaron for the help he has provided on the Winthrop Library.

## **VIII. Announcements**

Kathleen told the board that she will not be at the June board meeting. Nancy will serve as chair in June.

The board asked a few questions about the upcoming July board retreat.

Tim said he would be sending a meeting request to all board members for a future closed meeting to discuss the representation petitions.

Denise asked Jill for an update on the Winthrop Library. Jill said windows are in and the construction team is now working on rough in and working with Aaron on wiring for technology and low voltage electrical.

The meeting was adjourned at 2:15 pm.

The next regular meeting of the Board of Trustees is scheduled on June 17, 2021 via Zoom teleconference.

Respectfully submitted,

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Kathleen Allstot, Chairwoman

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Katherine Meade, Secretary



